



June 30, 2020

Statement of Work

Third Stage Consulting Group is excited to continue assisting the City of Fairfield with its Fairfield Fast Forward project. During the evaluation of business processes and software, the City of Fairfield has identified the need for additional support. Third Stage Consulting Group is offering:

Implementation Readiness

Assisting and coaching City of Fairfield through the following items in scope of Implementation Readiness, as detailed in the FFF Implementation Readiness and QA slides presented to the Steering Committee on June 29, 2020:

- Refresh and re-socialize Project Vision and Objectives
- Stakeholder Assessment and Plan
- Executive / Management Communications
- Implementation Readiness Stage Gate Review
- Strategic Business Processes Deeper Dive
- Operational Gap Analysis / Decision Inventory
- Implementation of Processes and Procedures
- Mobilize Change Team
- People Readiness Assessment
- People Transformation and Communications Plan
- Organizational and Role Design
- Architecture and Integration Plan
- Data Cleansing and Mapping / Data Governance
- IT Skills Competency Gap Analysis
- ERP Technology Training
- Build out project team and organization
- Define Implementation Plan
- Risk Management and Mitigation Plan

Implementation Readiness activities may uncover varying degrees of readiness in each of these activities. Third Stage may recommend updates to each of the items above as readiness activities are conducted.

The estimated timeline for this option is approximately 6 weeks to coincide with the selection and purchase of ERP. The investment for these items is not to exceed \$45,000.

Previously agreed upon Terms and Conditions, Exhibits, and other Agreement provisions continue to apply to this extension.



PROJECT AUTHORIZATION

The tasks and deliverables described herein are accepted by the below parties:

The City of Fairfield

1000 Webster Street
Fairfield, CA 94533


By: _____
(Authorized as signor for The City of Fairfield)

Title: _____

Date: _____

Third Stage Consulting Group, LLC

9227 E. Lincoln Ave., Suite 200-453
Lone Tree, CO 80124

By:  _____
(Authorized as signor for Third Stage Consulting, LLC)

Title: COO

Date: 7/16/2020
