

TRANSMITTAL 1

AGREEMENT NO.

AGREEMENT BETWEEN  
THE CITY OF LOS ANGELES AND  
CHERRYROAD TECHNOLOGIES INC.

THIS AGREEMENT ("Agreement") is made and entered into by and between the CITY OF LOS ANGELES, a municipal corporation ("City"), acting by and through its Board of Harbor Commissioners ("Board") and CHERRYROAD TECHNOLOGIES INC., a Florida corporation, 6 Upper Pond Road, 2<sup>nd</sup> Floor, Parsippany, New Jersey 07054 ("Consultant").

WHEREAS, City requires as-needed technology professionals to assist LAHD's Information Technology (IT) staff relative to the existing on-premise Oracle E-Business Suite ERP (EBS) required for the Oracle Enterprise Resource Planning (ERP) Cloud Migration Project; and

WHEREAS, City requires the professional, expert and technical services of Consultant on a temporary or occasional basis to augment LAHD's IT staff on the ERP Cloud Migration Project; and

WHEREAS, Consultant, by virtue of training and experience, is well qualified to provide such services to City; and

WHEREAS, City does not employ personnel with the required expertise nor is it feasible to do so on a temporary or occasional basis;

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. SERVICES TO BE PERFORMED BY CONSULTANT

A. Consultant hereby agrees to render to City, as an independent contractor, certain professional, technical and expert services of a temporary and occasional character as set forth in Exhibit A ("Scope of Work").

B. Consultant, at its sole cost and expense, shall furnish all services, materials, equipment, subsistence, transportation and all other items necessary to perform the Scope of Work. As between City and Consultant, Consultant is solely responsible for any taxes or fees which may be assessed against it or its employees resulting from performance of the Scope of Work, whether social security, payroll or other, and regardless of whether assessed by the federal government, any state, the City, or any other governmental entity.

C. Consultant acknowledges and agrees that it lacks authority to perform any services outside the Scope of Work. Consultant further acknowledges and agrees that any services it performs outside the Scope of Work are performed as a volunteer and shall not be compensable under this Agreement.

D. The Scope of Work shall be performed by personnel qualified and competent in the sole reasonable discretion of the Executive Director or his or her designee ("Executive Director"), whether performance is undertaken by Consultant or third-parties with whom Consultant has contracted ("Subconsultants"). Obligations of this Agreement, whether undertaken by Consultant or Subconsultants, are and shall be the responsibility of Consultant. Consultant acknowledges and agrees that this Agreement creates no rights in Subconsultants with respect to City and that obligations that may be owed to Subconsultants, including, but not limited to, the obligation to pay Subconsultants for services performed, are those of Consultant alone. Upon Executive Director's written request, Consultant shall supply City's Harbor Department ("Department") with all agreements between it and its Subconsultants.

## 2. SERVICES TO BE PERFORMED BY CITY

A. City shall furnish Consultant, upon its request, all documents and papers in possession of City which may lawfully be supplied to Consultant and which are necessary for it to perform its obligations.

B. The Executive Director or his or her designee is designated as the contract administrator for City and shall also decide any and all questions which may arise as to the quality or acceptability of the services performed and the manner of performance, the interpretation of instructions to Consultant and the acceptable completion of this Agreement and the amount of compensation due. Notwithstanding the preceding, the termination of this Agreement shall be governed by the provisions of Article 11 (Termination) hereof.

C. Consultant shall provide Executive Director with reasonable advance written notice if it requires access to premises of Department. Subsequent access rights, if any, shall be granted to Consultant at the sole reasonable discretion of Executive Director, specifying conditions Consultant must satisfy in connection with such access. Consultant acknowledges that such areas may be occupied or used by tenants or contractors of City and that access rights granted by Department to Consultant shall be consistent with any such occupancy or use.

## 3. EFFECTIVE DATE AND TERM OF AGREEMENT

A. Subject to the provisions of Charter Section 245, the effective date of this Agreement shall be the date of its execution by Executive Director upon authorization of the Board. Consultant is aware that the City Council, pursuant to Charter Section 245 of the City of Los Angeles, has the right to review this Agreement. Accordingly, in no event shall this Agreement become effective until after the expiration of the fifth Council meeting day after Board action, or the date of City Council's approval of the Agreement.

B. This Agreement shall be in full force and effect commencing from the date of execution and shall continue until the earlier of the following occurs:

1. Three (3) years have lapsed from the effective date of this Agreement;

or

2. The Board of Harbor Commissioners, in its sole discretion, terminates and cancels all or part of this Agreement for any reason upon giving to Consultant ten (10) days' notice in writing of its election to cancel and terminate this Agreement.

4. TERMINATION DUE TO NON-APPROPRIATION OF FUNDS

This Agreement is subject to the provisions of the Los Angeles City Charter which, among other things, precludes the City from making any expenditure of funds or incurring any liability, including contractual commitments, in excess of the amount appropriated thereof.

The Board, in awarding this Agreement, is expected to appropriate sufficient funds to meet the estimated expenditure of funds through June 30 of the current fiscal year and to make further appropriations in each succeeding fiscal year during the life of the Agreement. However, the Board is under no legal obligation to do so.

The City, its boards, officers, and employees are not bound by the terms of this Agreement or obligated to make payment thereunder in any fiscal year in which the Board does not appropriate funds therefore. The Consultant is not entitled to any compensation in any fiscal year in which funds have not been appropriated for the Agreement by the Board.

Although the Consultant is not obligated to perform any work under the Agreement in any fiscal year in which no appropriation for the Agreement has been made, the Consultant agrees to resume performance of the work required by the Agreement on the same terms and conditions for a period of sixty (60) days after the end of the fiscal year if an appropriation therefore is approved by the Board within that 60-day period. The Consultant is responsible for maintaining all insurance and bonds during this 60-day period until the appropriation is made; however, such extension of time is not compensable.

If in any subsequent fiscal year funds are not appropriated by the Board for the work required by the Agreement, the Agreement shall be terminated. However, such termination shall not relieve the parties of liability for any obligation previously incurred.

5. COMPENSATION AND PAYMENT

A. As compensation for the satisfactory performance of the services required by this Agreement, City shall pay and reimburse Consultant at the rates set forth in Exhibit B.

B. The maximum payable under this Agreement, including reimbursable expenses (see Exhibit B), shall be Two Million Twelve Thousand Nine Hundred Dollars (\$2,012,900).

C. Consultant shall submit invoices in quadruplicate to City monthly following the effective date of this Agreement for services performed during the preceding month. Each such invoice shall be signed by the Consultant and shall include the following certification:

"I certify under penalty of perjury that the above bill is just and correct according to the terms of Agreement No. \_\_\_\_\_ and that payment has not been received. I further certify that I have complied with the provisions of the City's Living Wage Ordinance.

\_\_\_\_\_  
(Consultant's Signature)

D. Consultant must include on the face of each itemized invoice submitted for payment its Business Tax Registration Certificate number, as required at Article 8 of this Agreement. No invoice will be processed for payment by City without this number shown thereon. All invoices shall be approved by the Executive Director or his or her designee prior to payment. All invoices due and payable and found to be in order shall be paid as soon as, in the ordinary course of City business, the same may be approved, audited and paid.

Consultant shall submit appropriate supporting documents with each invoice. Such documents may include provider invoices, payrolls, and time sheets. The City may require, and Consultant shall provide, all documents reasonably required to determine whether amounts on the invoice are allowable expenses under this Agreement.

Further, where the Consultant employs Subconsultants under this Agreement, the Consultant shall submit to City, with each monthly invoice, a Monthly Subconsultant Monitoring Report Form (Exhibit C) listing SBE/VSBE/MBE/WBE/DVBE/OBE amounts. Consultant shall provide an explanation for any item that does not meet or exceed the anticipated participation levels for this Agreement, with specific plans and recommendations for improved Subconsultant utilization. Invoices will not be paid without a completed Monthly Subconsultant Monitoring Report Form. All invoices are subject to audit. Consultant is not required to submit support for direct costs items of \$25 or less.

E. For payment and processing, all invoices should be mailed to the following address:

Accounts Payable Section  
Harbor Department, City of Los Angeles  
P.O. Box 191  
San Pedro, CA 90733-0191

6. RECORDKEEPING AND AUDIT RIGHTS

A. Consultant shall keep and maintain full, complete and accurate books of accounts and records of the services performed under this Agreement in accordance with generally accepted accounting principles consistently applied, which books and records shall be readily accessible to and open for inspection and copying at the premises by City, its auditors or other authorized representatives. Notwithstanding any other provision of this Agreement, failure to do so shall constitute a conclusive waiver of any right to compensation for such services as are otherwise compensable hereunder. Such books and records shall be maintained by Consultant for a period of three (3) years after completion of services to be performed under this Agreement or until all disputes, appeals, litigation or claims arising from this Agreement have been resolved.

B. During the term of this Agreement, City may audit, review and copy any and all writings (as that term is defined in Section 250 of the California Evidence Code) of Consultant and Subconsultants arising from or related to this Agreement or performance of the Scope of Work, whether such writings are (a) in final form or not, (b) prepared by Consultant, Subconsultants or any individual or entity acting for or on behalf of Consultant or a Subconsultant, and (c) without regard to whether such writings have previously been provided to City. Consultant shall be responsible for obtaining access to and providing writings of Subconsultants. Consultant shall provide City at Consultant's sole cost and expense a copy of all such writings within fourteen (14) calendar days of a written request by City. City's right shall also include inspection at reasonable times of the Consultant's office or facilities which are engaged in the performance of the Scope of Work. Consultant shall, at no cost to City, furnish reasonable facilities and assistance for such review and audit. Consultant's failure to comply with this Article 6 shall constitute a material breach of this Agreement and shall entitle City to withhold any payment due under this Agreement until such breach is cured.

7. INDEPENDENT CONTRACTOR

Consultant, in the performance of the work required by this Agreement, is an independent contractor and not an agent or employee of City. Consultant shall not represent itself as an agent or employee of the City and shall have no power to bind the City in contract or otherwise.

8. BUSINESS TAX REGISTRATION CERTIFICATE

The City of Los Angeles Office of Finance requires the implementation and enforcement of Los Angeles Municipal Code Section 21.09 et seq. This Code Section provides that every person, other than a municipal employee, who engages in any business within the City of Los Angeles, is required to obtain the necessary Business Tax Registration Certificate and pay business taxes. The City Controller has determined that this Code Section applies to consulting firms that are doing work for the Department. See <https://finance.lacity.org/how-register-btrc>.

9. INDEMNIFICATION

Except for the sole negligence or willful misconduct of the City, or any of its Boards, Officers, Agents, Employees, Assigns and Successors in Interest, Consultant undertakes and agrees to defend, indemnify and hold harmless the City and any of its Boards, Officers, Agents, Employees, Assigns, and Successors in Interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the City, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including Consultant's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Agreement by Consultant or its subcontractors of any tier. Rights and remedies available to the City under this provision are cumulative of those provided for elsewhere in this Agreement and those allowed under the laws of the United States, the State of California, and the City.

10. INSURANCE

A. In addition to and not as a substitute for, or limitation of, any of the indemnity obligations imposed by Article 9, Consultant shall procure and maintain at its sole cost and expense and keep in force at all times during the term of this Agreement the following insurance:

(1) Commercial General Liability Insurance

Commercial general liability insurance covering personal and advertising injury, bodily injury, and property damage providing contractual liability, independent contractors, products and completed operations, and premises/operations coverage written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's is not available) within Consultant's normal limits of liability but not less than One Million Dollars (\$1,000,000) combined single limit for injury or claim. Where Consultant provides or dispenses alcoholic beverages, Host Liquor Liability coverage shall be provided as above. Where Consultant provides pyrotechnics, Pyrotechnics Liability shall be provided as above. Said limits shall provide first dollar coverage except that Executive Director may permit a self-insured retention or self-insurance in those cases where, in his or her judgment, such retention or self-insurance is justified by the net worth of Consultant. The retention or self-insurance provided shall provide that any other insurance maintained by the Harbor Department shall be excess of Consultant's insurance and shall not contribute to it. In all cases, regardless of any deductible or retention, said insurance shall contain a defense of suits provision and a severability of interest clause. Each policy shall name the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds.

(2) Automobile Liability Insurance

Automobile liability insurance written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's is not available) within Consultant's normal limits of liability but not less than One Million Dollars (\$1,000,000) covering damages, injuries or death resulting from each accident or claim arising out of any one claim or accident. Said insurance shall protect against claims arising from actions or operations of the insured, or by its employees. Coverage shall contain a defense of suits provision and a severability of interest clause. Each policy shall name the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds.

(3) Workers' Compensation and Employer's Liability

Consultant shall certify that it is aware of the provisions of Section 3700 of the California Labor code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and that Consultant shall comply with such provisions before commencing the performance of the tasks under this Agreement. Coverage for claims under U.S. Longshore and Harbor Workers' Compensation Act, if required under applicable law, shall be included. Consultant shall submit Workers' Compensation policies whether underwritten by the state insurance fund or private carrier, which provide that the public or private carrier waives its right of subrogation against the City in any circumstance in which it is alleged that actions or omissions of the City contributed to the accident. Such Worker's Compensation and occupational disease requirements shall include coverage for all employees of Consultant, and for all employees of any subcontractor or other vendor retained by Consultant.

(4) Technology Errors and Omissions Liability Insurance

Consultant is required to provide Technology Errors and Omissions Liability Insurance with respect to negligent or wrongful acts, errors or omissions, in rendering or failing to render computer or information technology services or technology products in connection with the professional services to be provided under this Agreement. This insurance policy shall include coverage for Privacy and Network Security and protect against claims arising from all products and services of the insured, or by its employees, agents, or contractors, and include coverage (or no exclusion) for contractual liability. The limits disclosed herein shall neither increase nor decrease Consultant's liability as defined elsewhere in this Agreement.

Consultant certifies that it now has Technology Errors and Omissions Liability Insurance in the amount of Five Million Dollars (\$5,000,000) per

claim/aggregate including Notification Costs, which shall cover the work to be performed pursuant to this Agreement and that it will keep such insurance or its equivalent in effect at all times during performance of said Agreement and until two (2) years following acceptance of the completed project by Board.

Each policy shall include a 10-days notice of cancellation for nonpayment of premium and a 30-days notice of cancellation for any other reasons may be submitted.

Notice of occurrences or claims under the policy shall be made to the Risk Manager of City's Harbor Department with copies to the City Attorney's Office.

B. Insurance Procured by Consultant on Behalf of City

In addition to and not as a substitute for, or limitation of, any of the indemnity obligations imposed by Article 9, and where Consultant is required to name the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds on any insurance policy required by this Agreement, Consultant shall cause City to be named as an additional insured on all policies it procures in connection with this Article 10. Consultant shall cause such additional insured status to be reflected in the original policy or by additional insured endorsement (CG 2010 or equivalent) substantially as follows:

"Notwithstanding any inconsistent statement in the policy to which this endorsement is attached, or any endorsement or certificate now or hereafter attached hereto, it is agreed that City, Board, their officers, agents and employees, are additional insureds hereunder, and that coverage is provided for all contractual obligations, operations, uses, occupations, acts and activities of the insured under Agreement No. \_\_\_\_, and under any amendments, modifications, extensions or renewals of said Agreement regardless of where such contractual obligations, operations, uses, occupations, acts and activities occur.

"The policy to which this endorsement is attached shall provide a 10-days notice of cancellation for nonpayment of premium, and a 30-days notice of cancellation for any other reasons to the Risk Manager.

"The coverage provided by the policy to which this endorsement is attached is primary coverage and any other insurance carried by City is excess coverage;

"In the event of one of the named insured's incurring liability to any other of the named insureds, this policy shall provide protection for each named insured against whom claim is or may be made, including claims by other named insureds, in the same manner as if separate policies had been issued to each named insured. Nothing contained herein shall operate to increase the company's limit of liability; and

"Notice of occurrences or claims under the policy shall be made to the Risk Manager of City's Harbor Department with copies to the City Attorney's Office."

C. Required Features of Coverages

Insurance procured by Consultant in connection with this Article 10 shall include the following features:

(1) Acceptable Evidence and Approval of Insurance

Electronic submission is the required method of submitting Consultant's insurance documents. Consultant's insurance broker or agent shall register with the City's online insurance compliance system **KwikComply** at <https://kwikcomply.org/> and submit the appropriate proof of insurance on Consultant's behalf.

Upon request by City, Consultant shall furnish a copy of the binder of insurance and/or a full certified policy for any insurance policy required herein. This obligation is intended to, and shall, survive the expiration or earlier termination of this Agreement.

(2) Carrier Requirements

All insurance which Consultant is required to provide pursuant to this Agreement shall be placed with insurance carriers authorized to do business in the State of California and which are rated A-, VII or better in Best's Insurance Guide. Carriers without a Best's rating shall meet comparable standards in another rating service acceptable to City.

(3) Notice of Cancellation

For each insurance policy described above, Consultant shall give a 10-day prior notice of cancellation or reduction in coverage for nonpayment of premium, and a 30-day prior notice of cancellation or reduction in coverage for any other reason, by written notice via registered mail and addressed to the City of Los Angeles Harbor Department, Attn: Risk Manager and the City Attorney's Office, 425 S. Palos Verdes Street, San Pedro, California 90731.

(4) Modification of Coverage

Executive Director, at his or her sole reasonable discretion, based upon recommendation of independent insurance consultants to City, may increase or decrease amounts and types of insurance coverage required hereunder at any time during the term hereof by giving ninety (90) days' prior written notice to Consultant.

(5) Renewal of Policies

At least thirty (30) days prior to the expiration of any policy required by this Agreement, Consultant shall renew or extend such policy in accordance with the requirements of this Agreement and direct their insurance broker or agent to submit to the City's online insurance compliance system **KwikComply** at <https://kwikcomply.org/> a renewal endorsement or renewal certificate or, if new insurance has been obtained, evidence of insurance as specified above. If Consultant neglects or fails to secure or maintain the insurance required above, Executive Director may, at his or her own option but without any obligation, obtain such insurance to protect City's interests. The cost of such insurance shall be deducted from the next payment due Consultant.

(6) Limits of Coverage

If Consultant maintains higher limits than the minimums required by this Agreement, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

D. Right to Self-Insure

Upon written approval by the Executive Director, Consultant may self-insure if the following conditions are met:

1. Consultant has a formal self-insurance program in place prior to execution of this Agreement. If a corporation, Consultant must have a formal resolution of its board of directors authorizing self-insurance.
2. Consultant agrees to protect the City, its boards, officers, agents and employees at the same level as would be provided by full insurance with respect to types of coverage and minimum limits of liability required by this Agreement.
3. Consultant agrees to defend the City, its boards, officers, agents and employees in any lawsuit that would otherwise be defended by an insurance carrier.
4. Consultant agrees that any insurance carried by Department is excess of Consultant's self-insurance and will not contribute to it.
5. Consultant provides the name and address of its claims administrator.

6. Consultant submits its most recently filed 10-Q and its 10-K or audited annual financial statements for the three most recent fiscal years prior to Executive Director's consideration of approval of self-insurance and annually thereafter.
7. Consultant agrees to inform Department in writing immediately of any change in its status or policy which would materially affect the protection afforded Department by this self-insurance.
8. Consultant has complied with all laws pertaining to self-insurance.

E. Accident Reports

Consultant shall report in writing to Executive Director within fifteen (15) calendar days after it, its officers or managing agents have knowledge of any accident or occurrence involving death of or injury to any person or persons, or damage in excess of Five Hundred Dollars (\$500.00) to property, occurring upon the premises, or elsewhere within the Port of Los Angeles if Consultant's officers, agents or employees are involved in such an accident or occurrence. Such report shall contain to the extent available (1) the name and address of the persons involved, (2) a general statement as to the nature and extent of injury or damage, (3) the date and hour of occurrence, (4) the names and addresses of known witnesses, and (5) such other information as may be known to Consultant, its officers or managing agents.

11. TERMINATION PROVISION

The Board of Harbor Commissioners, in its sole discretion, shall have the right to terminate and cancel all or any part of this Agreement for any reason upon giving the Consultant ten (10) days' advance, written notice of the Board's election to cancel and terminate this Agreement. It is agreed that any Agreement entered into shall not limit the right of the City to hire additional consultants or perform the services described in this Agreement either during or after the term of this Agreement.

12. PERSONAL SERVICE AGREEMENT

A. During the term hereof, Consultant agrees that it will not enter into other contracts or perform any work without the written permission of the Executive Director where the work may conflict with the interests of the Department.

B. Consultant acknowledges that it has been selected to perform the Scope of Work because of its experience, qualifications and expertise. Any assignment or other transfer of this Agreement or any part hereof shall be void provided, however, that Consultant may permit Subconsultant(s) to perform portions of the Scope of Work in accordance with Article 1. All Subconsultants whom Consultant utilizes, however, shall be deemed to be its agents. Subconsultants' performance of the Scope of Work shall not be deemed to release Consultant from its obligations under this Agreement or to impose

any obligation on the City to such Subconsultant(s) or give the Subconsultant(s) any rights against the City.

13. AFFIRMATIVE ACTION

The Consultant, during the performance of this Agreement, shall not discriminate in its employment practices against any employee or applicant for employment because of employee's or applicant's race, religion, national origin, ancestry, sex, age, sexual orientation, disability, marital status, domestic partner status, or medical condition. The provisions of Section 10.8.4 of the Los Angeles Administrative Code shall be incorporated and made a part of this Agreement. All subcontracts awarded shall contain a like nondiscrimination provision. See Exhibit D.

14. SMALL/VERY SMALL BUSINESS ENTERPRISE PROGRAM AND LOCAL BUSINESS PREFERENCE PROGRAM

It is the policy of the Department to provide Small Business Enterprises (SBE), Very Small Business Enterprises (VSBE) and Minority-Owned, Women-Owned, Disabled Veteran Business Enterprises and all Other Business Enterprises (MBE/WBE/DVBE/OBE) an equal opportunity to participate in the performance of all City contracts in all areas where such contracts afford such participation opportunities. Consultant shall assist the City in implementing this policy and shall use its best efforts to afford the opportunity for SBEs, VSBEs, MBEs, WBEs, DVBEs, and OBEs to achieve participation in subcontracts where such participation opportunities present themselves and attempt to ensure that all available business enterprises, including SBEs, VSBEs, MBEs, WBEs, DVBEs, and OBEs, have equal participation opportunity which might be presented under this Agreement. See Exhibit E.

It is also the policy of the Department to support an increase in local and regional jobs. The Department's Local Business Preference Program aims to benefit the Southern California region by increasing jobs and expenditures within the local and regional private sector. Consultant shall assist the City in implementing this policy and shall use its best efforts to afford the opportunity for Local Business Enterprises to achieve participation in subcontracts where such participation opportunities present themselves.

NOTE: Prior to being awarded a contract with the City, Consultant and all Subconsultants must be registered on the City's Contracts Management and Opportunities Database, Los Angeles Business Assistance Virtual Network (LABAVN), at <http://www.labavn.org>.

15. CONFLICT OF INTEREST

It is hereby understood and agreed that the parties to this Agreement have read and are aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the California Government Code relating to conflict of interest of public officers and employees, as well as the Los Angeles Municipal Code (LAMC) Municipal Ethics and

Conflict of Interest provisions of Section 49.5.1 et seq. and the Conflict of Interest Codes of the City and the Department. All parties hereto agree that they are unaware of any financial or economic interest of any public officer or employee of City relating to this Agreement. Notwithstanding any other provision of this Agreement, it is further understood and agreed that if such financial interest does exist at the inception of this Agreement, City may immediately terminate this Agreement by giving written notice thereof.

During the term of this Agreement, Consultant shall inform the Department in writing when Consultant, or any of its Subconsultants, employs or hires in any capacity, and for any length of time, a person who has worked for the Department as a Commissioner, officer or employee. Said notice shall include the individual's name and current position and their prior position and years of employment with the Department. Written notice shall be provided by Consultant to the Department within thirty (30) days of the employment or hiring of the individual.

16. COMPLIANCE WITH APPLICABLE LAWS

Consultant shall at all times in the performance of its obligations comply with all applicable laws, statutes, ordinances, rules and regulations, and with the reasonable requests and directions of Executive Director.

17. GOVERNING LAW / VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of California, without reference to the conflicts of law, rules and principles of such State. The parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the State or Federal courts located in the County of Los Angeles, State of California, in the judicial district required by court rules.

18. TRADEMARKS, COPYRIGHTS, AND PATENTS

Consultant agrees to save, keep, hold harmless, protect and indemnify the City and any of its officers or agents from any damages, cost, or expenses in law or equity from infringement of any patent, trademark, service mark or copyright of any person or persons, or corporations in consequence of the use by City of any materials supplied by Consultant in the performance of this Agreement.

19. PROPRIETARY INFORMATION

A. Writings, as that term is defined in Section 250 of the California Evidence Code (including, without limitation, drawings, specifications, estimates, reports, records, reference material, data, charts, documents, renderings, computations, computer tapes or disks, submittals and other items of any type whatsoever, whether in the form of writing, figures or delineations), which are obtained, generated, compiled or derived in connection

with this Agreement (collectively hereafter referred to as "property"), are owned by City as soon as they are developed, whether in draft or final form. City has the right to use or permit the use of property and any ideas or methods represented by such property for any purpose and at any time without compensation other than that provided in this Agreement. Consultant hereby warrants and represents that City at all times owns rights provided for in this section free and clear of all third-party claims whether presently existing or arising in the future, whether or not presently known. Consultant need not obtain for City the right to use any idea, design, method, material, equipment or other matter which is the subject of a valid patent, unless such patent is owned by Consultant or one of its employees, or its Subconsultant or the Subconsultant's employees, in which case such right shall be obtained without additional compensation. Whether or not Consultant's initial proposal or proposals made during this Agreement are accepted by City, it is agreed that all information of any nature whatsoever connected with the Scope of Work, regardless of the form of communication, which has been or may be given by Consultant, its Subconsultants or on either's behalf, whether prior or subsequent to this Agreement becoming effective, to the City, its boards, officers, agents or employees, is not given in confidence. Accordingly, City or its designees may use or disclose such information without liability of any kind, except as may arise under valid patents.

B. If research or development is furnished in connection with this Agreement and if, in the course of such research or development, patentable work product is produced by Consultant, its officers, agents, employees, or Subconsultants, the City shall have, without cost or expense to it, an irrevocable, non-exclusive royalty-free license to make and use, itself or by anyone on its behalf, such work product in connection with any activity now or hereafter engaged in or permitted by City. Upon City's request, Consultant, at its sole cost and expense, shall promptly furnish or obtain from the appropriate person a form of license satisfactory to the City. It is expressly understood and agreed that, as between City and Consultant, the referenced license shall arise for City's benefit immediately upon the production of the work product, and is not dependent on the written license specified above. City may transfer such license to its successors in the operation or ownership of any real or personal property now or hereafter owned or operated by City.

## 20. CONFIDENTIALITY

The data, documents, reports, or other materials which contain information relating to the review, documentation, analysis and evaluation of the work described in this Agreement and any recommendations made by Consultant relative thereto shall be considered confidential and shall not be reproduced, altered, used or disseminated by Consultant or its employees or agents in any manner except and only to the extent necessary in the performance of the work under this Agreement. In addition, Consultant is required to safeguard such information from access by unauthorized personnel.

## 21. NOTICES

In all cases where written notice is to be given under this Agreement, service shall be deemed sufficient if said notice is deposited in the United States mail, postage prepaid. When so given, such notice shall be effective from the date of mailing of the same. For

the purposes hereof, unless otherwise provided by notice in writing from the respective parties, notice to the Department shall be addressed to Director of Public Safety and Emergency Management, Los Angeles Harbor Department, P.O. Box 151, San Pedro, California 90733-0151, and notice to Consultant shall be addressed to it at the address set forth above. Nothing herein contained shall preclude or render inoperative service of such notice in the manner provided by law.

22. TAXPAYER IDENTIFICATION NUMBER (TIN)

The Internal Revenue Service (IRS) requires that all consultants and suppliers of materials and supplies provide a TIN to the party that pays them. Consultant declares that it has an authorized TIN which shall be provided to the Department prior to payment under this Agreement. No payments will be made under this Agreement without a valid TIN.

23. SERVICE CONTRACTOR WORKER RETENTION POLICY AND LIVING WAGE POLICY REQUIREMENTS

The Board of Harbor Commissioners of the City of Los Angeles adopted Resolution Nos. 19-8419 and 19-8420 on January 24, 2019, adopting the provisions of Los Angeles City Ordinance No. 185356 relating to Service Contractor Worker Retention (SCWR), Section 10.36 et seq. of the Los Angeles Administrative Code, as the policy of the Department. Further, Charter Section 378 requires compliance with the City's Living Wage requirements as set forth by ordinance, Section 10.37 et seq. of the Los Angeles Administrative Code. Consultant shall comply with the policy wherever applicable. Violation of this provision, where applicable, shall entitle the City to terminate this Agreement and otherwise pursue legal remedies that may be available.

24. WAGE AND EARNINGS ASSIGNMENT ORDERS / NOTICES OF ASSIGNMENTS

The Consultant and/or any Subconsultant are obligated to fully comply with all applicable state and federal employment reporting requirements for the Consultant and/or Subconsultant's employees.

The Consultant and/or Subconsultant shall certify that the principal owner(s) are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignments applicable to them personally. The Consultant and/or Subconsultant will fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments in accordance with Cal. Family Code Sections 5230 et seq. The Consultant or Subconsultant will maintain such compliance throughout the term of this Agreement.

25. EQUAL BENEFITS POLICY

The Board of Harbor Commissioners of the City of Los Angeles adopted Resolution No. 6328 on January 12, 2005, agreeing to adopt the provisions of

Los Angeles City Ordinance No. 172,908, as amended, relating to Equal Benefits, Section 10.8.2.1 et seq. of the Los Angeles Administrative Code, as a policy of the Department. Consultant shall comply with the policy wherever applicable. Violation of this policy shall entitle the City to terminate any Agreement with Consultant and pursue any and all other legal remedies that may be available. See Exhibit F.

26. COMPLIANCE WITH LOS ANGELES CITY CHARTER SECTION 470(c)(12)

The Consultant, Subconsultants, and their Principals are obligated to fully comply with City of Los Angeles Charter Section 470(c)(12) and related ordinances, regarding limitations on campaign contributions and fundraising for certain elected City officials or candidates for elected City office if the agreement is valued at \$100,000 or more and requires approval of a City elected official. Additionally, Consultant is required to provide and update certain information to the City as specified by law. Any Consultant subject to Charter Section 470(c)(12), shall include the following notice in any contract with a subconsultant expected to receive at least \$100,000 for performance under this Agreement:

Notice Regarding Los Angeles Campaign Contribution and Fundraising Restrictions

As provided in Charter Section 470(c)(12) and related ordinances, you are a subconsultant on Harbor Department Agreement No. \_\_\_\_\_. Pursuant to City Charter Section 470(c)(12), subconsultant and its principals are prohibited from making campaign contributions and fundraising for certain elected City officials or candidates for elected City office for 12 months after the Agreement is signed. Subconsultant is required to provide to Consultant names and addresses of the subconsultant's principals and contact information and shall update that information if it changes during the 12 month time period. Subconsultant's information must be provided to Consultant within 10 business days. Failure to comply may result in termination of the Agreement or any other available legal remedies including fines. Information about the restrictions may be found at the City Ethics Commission's website at <http://ethics.lacity.org/> or by calling 213-978-1960.

Consultant, Subconsultants, and their Principals shall comply with these requirements and limitations. Violation of this provision shall entitle the City to terminate this Agreement and pursue any and all legal remedies that may be available.

27. STATE TIDELANDS GRANTS

This Agreement is entered into in furtherance of and as a benefit to the State Tidelands Grant and the trust created thereby. Therefore, this Agreement is at all times subject to the limitations, conditions, restrictions and reservations contained in and prescribed by the Act of the Legislature of the State of California entitled "An Act Granting

to the City of Los Angeles the Tidelands and Submerged Lands of the State Within the Boundaries of Said City," approved June 3, 1929 (Stats. 1929, Ch. 651), as amended, and provisions of Article VI of the Charter of the City of Los Angeles relating to such lands. Consultant agrees that any interpretation of this Agreement and the terms contained herein must be consistent with such limitations, conditions, restrictions and reservations.

28. INTEGRATION

This Agreement contains the entire understanding and agreement between the parties hereto with respect to the matters referred to herein. No other representations, covenants, undertakings, or prior or contemporaneous agreements, oral or written, regarding such matters which are not specifically contained, referenced, and/or incorporated into this Agreement by reference shall be deemed in any way to exist or bind any of the parties. Each party acknowledges that it has not been induced to enter into the Agreement and has not executed the Agreement in reliance upon any promises, representations, warranties or statements not contained, referenced, and/or incorporated into the Agreement. **THE PARTIES ACKNOWLEDGE THAT THIS AGREEMENT IS INTENDED TO BE, AND IS, AN INTEGRATED AGREEMENT.**

29. SEVERABILITY

Should any part, term, condition or provision of this Agreement be declared or determined by any court of competent jurisdiction to be invalid, illegal or incapable of being enforced by any rule of law, public policy, or city charter, the validity of the remaining parts, terms, conditions or provisions of this Agreement shall not be affected thereby, and such invalid, illegal or unenforceable part, term, condition or provision shall be treated as follows: (a) if such part, term, condition or provision is immaterial to this Agreement, then such part, term, condition or provision shall be deemed not to be a part of this Agreement; or (b) if such part, term, condition or provision is material to this Agreement, then the parties shall revise the part, term, condition or provision so as to comply with the applicable law or public policy and to effect the original intent of the parties as closely as possible.

30. CONSTRUCTION OF AGREEMENT

This Agreement shall not be construed against the party preparing the same, shall be construed without regard to the identity of the person who drafted such and shall be construed as if all parties had jointly prepared this Agreement and it shall be deemed their joint work product; each and every provision of this Agreement shall be construed as though all of the parties hereto participated equally in the drafting hereof; and any uncertainty or ambiguity shall not be interpreted against any one party. As a result of the foregoing, any rule of construction that a document is to be construed against the drafting party shall not be applicable.

31. TITLES AND CAPTIONS

The parties have inserted the Article titles in this Agreement only as a matter of convenience and for reference, and the Article titles in no way define, limit, extend or describe the scope of this Agreement or the intent of the parties in including any particular provision in this Agreement.

32. MODIFICATION IN WRITING

This Agreement may be modified only by written agreement of all parties. Any such modifications are subject to all applicable approval processes required by, without limitation, City's Charter and City's Administrative Code.

33. WAIVER

A failure of any party to this Agreement to enforce the Agreement upon a breach or default shall not waive the breach or default or any other breach or default. All waivers shall be in writing.

34. EXHIBITS; ARTICLES

All exhibits to which reference is made in this Agreement are deemed incorporated in this Agreement, whether or not actually attached. To the extent the terms of an exhibit conflict with or appear to conflict with the terms of the body of the Agreement, the terms of the body of the Agreement shall control. References to Articles are to Articles of this Agreement unless stated otherwise.

35. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute together one and the same instrument.

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(Signature page follows)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date to the left of their signatures.

THE CITY OF LOS ANGELES, by its Board of Harbor Commissioners

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
EUGENE D. SEROKA  
Executive Director

Attest: \_\_\_\_\_  
AMBER M. KLESGES  
Board Secretary

CHERRYROAD TECHNOLOGIES INC.

Dated: March 2, 2022

By: \_\_\_\_\_  
Jeremy Gullian - CEO  
(Print/type name and title)

Attest: Barbara M. Robinson  
Barbara M. Robinson, Notary Public  
(Print/type name and title)

APPROVED AS TO FORM AND LEGALITY

MS, 2022  
MICHAEL N. FEUER, City Attorney  
JANNA B. SIDLEY, General Counsel

By: \_\_\_\_\_  
Heather M. McCloskey, Deputy

Attachments

Rev. 2/22/22

Date:

Contractor/Vendor Name: CHERRYROAD TECHNOLOGIES INC.

### Capital Budget

Account# 54310	W.O. # 2564800
Ctr/Div# 1206	Job Fac.#
Proj/Prog# 000	
Budget FY: Amount:	
FY 21/22	\$287,560
FY 22/23	\$1,150,240
FY 23/24	\$0
TOTAL	\$1,437,800
For Acct/Budget Div. Use Only	
Verified by: <i>[Signature]</i>	<small>Digitally signed by Jerome Arnes Date: 2022.03.02 12:09:37 -0800</small>
Verified Funds Available: <i>[Signature]</i>	<small>Digitally signed by Frank Lu Date: 2022.03.02 12:21:15 -0800</small>
Date Approved:	<u>3/2/2022</u>

### Operating Budget

Account# 54310	W.O. #
Ctr/Div# 0640	Job Fac.#
Proj/Prog# 000	
Budget FY: Amount:	
FY 21/22	\$0
FY 22/23	\$0
FY 23/24	\$575,100
TOTAL	\$575,100
For Acct/Budget Div. Use Only	
Verified by: <i>[Signature]</i>	<small>Digitally signed by Jerome Arnes Date: 2022.03.02 12:09:37 -0800</small>
Verified Funds Available: <i>[Signature]</i>	<small>Digitally signed by Frank Lu Date: 2022.03.02 12:21:28 -0800</small>
Date Approved:	<u>3/2/2022</u>

# EXHIBIT A

## SCOPE OF WORK

### 1. Executive Overview

The City of Los Angeles Harbor Department (LAHD) Oracle Cloud ERP project will be upgrading the existing on-premise Oracle E-Business Suite (EBS) ERP system to the Oracle Cloud ERP. During this project, LAHD will require the services of CherryRoad Technologies Inc. (CherryRoad or Consultant), on an as-needed basis, to augment and backfill LAHD IT staff with services relative to the existing Oracle EBS ERP system.

### 2. Scope of Services

CherryRoad services relative to the existing Oracle EBS ERP may include, but are not limited to, understanding business requirements, system processes, data conversion, system support, and coordinating with the System Integrator (NITI Consultants). CherryRoad services may be required on an as-needed basis until the existing Oracle EBS ERP is decommissioned.

### 3. Staffing

The assigned consultants shall possess knowledge and experience which aligns with the LAHD's application development as described in Section 5 - Skills Matrix. All assigned consultants shall report to the Harbor Department's IT Project Manager.

#### 3.1 Project Staff

Consultant shall staff a consistent team of qualified and experienced professionals including, but not limited to, the following individuals:

- Brooklyn Kennedy – IT Project Assistant/Coordinator
- Ray Songco - Technical Lead
- Sithy George Onasseril – Oracle Integration Developer

Consultant shall assign an Account Manager to the project who will function as a single point of contact (SPOC) for any issues, communication, staffing requests, etc. Below is the Consultant's SPOC:

- Jessica Krattiger – Sales Executive
  - Phone: (262) 370-2929
  - Email: [JKrattiger@CherryRoad.com](mailto:JKrattiger@CherryRoad.com)

In addition to the three (3) primary IT positions named above, the LAHD may request staffing for the following additional resource(s) during the term of the Agreement.

As-Needed Positions
Project Manager
Organizational Change Management Lead
Oracle ERP Architect

Functional Lead
Security Lead

### 3.2 Staffing Requests and Work Authorization

#### Staffing Requests

The LAHD's IT Project Manager may request as-needed staffing assignments from Consultant for the 3 primary resources based on the Skills Matrix set forth in Section 5. For all other as-needed technical resources, skillset requirements shall be provided at the time of request. After conducting its own internal screening and interview, Consultant shall propose individuals for the requested services by submitting to LAHD a professional resume or its equivalent and the proposed hourly rate as set forth in Exhibit B. The LAHD IT Project Manager will review the proposed candidate's resume and conduct an interview, either in person or remotely. After the LAHD IT Project Manager provides written approval of a staffing selection to Consultant, staff will begin work on a mutually agreeable date. Selected staff should begin work no later than two (2) weeks after LAHD approval, unless otherwise directed by LAHD. Any work by approved staff may commence following the work authorization procedure described below.

All staff proposed and selected shall have the experience and expertise as specified in the Skills Matrix set forth in Section 5. Contractor shall not charge the LAHD for any costs incurred associated with new or replacement staffing requests. Contractor shall not charge the LAHD for Contractor or staff time incurred to become acquainted with the project.

#### Work Authorization

Staff work shall be authorized through task orders as follows:

When staffing request is needed, the LAHD will provide the request with scope of work to Consultant. Consultant shall respond with a proposed resource(s) for the required work within three (3) business days of receiving the request from the LAHD. Once the work proposal has been reviewed and approved, the LAHD will issue a task order to Consultant to fulfill the staffing needs.

### 3.3 Replacement Staffing

In the event that LAHD requests replacement of a staffing assignment (with or without cause), LAHD's IT Project Manager shall provide written notice to Consultant's Account Manager. Consultant's Account Manager shall provide a qualified replacement following the staffing request procedure set forth in Section 3.2.

In the event LAHD requests a staff person to be removed, LAHD and Consultant shall meet to discuss the specific situation. If a transition is agreed upon, the unbilled transition time shall not exceed one (1) week.

In the event that Consultant needs to replace any staffing assignment, the Consultant's Account Manager shall provide written notice to LAHD's IT Project Manager two (2) weeks in advance of the replacement and follow the staffing request procedure set forth in Section 3.2.

Whenever staff is removed or leaves the project through request of Consultant, Consultant shall absorb one (1) week of staffing transition at no cost to the LAHD.

During the staff replacement process, the Consultant's Account Manager shall present the proposed replacement staff after internal screening and interview. The LAHD IT Project Manager shall review the resumes and interview the presented staff. The staff shall be onboarded upon approval from the LAHD on a mutually agreed date. The lead time to onboard the staff after selection should not be longer than two (2) weeks.

The staff replacement must be of equivalent experience and expertise with the staff being replaced. The Contractor will make no charge to the LAHD for any costs incurred associated with the replacement of the staff. The Contractor will not invoice the LAHD for any time spent by the Contractor in ensuring that the replacement staff is fully acquainted with the scope of the project.

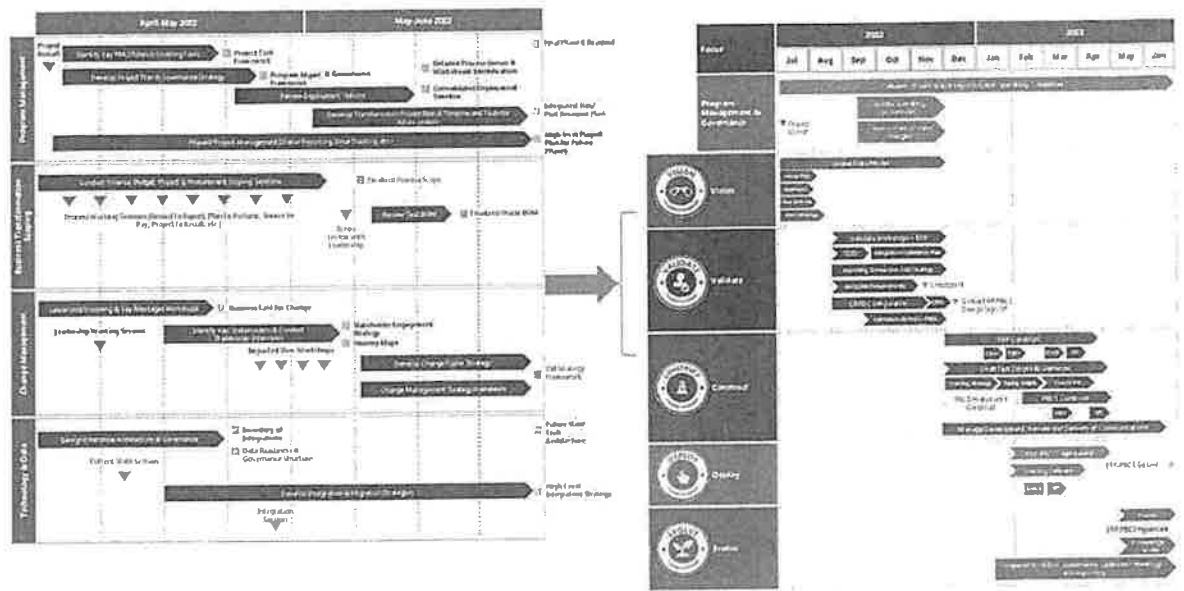
#### 3.4 Staff Training

Once LAHD has approved a staffing assignment, Consultant shall work with LAHD to establish specific responsibilities and deliverables for the selected staff person. Consultant shall review all contractual conditions and appropriate LAHD policies with the assigned staff to ensure they are ready to seamlessly integrate into the project and with LAHD internal project staff.

#### 3.5 Onsite Availability

The as-needed staff will be utilized throughout the implementation period. The onsite presence for staff will depend on state and local health regulations for the COVID-19 pandemic. Once LAHD staff are allowed to work on site, LAHD and Consultant shall agree upon whether Contractor's staff shall report to work onsite full time. Services provided onsite are subject to all current Los Angeles County Department of Public Health Officer Orders and all City of Los Angeles COVID-19-related Orders and Ordinances applicable at the time. Whenever onsite work is expected, the LAHD will give Consultant two (2) weeks advance written notice.

## High-Level Project Timeline



## 4. Status Reporting and Management of Work

### 4.1 Written Progress Report (IT Project Assistant/Coordinator)

On a **weekly basis**, Consultant's IT Project Assistant/Coordinator shall provide the LAHD IT Project Manager with a summary of open project tasks, resolved tasks, and the status of any tasks being scheduled or performed. A meeting to review the status of project tasks will be scheduled at mutually agreeable times. In addition to these scheduled review sessions, all assigned staff shall be available at any time to discuss with LAHD staff issues, review service enhancements, and/or to discuss any other topic to meet project requirements.

On a **bi-weekly basis**, Consultant's IT Project Assistant/Coordinator shall provide LAHD an overall project status report. The report shall consist of the following information in a format agreed upon by both parties:

- Work completed during the reporting period
- The follow-up tasks
- A summary of the project budget and schedule
- A list of action items

Please refer to Section 6.2 for a sample Status Report

### 4.2 Budget Control Financial Metrics Report (Account Manager)

Consultant's Account Manager shall provide a monthly Budget Control Financial Metrics Report. Reports shall contain at a minimum the following information:

- Project Financial Report: Budget burn-down report
- Project to Date Spend: Total engagement spend and the average weekly burn

- Contract Funds Remaining: Total contract value and current balance based on engagement to date spend
- Forecasted Spend: Forecasted engagement budget and forecasted weekly burn
- Invoice Status: Summary of engagement invoices
- Staffing Hours: Weekly, monthly, quarterly; planned and actual; by title/position.

Please refer to Section 6.1 for a sample Monthly Budget Report

## 5. Skills Matrix

Job Title	Qualifications
IT Project Assistant/Coordinator	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum five years of experience with IT project management;</li> <li><input type="checkbox"/> Proficiency in use of Microsoft Projects, Primavera or any comparable project management tool;</li> <li><input type="checkbox"/> Proficiency in Microsoft Word, Excel, and PowerPoint;</li> <li><input type="checkbox"/> PMP Certified is required;</li> <li><input type="checkbox"/> Excellent communication, leadership, and project management skills;</li> <li><input type="checkbox"/> Assess project risks and issues and provide solution where applicable;</li> <li><input type="checkbox"/> Ability to manage day-to-day aspects of IT operation projects with regard to scope, schedule, resources and budget;</li> <li><input type="checkbox"/> Demonstrated skill in coordinating logistics for project activities;</li> <li><input type="checkbox"/> Prepare and maintain project documentations including project schedules, status reports, presentations, resource plans, meeting schedules and notes;</li> <li><input type="checkbox"/> Good time management and organizational skills</li> </ul>
Technical Lead	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum five years of experience with Oracle EBS ERP applications as a technical lead;</li> <li><input type="checkbox"/> Minimum three to five years of experience working with Oracle Cloud ERP applications as principle consultant or solution architect;</li> <li><input type="checkbox"/> Minimum three years of ERP or Cloud Data Conversion processes inbound and outbound interfaces, integration using Oracle SOA, BI Publisher, PaaS Oracle Integration Cloud (OIC) experience;</li> <li><input type="checkbox"/> Minimum three years of experience integrating Cloud Services (interfaces, conversions and creating applications using FBDI, ADFDI, Oracle ERP Cloud SOAP/REST API and ADF);</li> <li><input type="checkbox"/> Knowledge in Oracle ERP Cloud (Financials, Project Financial Management, Procurement) and experience in reporting (BI, OTBI, FRS, SmartView, Essbase);</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Experience in Oracle Cloud Infrastructure, security, authentication, backup and recovery;</li> <li><input type="checkbox"/> Ability to gather requirements and communicate clearly with non-technical individuals, implementation teams, and other ancillary project members;</li> <li><input type="checkbox"/> Experience leading full life cycle Oracle ERP Cloud technical implementations for large complex client delivery;</li> <li><input type="checkbox"/> Two to five years of experience as a database administrator on Oracle (11g and up) and MS SQL Server (2012 and up), including database maintenance, patching, backup/ restore, data conversion;</li> <li><input type="checkbox"/> Oracle Linux administrator experience;</li> <li><input type="checkbox"/> Experience in Oracle SQL, PL/SQL, Forms, Reports, XML Publisher, SQL Loader, Jdeveloper, Java, Unix scripting;</li> <li><input type="checkbox"/> Oracle Cloud Infrastructure Certified is required;</li> <li><input type="checkbox"/> Oracle Cloud Platform Application Integration Certified is preferred;</li> <li><input type="checkbox"/> Strong written and oral communication skills; Ability to communicate effectively with technical and non-technical staff;</li> <li><input type="checkbox"/> Experience with creating complex technical documentation and providing knowledge transfer to IT staff;</li> <li><input type="checkbox"/> Sharp problem-solving, analytical and innovation skills;</li> <li><input type="checkbox"/> Basic project management skill to coordinate project implementation task timelines &amp; schedules;</li> </ul>
<p>Oracle Integration Developer</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum three years of Oracle EBS application development and support experience;</li> <li><input type="checkbox"/> Minimum three years of experience working with Oracle Cloud ERP application;</li> <li><input type="checkbox"/> Experience of ERP or Cloud Data Conversion processes inbound and outbound interfaces, integration using Oracle SOA, BI Publisher, PaaS Oracle Integration Cloud (OIC) experience;</li> <li><input type="checkbox"/> Experience integrating Cloud Services (interfaces, conversions and creating applications using FBDI, ADFDI, Oracle ERP Cloud SOAP/REST API and ADF);</li> <li><input type="checkbox"/> Oracle Cloud Platform Application Development Certified is preferred;</li> <li><input type="checkbox"/> Knowledge in Oracle Cloud Infrastructure, security, authentication, backup and recovery;</li> <li><input type="checkbox"/> Ability to develop/test scenarios and test scripts, create custom reports, and troubleshoot functional issues within Oracle Cloud, Oracle EBS;</li> <li><input type="checkbox"/> Experience with creating technical documentation and providing knowledge transfer to IT staff;</li> </ul>

	<ul style="list-style-type: none"><li><input type="checkbox"/> Knowledge in Oracle ERP Cloud (Financials, Project Financial Management, Procurement) and experience in reporting (BI, OTBI, FRS, SmartView, Essbase)</li><li><input type="checkbox"/> Experience with Oracle EBS R12.1.3</li><li><input type="checkbox"/> Proficient in Oracle SQL, PL/SQL, Forms, Reports, XML Publisher, SQL Loader, Jdeveloper, Java, Unix scripting;</li><li><input type="checkbox"/> Knowledge of application architecture, data conversion, interface design and relational databases;</li><li><input type="checkbox"/> Linux OS experience;</li><li><input type="checkbox"/> Demonstrated knowledge in one or more of the following: Oracle EBS Financials, Projects, Purchasing, Payables, Receivables, Fixed Assets;</li><li><input type="checkbox"/> Experience with integration to/from Oracle E-Business Suite and external systems;</li><li><input type="checkbox"/> In-depth Knowledge of Application's Architecture and the underlying File System Structure on the Oracle Application Tier, Database Tier including OTBI reporting VO objects;</li><li><input type="checkbox"/> Proficient in authoring, editing and presenting technical documents;</li><li><input type="checkbox"/> Strong verbal, written, interpersonal, troubleshooting, and analytical skills;</li><li><input type="checkbox"/> Ability to translate complex ideas into simple language for non-technical audience;</li></ul>
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## 6. Sample Reports

### 6.1 Sample Monthly Budget Report



**Document Revision History**

Date	Version	Description	Author

**Reviewers**

Name	Role

SAMPLE

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<b>Budget Analysis.....</b>	<b>6</b>

SAMPLE



Budget Analysis

LTD Actuals	Forecasted Budget Total	Remaining Budget

SAMPLE

6.2 Sample Status Report

**Project  
Project Status Report**



<b>Project Status Report</b> <insert client> <insert project> Date: Interval:			
<b>Reported by:</b>			
<b>Recipient(s):</b>			
<b>Description:</b>			
<b>Project Stages</b>	<b>Implementation Stage</b>	<b>Start</b>	<b>End</b>
	Stage 1 – Initiation Stage 2 – Planning & Analysis Stage 3 – Design & Development Stage 4 – Testing & Training Stage 5 – Deployment		

<b>Project Tasks and Deliverables. Deliverables in Bold = Completed, Blue = In-Progress, Red = Requires Attention</b>	<b>Status as of &lt;insert date&gt;</b>										
<b>Track 1 Project Management – 10 Deliverables</b>	<b>P00 Governance Plan. Final signoff processed on 2/21/2018.</b>										
1. <b>P00 Project Governance Plan</b>	<table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>P00</td> <td>8 days</td> <td>0 days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	P00	8 days	0 days	100%	100%
Deliverable	Duration	Remaining	% Dur Comp	% Work Comp							
P00	8 days	0 days	100%	100%							
2. P01 Project Initiation											
3. P02 Project Management Plan											
4. P03 Project Schedule											
5. <b>P04 Project Scope Document (06/15/2018)</b>	<b>P01 Project Initiation Planning. Final signoff processed on 2/21/2018. The Kickoff meeting was held on 2/27/2018 and officially completes this deliverable.</b>										
6. P05 Test Plan (11/30/2018)	<table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>P01</td> <td>15 days</td> <td>day</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	P01	15 days	day	100%	100%
Deliverable	Duration	Remaining	% Dur Comp	% Work Comp							
P01	15 days	day	100%	100%							
7. P06 Deployment Plan 1 (05/31/2019)											
8. P07 Conditional Acceptance (06/28/2019)											
9. P08 Deployment Plan 2 (11/29/2019)											
10. P09 Final Acceptance (01/31/2020)	<b>P02 Project Management Plan. Final signoff processed on 3/23/2018.</b>										
	<table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>P02</td> <td>18 days</td> <td>0 days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	P02	18 days	0 days	100%	100%
Deliverable	Duration	Remaining	% Dur Comp	% Work Comp							
P02	18 days	0 days	100%	100%							
	<b>P03 Project Schedule. Final signoff processed on 3/23/2018.</b>										
	<table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>P03</td> <td>18 days</td> <td>0 days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	P03	18 days	0 days	100%	100%
Deliverable	Duration	Remaining	% Dur Comp	% Work Comp							
P03	18 days	0 days	100%	100%							
	<b>P04 Project Scope Document. Final signoff processed on 6/25/2018.</b>										
	<table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>P04</td> <td>8 days</td> <td>0 days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	P04	8 days	0 days	100%	100%
Deliverable	Duration	Remaining	% Dur Comp	% Work Comp							
P04	8 days	0 days	100%	100%							

# Project Project Status Report



Project Tasks and Deliverables. Deliverables in Bold = Completed, Blue = In-Progress, Red = Requires Attention	Status as of <insert date>																																																																							
<b>Track 2 Business Process – 4 Deliverables</b> 1. <b>B01 Business Process Plan</b> 2. <b>B02 Initial "To Be" Business Processes (09/28/2018)</b> 3. B03 "To Be" Business Processes (04/26/2019) 4. B04 Operations & Maintenance Plan (05/31/2019)	<b>B01 Business Process Plan. Final signoff processed on 4/24/2018</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>B01</td> <td>45 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <b>B02 Initial "To Be" Business Processes. Due 9/28/2018</b> Major activities this reporting period include: <ul style="list-style-type: none"> <li>- Met with CCSD to discuss how we might start the process for the CCF-100 requests. This expanded into numerous other sub discussions and identification of open items. Documented notes and sent to appropriate team members.</li> <li>- Updated the Create Position business process.</li> <li>- Completed Teacher Time Certification "As Is" business process package</li> <li>- Continued discussions and revisions of the Taleo related business processes from Requisition to Hire.</li> <li>- Continued drafting the B02 deliverable document</li> <li>- Re-prioritizing BP for the B02 based on input from Project Management</li> <li>- Reviewed OCM deliverables for knowledge transfer purposes</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>B02</td> <td>150 Days</td> <td>48 Days</td> <td>68%</td> <td>70%</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Business Process</th> <th>Priority</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr><td>Create New Position</td><td>1</td><td>62</td></tr> <tr><td>Maintain Position</td><td>2</td><td>62</td></tr> <tr><td>Requisition to Selection Process</td><td>3</td><td>66</td></tr> <tr><td>Selection through Hire Process</td><td>4</td><td>66</td></tr> <tr><td>Employee On Board Process</td><td>5</td><td>8</td></tr> <tr><td>Time and Labor</td><td>6</td><td>17</td></tr> <tr><td>Request Absence and Leaves</td><td>7</td><td>17</td></tr> <tr><td>Return from Absence and Leaves</td><td>8</td><td>8</td></tr> <tr><td>Manage and Assign Benefits</td><td>9</td><td>17</td></tr> <tr><td>Terminate Employee</td><td>10</td><td>8</td></tr> <tr><td>Transfer Employee</td><td>11</td><td>8</td></tr> <tr><td>Request Extra Duty / Extra Pay</td><td>12</td><td>27</td></tr> <tr><td>Payroll Adjustments</td><td>13</td><td></td></tr> <tr><td>Stop Payment</td><td>14</td><td></td></tr> <tr><td>Check Reversal</td><td>15</td><td></td></tr> <tr><td>On Cycle Payroll</td><td>16</td><td></td></tr> </tbody> </table>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	B01	45 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	B02	150 Days	48 Days	68%	70%	Business Process	Priority	% Work Comp	Create New Position	1	62	Maintain Position	2	62	Requisition to Selection Process	3	66	Selection through Hire Process	4	66	Employee On Board Process	5	8	Time and Labor	6	17	Request Absence and Leaves	7	17	Return from Absence and Leaves	8	8	Manage and Assign Benefits	9	17	Terminate Employee	10	8	Transfer Employee	11	8	Request Extra Duty / Extra Pay	12	27	Payroll Adjustments	13		Stop Payment	14		Check Reversal	15		On Cycle Payroll	16	
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	Off Cycle Payroll	17				
	Process W2c Requests	18				
	Retroactive Pay Process	19				
	Teacher Time Certification	20				
	Create Employee Contracts	21				
	Maintain Application Security	22				
	Maintain ESS Application Security	23				
	Maintain Employee Garnishments	24				
	Budget Development and Approval Process	25				
<b>Track 3 Functional – 9 Deliverables</b> <b>1. F01 Requirements Analysis</b> <b>2. F02 Fit/Gap Analysis</b> <b>3. F03 Gap Resolution Doc</b> <b>5. F04 Conference Room Pilot (09/28/2018)</b> <b>4. F05 Final System Design (12/05/2018)</b> <b>5. F06 System Test (02/15/2019)</b> <b>6. F07 Integration Test (04/26/2019)</b> <b>7. F08 User Acceptance Test (06/14/2019)</b> <b>8. F09 Parallel Payroll (12/27/2019)</b>	<b>F01 Requirements Analysis.</b> Final signoff processed on <b>5/09/2018.</b>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp
	F01	43 Days	0 Days	100%	100%	
	<b>F02 Fit/Gap Analysis.</b> Final signoff processed on <b>6/13/2018.</b>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp
	F02	16 Days	0 Days	100%	100%	
	<b>F03 Gap Resolution Doc.</b> Final signoff processed on <b>6/22/2018.</b>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp
	F03	17 Days	0 Days	100%	100%	
	<b>F04 Conference Room Pilot.</b> Due 09/28/2018, Interim Due <b>07/16/2018.</b>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp
	F04	74 Days	48 Days	35%	39%	
<b>Track 4 Development – 17 Deliverables</b> <b>1. D01 Release 1 Development</b> <b>2. D02 Reporting Plan (04/27/2018)</b> <b>3. D03 Integration Plan (04/27/2018)</b> <b>4. D04 Conversion Plan (04/27/2018)</b> <b>5. D05 Enhancement Plan (05/11/2018)</b>	<b>Major activities this reporting period include:</b> - ... <b>D01 Release 1 Development.</b> Final signoff processed on <b>4/20/2018.</b>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp
	D01	32 Days	0 Days	100%	100%	

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<ul style="list-style-type: none"> <li>6. <b>D05a Form Plan (06/01/2018)</b></li> <li>7. <b>D05b Workflow Plan (06/01/2018)</b></li> <li>8. <b>D06 Application Security Plan (05/11/2018)</b></li> <li>6. <b>D07 Release 2 Development (08/31/2018)</b></li> <li>9. D08 Release 3 Development (10/31/2018)</li> <li>10. D09 Standard Security Configuration (12/7/2018)</li> <li>11. D10 Release 4 Development (03/01/2019)</li> <li>12. D11 Release 5 Development (05/17/2019)</li> <li>13. D12 User Security Configuration (05/17/2019)</li> <li>14. D13 Release 6 Development (08/30/2019)</li> <li>15. D14 HR Go Live Cutover</li> <li>16. D15 Payroll Go Live Cutover</li> </ul>	<p><u>D02 Reporting Plan.</u> Final signoff processed on 5/03/2018.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>D02</td> <td>42 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>D03 Integration Plan.</u> Final signoff processed on 5/03/2018.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>D03</td> <td>42 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>D04 Conversion Plan.</u> Final signoff processed on 5/03/2018.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>D04</td> <td>42 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>D05 Enhancement Plan.</u> Final signoff processed on 5/23/2018.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>D05</td> <td>10 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>D06 Application Security Plan.</u> Final signoff processed on 6/05/2018.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>D06</td> <td>10 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>D07 Release 2 Development.</u> Due 8/31/2018. The development items are listed in the project plan and are updated with the percent complete.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>D07</td> <td>66 Days</td> <td>33 Days</td> <td>57%</td> <td>44%</td> </tr> <tr> <td>D07</td> <td>66 Days</td> <td>38 Days</td> <td>49%</td> <td>30%</td> </tr> <tr> <td>D07</td> <td>66 Days</td> <td>43 Days</td> <td>42%</td> <td>20%</td> </tr> </tbody> </table>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	D02	42 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	D03	42 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	D04	42 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	D05	10 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	D06	10 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	D07	66 Days	33 Days	57%	44%	D07	66 Days	38 Days	49%	30%	D07	66 Days	43 Days	42%	20%
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<p><b>Track 5 Organizational Change Management (OCM) –8 Deliverables</b></p> <ul style="list-style-type: none"> <li>1. <b>O01 Leadership Alignment Exercise</b></li> <li>2. <b>O02 Stakeholder Analysis</b></li> <li>3. <b>O03 OCM and Communications Plan (5/31/2018)</b></li> <li>4. <b>O05 Readiness Plan (07/17/2018)</b></li> <li>5. <b>O06 Dept / School Work Plan (09/28/2018)</b></li> <li>6. <b>O07 Knowledge Transfer Plan (10/26/2018)</b></li> <li>7. <b>O08 Change Impact Analysis (01/31/2019)</b></li> </ul>	<p><u>O01 Leadership Alignment Exercise.</u> Final signoff processed on 4/10/2018.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>O01</td> <td>19 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>O02 Stakeholder Analysis.</u> Final signoff processed on 4/10/2018.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>O02</td> <td>19 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p><u>O03 OCM and Communication Plan.</u> Final signoff processed on</p>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	O01	19 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	O02	19 Days	0 Days	100%	100%																																																		
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<p>Track 6 Training – 8 Deliverables</p> <ol style="list-style-type: none"> <li>1. T01 Project Team Training Plan</li> <li>2. T02.1 Project Team Training</li> <li>3. T02.2 Project Team Training (07/19/2018)</li> <li>4. T03 End User Training Plan (10/26/2018)</li> <li>5. T04 End User Training Curriculum Design (11/30/2018)</li> <li>6. T05 End User Training Content (04/30/2019)</li> <li>7. T06 End User Training Delivery Plan (04/12/2019)</li> <li>8. T07 Train-the-Trainer Plan and Delivery (04/26/2019)</li> <li>9. T08 End User Training (07/05/2019)</li> </ol>	<p>T01 Project Team Training Plan. Final signoff processed on 2/21/2018.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>T01</td> <td>6 days</td> <td>0 days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p>T02.1 Project Team Training. Signoff processed on 04/10/2018 for seven courses. T02.1 for PeopleTools accepted on 05/04/2018.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>T02.1</td> <td>39 days</td> <td>0 days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p>T02.2 Project Team Training. Due 07/19/2018</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>T02.2</td> <td>45 days</td> <td>0 days</td> <td>100%</td> <td>91%</td> </tr> </tbody> </table>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	T01	6 days	0 days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	T02.1	39 days	0 days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	T02.2	45 days	0 days	100%	91%
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T02.2	45 days	0 days	100%	91%																											
<p>Track 7 Infrastructure – 6 Deliverables</p> <ol style="list-style-type: none"> <li>1. I01 Project Infrastructure Deployed</li> <li>2. I02 Technical Architecture Plan (06/15/2018)</li> <li>3. I03 Disaster Recovery Plan (06/15/2018)</li> <li>4. I04 Production Infrastructure Deployed (1/25/2019)</li> <li>5. I05 Performance Test (05/31/2019)</li> <li>6. I06 Production Service Level (07/12/2019)</li> </ol>	<p>Major activities this reporting period include: -</p> <p>I01 Project Infrastructure Deployed. Final signoff processed on 5/08/2018</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>I01</td> <td>40 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <p>I02 Technical Architecture Plan. Final signoff processed on 6/27/2018.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>I02</td> <td>40 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	I01	40 Days	0 Days	100%	100%	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	I02	40 Days	0 Days	100%	100%										
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	<p><u>103 Disaster Recovery Plan.</u> Final signoff processed on 7/14/2018.</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Duration</th> <th>Remaining</th> <th>% Dur Comp</th> <th>% Work Comp</th> </tr> </thead> <tbody> <tr> <td>103</td> <td>40 Days</td> <td>0 Days</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Deliverable	Duration	Remaining	% Dur Comp	% Work Comp	103	40 Days	0 Days	100%	100%
Deliverable	Duration	Remaining	% Dur Comp	% Work Comp							
103	40 Days	0 Days	100%	100%							

SAMPLE

## Exhibit B Compensation

For all services provided pursuant to the Agreement, Consultant shall be compensated at the following hourly rates for each named Position/Title:

Position/Title	Work Performed Onsite – City/Department Property	Work Performed Offsite
IT Project Assistant/Coordinator	\$175.00	\$140.00
Technical Lead	\$195.00	\$160.00
Oracle Integration Developer	\$185.00	\$150.00
<i>As-Needed Positions/Titles:</i>		
Project Manager	\$235.00	\$200.00
Organizational Change Management Lead	\$195.00	\$160.00
Oracle ERP Architect	\$200.00	\$165.00
Functional Lead	\$185.00	\$150.00
Security Lead	\$195.00	\$160.00

The IT Project Assistant/Coordinator, Technical Lead and Oracle Integration Developer positions assigned to the project shall obtain written approval from the Department's IT Project Manager to work and bill the City for time exceeding 40 hours per week (Sunday to Saturday). All hours that are worked and approved in excess of 40 hours per week shall be billed at the hourly rate for each position as set forth above. No overtime or mark-up rates shall be authorized or paid.

Other than the hourly rates as set forth herein, Consultant shall receive no other compensation or reimbursement of expenses. Consultant shall bear all costs for any overhead, travel, or other expenses.

It is anticipated that all assigned staff shall work on-site, depending on state and local health regulations for the COVID-19 pandemic. If staff is local (i.e., from the Greater Los Angeles Area region), then the 'Offsite' rates shall be utilized

## MONTHLY SUBCONSULTANT MONITORING REPORT

Instructions: Please indicate the SBE/VSBE/MBE/WBE/OBE/DBE participation levels achieved for the month of \_\_\_\_\_ covered by the referenced contract number.

Contract No. \_\_\_\_\_ Division \_\_\_\_\_ Contractor Administrator \_\_\_\_\_

Contractor \_\_\_\_\_ \*Group \_\_\_\_\_ Contract Title/Project \_\_\_\_\_

Contract Amount \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Total Amount Invoiced to Date \_\_\_\_\_

SBE Mandated Participation Percentage \_\_\_\_\_ SBE \_\_\_\_\_ VSBE \_\_\_\_\_

Proposed Subcontractor Percentage \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ OBE \_\_\_\_\_ DVBE \_\_\_\_\_

	Name of Subcontractor	Type of Work Performed	Group SBE/VSBE/MBE/WBE/OBE/DBE	PROPOSED			ACTUALS		
				Original Proposed Amount	Original Proposed Percentage	Amount Paid to Date	Amount Paid to Date Percentage	Contract Amount Percentage	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

**Directions:**

Original Proposed Percentage: Original Proposed Percentage of Total Contract Amount  
 Amount Paid to Date Percentage: Percentage of Total Amount Invoiced to Date  
 Contract Amount Percentage: Percentage Paid to Date of Total Contract Amount

EXHIBIT C

\* Group = (SBE/VSBE/MBE/WBE/OBE/DVBE/DBE)

## EXHIBIT D - AFFIRMATIVE ACTION PROGRAM PROVISIONS

### **Sec. 10.8.4 Affirmative Action Program Provisions.**

Every non-construction and construction Contract with, or on behalf of, the City of Los Angeles for which the consideration is \$25,000 or more shall contain the following provisions which shall be designated as the AFFIRMATIVE ACTION PROGRAM provisions of such Contract:

A. During the performance of a City Contract, the Contractor certifies and represents that the Contractor and each Subcontractor hereunder will adhere to an Affirmative Action Program to ensure that in its employment practices, persons are employed and employees are treated equally and without regard to or because of race, color, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status, domestic partner status or medical condition.

1. This section applies to work or services performed or materials manufactured or assembled in the United States.

2. Nothing in this section shall require or prohibit the establishment of new classifications of employees in any given craft, work or service category.

3. The Contractor shall post a copy of Paragraph A., hereof, in conspicuous places at its place of business available to employees and applicants for employment.

B. The Contractor shall, in all solicitations or advertisements for employees placed, by or on behalf of, the Contractor, state that all qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status, domestic partner status or medical condition.

C. At the request of the Awarding Authority or the DAA, the Contractor shall certify on an electronic or hard copy form to be supplied, that the Contractor has not discriminated in the performance of City Contracts against any employee or applicant for employment on the basis or because of race, color, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status, domestic partner status or medical condition.

D. The Contractor shall permit access to, and may be required to provide certified copies of, all of its records pertaining to employment and to its employment practices by the Awarding Authority or the DAA for the purpose of investigation to ascertain compliance with the Affirmative Action Program provisions of City Contracts and, upon request, to provide evidence that it has or will comply therewith.

E. The failure of any Contractor to comply with the Affirmative Action Program provisions of City Contracts may be deemed to be a material breach of a City Contract. The failure shall only be established upon a finding to that effect by the Awarding

Authority, on the basis of its own investigation or that of the DAA. No finding shall be made except upon a full and fair hearing after notice and an opportunity to be heard has been given to the Contractor.

F. Upon a finding duly made that the Contractor has breached the Affirmative Action Program provisions of a City Contract, the Contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the Awarding Authority, and all monies due or to become due hereunder may be forwarded to and retained by the City of Los Angeles. In addition thereto, the breach may be the basis for a determination by the Awarding Authority or the Board of Public Works that the Contractor is a non-responsible bidder or proposer pursuant to the provisions of Section 10.40 of this Code. In the event of such determination, the Contractor shall be disqualified from being awarded a contract with the City of Los Angeles for a period of two years, or until he or she shall establish and carry out a program in conformance with the provisions hereof.

G. In the event of a finding by the Fair Employment and Housing Commission of the State of California, or the Board of Public Works of the City of Los Angeles, or any court of competent jurisdiction, that the Contractor has been guilty of a willful violation of the California Fair Employment and Housing Act, or the Affirmative Action Program provisions of a City Contract, there may be deducted from the amount payable to the Contractor by the City of Los Angeles under the contract, a penalty of ten dollars for each person for each calendar day on which the person was discriminated against in violation of the provisions of a City Contract.

H. Notwithstanding any other provisions of a City Contract, the City of Los Angeles shall have any and all other remedies at law or in equity for any breach hereof.

I. The Public Works Board of Commissioners shall promulgate rules and regulations through the DAA and provide to the Awarding Authorities electronic and hard copy forms for the implementation of the Affirmative Action Program provisions of City contracts, and rules and regulations and forms shall, so far as practicable, be similar to those adopted in applicable Federal Executive Orders. No other rules, regulations or forms may be used by an Awarding Authority of the City to accomplish this contract compliance program.

J. Nothing contained in City Contracts shall be construed in any manner so as to require or permit any act which is prohibited by law.

K. By affixing its signature to a Contract that is subject to this article, the Contractor shall agree to adhere to the provisions in this article for the duration of the Contract. The Awarding Authority may also require Contractors and suppliers to take part in a pre-registration, pre-bid, pre-proposal, or pre-award conference in order to develop, improve or implement a qualifying Affirmative Action Program.

1. The Contractor certifies and agrees to immediately implement good faith effort measures to recruit and employ minority, women and other potential employees in

a non-discriminatory manner including, but not limited to, the following actions as appropriate and available to the Contractor's field of work. The Contractor shall:

- (a) Recruit and make efforts to obtain employees through:
  - (i) Advertising employment opportunities in minority and other community news media or other publications.
  - (ii) Notifying minority, women and other community organizations of employment opportunities.
  - (iii) Maintaining contact with schools with diverse populations of students to notify them of employment opportunities.
  - (iv) Encouraging existing employees, including minorities and women, to refer their friends and relatives.
  - (v) Promoting after school and vacation employment opportunities for minority, women and other youth.
  - (vi) Validating all job specifications, selection requirements, tests, etc.
  - (vii) Maintaining a file of the names and addresses of each worker referred to the Contractor and what action was taken concerning the worker.
  - (viii) Notifying the appropriate Awarding Authority and the DAA in writing when a union, with whom the Contractor has a collective bargaining agreement, has failed to refer a minority, woman or other worker.
- (b) Continually evaluate personnel practices to assure that hiring, upgrading, promotions, transfers, demotions and layoffs are made in a non-discriminatory manner so as to achieve and maintain a diverse work force.
- (c) Utilize training programs and assist minority, women and other employees in locating, qualifying for and engaging in the training programs to enhance their skills and advancement.
- (d) Secure cooperation or compliance from the labor referral agency to the Contractor's contractual Affirmative Action Program obligations.
- (e) Establish a person at the management level of the Contractor to be the Equal Employment Practices officer. Such individual shall have the authority to disseminate and enforce the Contractor's Equal Employment and Affirmative Action Program policies.
- (f) Maintain records as are necessary to determine compliance with Equal Employment Practices and Affirmative Action Program obligations and make the records available to City, State and Federal authorities upon request.

(g) Establish written company policies, rules and procedures which shall be encompassed in a company-wide Affirmative Action Program for all its operations and Contracts. The policies shall be provided to all employees, Subcontractors, vendors, unions and all others with whom the Contractor may become involved in fulfilling any of its Contracts.

(h) Document its good faith efforts to correct any deficiencies when problems are experienced by the Contractor in complying with its obligations pursuant to this article. The Contractor shall state:

- (i) What steps were taken, how and on what date.
- (ii) To whom those efforts were directed.
- (iii) The responses received, from whom and when.
- (iv) What other steps were taken or will be taken to comply and when.
- (v) Why the Contractor has been or will be unable to comply.

2. Every contract of \$25,000 or more which may provide construction, demolition, renovation, conservation or major maintenance of any kind shall also comply with the requirements of Section 10.13 of the Los Angeles Administrative Code.

L. The Affirmative Action Program required to be submitted hereunder and the pre-registration, pre-bid, pre-proposal or pre-award conference which may be required by the Awarding Authority shall, without limitation as to the subject or nature of employment activity, be concerned with such employment practices as:

1. Apprenticeship where approved programs are functioning, and other on-the-job training for non-apprenticeable occupations;
2. Classroom preparation for the job when not apprenticeable;
3. Pre-apprenticeship education and preparation;
4. Upgrading training and opportunities;
5. Encouraging the use of Contractors, Subcontractors and suppliers of all racial and ethnic groups; provided, however, that any contract subject to this ordinance shall require the Contractor, Subcontractor or supplier to provide not less than the prevailing wage, working conditions and practices generally observed in private industries in the Contractor's, Subcontractor's or supplier's geographical area for such work;
6. The entry of qualified women, minority and all other journeymen into the industry; and

7. The provision of needed supplies or job conditions to permit persons with disabilities to be employed, and minimize the impact of any disability.

M. Any adjustments which may be made in the Contractor's work force to achieve the requirements of the City's Affirmative Action Program in purchasing and construction shall be accomplished by either an increase in the size of the work force or replacement of those employees who leave the work force by reason of resignation, retirement or death and not by termination, layoff, demotion or change in grade.

N. This ordinance shall not confer upon the City of Los Angeles or any Agency, Board or Commission thereof any power not otherwise provided by law to determine the legality of any existing collective bargaining agreement and shall have application only to discriminatory employment practices by Contractors engaged in the performance of City Contracts.

O. All Contractors subject to the provisions of this article shall include a similar provision in all subcontracts awarded for work to be performed under the Contract with the City and shall impose the same obligations including, but not limited to, filing and reporting obligations, on the Subcontractors as are applicable to the Contractor. Failure of the Contractor to comply with this requirement or to obtain the compliance of its Subcontractors with all such obligations shall subject the Contractor to the imposition of any and all sanctions allowed by law, including, but not limited to, termination of the Contractor's Contract with the City.

**EXHIBIT E**  
**SMALL/VERY SMALL BUSINESS ENTERPRISE PROGRAM**  
**LOCAL BUSINESS PREFERENCE PROGRAM**

(1) **SMALL/VERY SMALL BUSINESS ENTERPRISE PROGRAM:**

The Harbor Department is committed to creating an environment that provides all individuals and businesses open access to the business opportunities available at the Harbor Department in a manner that reflects the diversity of the City of Los Angeles. The Harbor Department's Small Business Enterprise (SBE) Program was created to provide additional opportunities for small businesses to participate in professional service and construction contracts. An overall Department goal of 25% SBE participation, including 5% Very Small Business Enterprise (VSBE) participation, has been established for the Program. The specific goal or requirement for each contract opportunity may be higher or lower based on the scope of work.

It is the policy of the Harbor Department to solicit participation in the performance of all service contracts by all individuals and businesses, including, but not limited to, SBEs, VSBEs, women-owned business enterprises (WBEs), minority-owned business enterprises (MBEs), and disabled veteran business enterprises (DVBES). The SBE Program allows the Harbor Department to target small business participation, including MBEs, WBEs, and DVBES, more effectively. It is the intent of the Harbor Department to make it easier for small businesses to participate in contracts by providing education and assistance on how to do business with the City, and ensuring that payments to small businesses are processed in a timely manner. **In order to ensure the highest participation of SBE/VSBE/MBE/WBE/DVBES, all proposers shall utilize the City's contracts management and opportunities database, the Los Angeles Business Assistance Virtual Network (LABAVN), at <http://www.labavn.org>, to outreach to potential subconsultants.**

The Harbor Department defines a SBE as an independently owned and operated business that is not dominant in its field and meets criteria set forth by the Small Business Administration in Title 13, Code of Federal Regulations, Part 121. Go to [www.sba.gov](http://www.sba.gov) for more information. The Harbor Department defines a VSBE based on the State of California's Micro-business definition which is 1) a small business that has average annual gross receipts of \$3,500,000 or less within the previous three years, or (2) a small business manufacturer with 25 or fewer employees.

The SBE Program is a results-oriented program, requiring consultants who receive contracts from the Harbor Department to perform outreach and utilize certified small businesses. **Based on the work to be performed, it has been determined that the percentage of small business participation will be 25%, including 5% VSBE participation.** The North American Industry Classification System (NAICS) Code for the scope of services is 541512. This NAICS Code is the industry code that corresponds to at least 51% of the scope of services and will be used to determine the size standard for SBE participation of the Prime Consultant. The maximum SBE size standard for this NAICS Code is \$30 million.

Consultant shall be responsible for determining the SBE status of its subconsultants for purposes of meeting the small business requirement. Subconsultants must qualify as an SBE based on the type of services that they will be performing under the Agreement. All business participation will be determined by the percentage of the total amount of compensation under the agreement paid to SBEs. The Consultant shall not substitute an SBE firm without obtaining prior approval of the City. A request for substitution must be based upon demonstrated good cause. If substitution

is permitted, Consultant shall endeavor to make an in-kind substitution for the substituted SBE.

Consultant shall complete, sign, and submit as part of the executed agreement the attached Affidavit and Consultant Description Form. The Affidavit and Consultant Description Form, when signed, will signify the Consultant's intent to comply with the SBE requirement. All SBE/VSBE firms must be certified by the time proposals are due to receive credit. In addition all consultants and subconsultants must be registered on the LABAVN by the time proposals are due.

(2) LOCAL BUSINESS PREFERENCE PROGRAM:

The Harbor Department is committed to maximizing opportunities for local and regional businesses, as well as encouraging local and regional businesses to locate and operate within the Southern California region. It is the policy of the Harbor Department to support an increase in local and regional jobs. The Harbor Department's Local Business Preference Program (LBPP) aims to benefit the Southern California region by increasing jobs and expenditures within the local and regional private sector.

Consultants who qualify as a Local Business Enterprise (LBE) will receive an 8% preference on any proposal for services valued in excess of \$150,000. The preference will be applied by adding 8% of the total possible evaluation points to the Consultant's score. Consultants who do not qualify as a LBE may receive a maximum 5% preference for identifying and utilizing LBE subconsultants. Consultants may receive 1% preference, up to a maximum of 5%, for every 10% of or portion thereof, of work that is subcontracted to a LBE. LBE subconsultant preferences will be determined by the percentage of the total amount of compensation proposed under the Agreement.

The Harbor Department defines a LBE as:

- (a) A business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties. Headquartered shall mean that the business physically conducts and manages all of its operations from a location in the above-named counties; or
- (b) A business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms, working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties.

In order for Harbor Department staff to determine the appropriate LBE preference, Consultant shall complete, sign, notarize (where applicable) and submit the attached Affidavit and Consultant Description Form. The Affidavit and Consultant Description Form will signify the LBE status of the Consultant and subconsultants.

In the event of Consultant's noncompliance during the performance of the Agreement, Consultant shall be considered in material breach of contract. In addition to any other remedy available to City under this Agreement or by operation of law, the City may withhold invoice payments to Consultant until noncompliance is corrected, and assess the costs of City's audit of books and records of Consultant and its subconsultants. In the event the Consultant falsifies or misrepresents information contained in any form or other willful noncompliance as determined by City, City may disqualify the Consultant from participation in City contracts for a period of up to five (5) years.

## AFFIDAVIT OF COMPANY STATUS

“The undersigned declares under penalty of perjury pursuant to the laws of the State of California that the following information and information contained on **the attached Consultant Description Form** is true and correct and includes all material information necessary to identify and explain the operations of

CherryRoad Technologies Inc.

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Name of Firm

as well as the ownership and location thereof. Further, the undersigned agrees to provide complete and accurate information regarding ownership in the named firm, and all of its domestic and foreign affiliates, any proposed changes of the ownership and to permit the audit and examination of firm ownership documents, and the ownership documents of all of its domestic and foreign affiliates, in association with this agreement.”

(1) **Small/Very Small Business Enterprise Program:** Please indicate the ownership of your company. Please check all that apply. At least one box must be checked:

SBE    VSBE    MBE    WBE    DVBE    OBE

- A Small Business Enterprise (SBE) is an independently owned and operated business that is not dominant in its field and meets criteria set forth by the Small Business Administration in Title 13, Code of Federal Regulations, Part 121.
- A Very Small Business Enterprise (VSBE) is 1) a small business that has average annual gross receipts of \$5,000,000 or less within the previous three years, or 2) a small business manufacturer with 25 or fewer employees.
- A Minority Business Enterprise (MBE) is defined as a business in which a minority owns and controls at least 51% of the business. A Woman Business (WBE) is defined as a business in which a woman owns and controls at least 51% of the business. For the purpose of this project, a minority includes:
  - (1) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
  - (2) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
  - (3) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Subcontinent, or the Pacific Islands); and
  - (4) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).

- A Disabled Veteran Business Enterprise (DVBE) is defined as a business in which a disabled veteran owns at least 51% of the business, and the daily business operations are managed and controlled by one or more disabled veterans.
- An OBE (Other Business Enterprise) is any enterprise that is neither an SBE, VSBE, MBE, WBE, or DVBE.

(2) **Local Business Preference Program:** Please indicate the Local Business Enterprise status of your company. Only one box must be checked:

LBE     Non-LBE

- A Local Business Enterprise (LBE) is: (a) a business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties; or (b) a business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms, working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties. "Headquartered" shall mean that the business physically conducts and manages all of its operations from a location in the above-named counties.
- A Non-LBE is any business that does not meet the definition of a LBE.

Signature:   
Printed Name: Jeremy Gulban

Title: Chief Executive Officer  
Date Signed: 11/23/2021



## EXHIBIT F

### Sec. 10.8.2.1. Equal Benefits Ordinance.

Discrimination in the provision of employee benefits between employees with domestic partners and employees with spouses results in unequal pay for equal work. Los Angeles law prohibits entities doing business with the City from discriminating in employment practices based on marital status and/or sexual orientation. The City's departments and contracting agents are required to place in all City contracts a provision that the company choosing to do business with the City agrees to comply with the City's nondiscrimination laws.

It is the City's intent, through the contracting practices outlined in this Ordinance, to assure that those companies wanting to do business with the City will equalize the total compensation between similarly situated employees with spouses and with domestic partners. The provisions of this Ordinance are designed to ensure that the City's contractors will maintain a competitive advantage in recruiting and retaining capable employees, thereby improving the quality of the goods and services the City and its people receive, and ensuring protection of the City's property.

#### (c) Equal Benefits Requirements.

(1) No Awarding Authority of the City shall execute or amend any Contract with any Contractor that discriminates in the provision of Benefits between employees with spouses and employees with Domestic Partners, between spouses of employees and Domestic Partners of employees, and between dependents and family members of spouses and dependents and family members of Domestic Partners.

(2) A Contractor must permit access to, and upon request, must provide certified copies of all of its records pertaining to its Benefits policies and its employment policies and practices to the DAA, for the purpose of investigation or to ascertain compliance with the Equal Benefits Ordinance.

(3) A Contractor must post a copy of the following statement in conspicuous places at its place of business available to employees and applicants for employment: "During the performance of a Contract with the City of Los Angeles, the Contractor will provide equal benefits to its employees with spouses and its employees with domestic partners." The posted statement must also include a City contact telephone number which will be provided each Contractor when the Contract is executed.

(4) A Contractor must not set up or use its contracting entity for the purpose of evading the requirements imposed by the Equal Benefits Ordinance.

(d) Other Options for Compliance. Provided that the Contractor does not discriminate in the provision of Benefits, a Contractor may also comply with the Equal Benefits Ordinance in the following ways:

(1) A Contractor may provide an employee with the Cash Equivalent only if the DAA determines that either:

a. The Contractor has made a reasonable, yet unsuccessful effort to provide Equal Benefits; or

b. Under the circumstances, it would be unreasonable to require the Contractor to provide Benefits to the Domestic Partner (or spouse, if applicable).

(2) Allow each employee to designate a legally domiciled member of the employee's household as being eligible for spousal equivalent Benefits.

(3) Provide Benefits neither to employees' spouses nor to employees' Domestic Partners.

(e) Applicability.

(1) Unless otherwise exempt, a Contractor is subject to and shall comply with all applicable provisions of the Equal Benefits Ordinance.

(2) The requirements of the Equal Benefits Ordinance shall apply to a Contractor's operations as follows:

a. A Contractor's operations located within the City limits, regardless of whether there are employees at those locations performing work on the Contract.

b. A Contractor's operations on real property located outside of the City limits if the property is owned by the City or the City has a right to occupy the property, and if the Contractor's presence at or on that property is connected to a Contract with the City.

c. The Contractor's employees located elsewhere in the United States but outside of the City limits if those employees are performing work on the City Contract.

(3) The requirements of the Equal Benefits Ordinance do not apply to collective bargaining agreements ("CBA") in effect prior to January 1, 2000. The Contractor must agree to propose to its union that the requirements of the Equal Benefits Ordinance be incorporated into its CBA upon amendment, extension, or other modification of a CBA occurring after January 1, 2000.

(f) **Mandatory Contract Provisions Pertaining to Equal Benefits.** Unless otherwise exempted, every Contract shall contain language that obligates the Contractor to comply with the applicable provisions of the Equal Benefits Ordinance. The language shall include provisions for the following:

(1) During the performance of the Contract, the Contractor certifies and represents that the Contractor will comply with the Equal Benefits Ordinance.

(2) The failure of the Contractor to comply with the Equal Benefits Ordinance will be deemed to be a material breach of the Contract by the Awarding Authority.

(3) If the Contractor fails to comply with the Equal Benefits Ordinance the Awarding Authority may cancel, terminate or suspend the Contract, in whole or in part, and all monies due or to become due under the Contract may be retained by the City. The City may also pursue any and all other remedies at law or in equity for any breach.

(4) Failure to comply with the Equal Benefits Ordinance may be used as evidence against the Contractor in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40, et seq., Contractor Responsibility Ordinance.

(5) If the DAA determines that a Contractor has set up or used its Contracting entity for the purpose of evading the intent of the Equal Benefits Ordinance, the Awarding Authority may terminate the Contract on behalf of the City. Violation of this provision may be used as evidence against the Contractor in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40, et seq., Contractor Responsibility Ordinance.