

## APPENDIX B-4

Complete this tab for optional one-time ERP implementation services, modules, activities, enhancements, or accelerators that are not required to meet the ERP requirements but that you recommend VCTC consider. Use Column C to identify the optional module or service area and Column D to identify the proposed implementation activity. Add rows as needed for additional optional services. If your proposed service combines modules or activities under a different name, add a row using your terminology and explain in Column H which functionality, activities, or requirements are included. For each service line, enter the estimated hours in Column E and the hourly rate in Column F; Column G calculates the total as Hours × Rate. For a fixed-fee service, enter 1 in Column E, enter the fixed fee in Column F, and identify it as fixed fee in Column H. Do not enter values on module subtotal or grand-total rows. When adding a service row, copy the Column G formula from a comparable detail row and confirm the applicable module and overall subtotals include the new row. Use Column H to explain why the service is optional, its anticipated value or benefit, scope, deliverables, assumptions, staffing or rate categories, travel and expense treatment, schedule impact, prerequisites, dependencies, exclusions, and any services included at no additional charge. Clearly identify whether the optional service can be purchased independently or requires another product, module, or implementation activity. Enter 0 for included or no-charge services; leave unused rows blank. Do not include required one-time implementation services on this tab; report those costs on the required one-time implementation tab. Do not include recurring licenses, subscriptions, hosting, maintenance, or support on this tab; report those costs on their designated tabs. Vendors are responsible for reviewing all formulas and confirming that the submitted optional pricing and totals are complete and accurate.

|                                     |                        | Hours | Rate     | Total    | Notes |
|-------------------------------------|------------------------|-------|----------|----------|-------|
| <b>One-Time Implementation Cost</b> |                        |       |          |          |       |
|                                     | <b>Finance Modules</b> |       | <b>0</b> | <b>0</b> |       |
|                                     | TBD                    | 0     |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     | TBD                    | 0     |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     | TBD                    | 0     |          | 0        |       |
|                                     |                        |       |          | 0        |       |
|                                     |                        |       |          | 0        |       |

|  |  |     |                              |   |  |
|--|--|-----|------------------------------|---|--|
|  |  | TBD | Training                     | 0 |  |
|  |  |     | Project Management           | 0 |  |
|  |  |     | Change Management            | 0 |  |
|  |  |     | Testing                      | 0 |  |
|  |  |     | Interfaces                   | 0 |  |
|  |  |     | Deployment/Go-Live/Close Out | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  | TBD | 0                            | 0 |  |
|  |  | TBD | Implementation               | 0 |  |
|  |  |     | Data Conversion              | 0 |  |
|  |  |     | Training                     | 0 |  |
|  |  |     | Project Management           | 0 |  |
|  |  |     | Change Management            | 0 |  |
|  |  |     | Testing                      | 0 |  |
|  |  |     | Interfaces                   | 0 |  |
|  |  |     | Deployment/Go-Live/Close Out | 0 |  |
|  |  | TBD | Other                        | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  | TBD | 0                            | 0 |  |
|  |  | TBD | Implementation               | 0 |  |
|  |  |     | Data Conversion              | 0 |  |
|  |  |     | Training                     | 0 |  |
|  |  |     | Project Management           | 0 |  |
|  |  |     | Change Management            | 0 |  |
|  |  |     | Testing                      | 0 |  |
|  |  | TBD | Interfaces                   | 0 |  |
|  |  |     | Deployment/Go-Live/Close Out | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  | TBD | 0                            | 0 |  |
|  |  | TBD | Implementation               | 0 |  |
|  |  |     | Data Conversion              | 0 |  |
|  |  |     | Training                     | 0 |  |
|  |  |     | Project Management           | 0 |  |
|  |  |     | Change Management            | 0 |  |
|  |  |     | Testing                      | 0 |  |
|  |  | TBD | Interfaces                   | 0 |  |
|  |  |     | Deployment/Go-Live/Close Out | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  | TBD | 0                            | 0 |  |
|  |  | TBD | Implementation               | 0 |  |
|  |  |     | Data Conversion              | 0 |  |
|  |  |     | Training                     | 0 |  |
|  |  |     | Project Management           | 0 |  |
|  |  |     | Change Management            | 0 |  |

|  |  |     |                              |   |  |
|--|--|-----|------------------------------|---|--|
|  |  | TBD | Testing                      | 0 |  |
|  |  |     | Interfaces                   | 0 |  |
|  |  |     | Deployment/Go-Live/Close Out | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  |     | 0                            | 0 |  |
|  |  |     | Implementation               | 0 |  |
|  |  |     | Data Conversion              | 0 |  |
|  |  |     | Training                     | 0 |  |
|  |  |     | Project Management           | 0 |  |
|  |  | TBD | Change Management            | 0 |  |
|  |  |     | Testing                      | 0 |  |
|  |  |     | Interfaces                   | 0 |  |
|  |  |     | Deployment/Go-Live/Close Out | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  |     | 0                            | 0 |  |
|  |  |     | Implementation               | 0 |  |
|  |  |     | Data Conversion              | 0 |  |
|  |  |     | Training                     | 0 |  |
|  |  | TBD | Project Management           | 0 |  |
|  |  |     | Change Management            | 0 |  |
|  |  |     | Testing                      | 0 |  |
|  |  |     | Interfaces                   | 0 |  |
|  |  |     | Deployment/Go-Live/Close Out | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  |     | 0                            | 0 |  |
|  |  |     | Implementation               | 0 |  |
|  |  |     | Data Conversion              | 0 |  |
|  |  | TBD | Training                     | 0 |  |
|  |  |     | Project Management           | 0 |  |
|  |  |     | Change Management            | 0 |  |
|  |  |     | Testing                      | 0 |  |
|  |  |     | Interfaces                   | 0 |  |
|  |  |     | Deployment/Go-Live/Close Out | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  |     | 0                            | 0 |  |
|  |  |     | Implementation               | 0 |  |
|  |  | TBD | Data Conversion              | 0 |  |
|  |  |     | Training                     | 0 |  |
|  |  |     | Project Management           | 0 |  |
|  |  |     | Change Management            | 0 |  |
|  |  |     | Testing                      | 0 |  |
|  |  |     | Interfaces                   | 0 |  |
|  |  |     | Deployment/Go-Live/Close Out | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  |     | Other                        | 0 |  |
|  |  |     | 0                            | 0 |  |

|                              |     |                              |   |   |  |
|------------------------------|-----|------------------------------|---|---|--|
| HR/Payroll Modules           | TBD | Other                        |   | 0 |  |
|                              |     | Other                        |   | 0 |  |
|                              |     | 0                            | 0 |   |  |
|                              |     | 0                            | 0 |   |  |
|                              |     | Implementation               |   | 0 |  |
|                              |     | Data Conversion              |   | 0 |  |
|                              |     | Training                     |   | 0 |  |
|                              |     | Project Management           |   | 0 |  |
|                              |     | Change Management            |   | 0 |  |
|                              |     | Testing                      |   | 0 |  |
|                              |     | Interfaces                   |   | 0 |  |
|                              |     | Deployment/Go-Live/Close Out |   | 0 |  |
|                              |     | Other                        |   | 0 |  |
|                              |     | Other                        |   | 0 |  |
|                              |     | 0                            | 0 |   |  |
|                              |     | Implementation               |   | 0 |  |
|                              |     | Data Conversion              |   | 0 |  |
|                              |     | Training                     |   | 0 |  |
|                              |     | Project Management           |   | 0 |  |
|                              |     | Change Management            |   | 0 |  |
|                              |     | Testing                      |   | 0 |  |
|                              |     | Interfaces                   |   | 0 |  |
|                              |     | Deployment/Go-Live/Close Out |   | 0 |  |
|                              |     | Other                        |   | 0 |  |
|                              |     | Other                        |   | 0 |  |
|                              |     | 0                            | 0 |   |  |
|                              |     | Implementation               |   | 0 |  |
|                              |     | Data Conversion              |   | 0 |  |
|                              |     | Training                     |   | 0 |  |
|                              |     | Project Management           |   | 0 |  |
|                              |     | Change Management            |   | 0 |  |
|                              |     | Testing                      |   | 0 |  |
|                              |     | Interfaces                   |   | 0 |  |
|                              |     | Deployment/Go-Live/Close Out |   | 0 |  |
|                              |     | Other                        |   | 0 |  |
|                              |     | Other                        |   | 0 |  |
|                              |     | 0                            | 0 |   |  |
|                              |     | 0                            | 0 |   |  |
|                              |     | Implementation               |   | 0 |  |
|                              |     | Data Conversion              |   | 0 |  |
| Training                     |     | 0                            |   |   |  |
| Project Management           |     | 0                            |   |   |  |
| Change Management            |     | 0                            |   |   |  |
| Testing                      |     | 0                            |   |   |  |
| Interfaces                   |     | 0                            |   |   |  |
| Deployment/Go-Live/Close Out |     | 0                            |   |   |  |
| Other                        |     | 0                            |   |   |  |
| Other                        |     | 0                            |   |   |  |
| 0                            | 0   |                              |   |   |  |
| 0                            | 0   |                              |   |   |  |
| Implementation               |     | 0                            |   |   |  |
| Data Conversion              |     | 0                            |   |   |  |
| Training                     |     | 0                            |   |   |  |
| Project Management           |     | 0                            |   |   |  |
| Change Management            |     | 0                            |   |   |  |
| Testing                      |     | 0                            |   |   |  |
| Interfaces                   |     | 0                            |   |   |  |
| Deployment/Go-Live/Close Out |     | 0                            |   |   |  |
| Other                        |     | 0                            |   |   |  |

|       |     |                              |   |
|-------|-----|------------------------------|---|
|       | TBD | Other                        | 0 |
|       |     | 0                            | 0 |
|       |     | Implementation               | 0 |
|       |     | Data Conversion              | 0 |
|       |     | Training                     | 0 |
|       |     | Project Management           | 0 |
|       |     | Change Management            | 0 |
|       |     | Testing                      | 0 |
|       |     | Interfaces                   | 0 |
|       |     | Deployment/Go-Live/Close Out | 0 |
|       |     | Other                        | 0 |
|       |     | Other                        | 0 |
|       | TBD | 0                            | 0 |
|       |     | Implementation               | 0 |
|       |     | Data Conversion              | 0 |
|       |     | Training                     | 0 |
|       |     | Project Management           | 0 |
|       |     | Change Management            | 0 |
|       |     | Testing                      | 0 |
|       |     | Interfaces                   | 0 |
|       |     | Deployment/Go-Live/Close Out | 0 |
|       |     | Other                        | 0 |
|       |     | Other                        | 0 |
| Total |     | 0                            |   |