

**AUTHORIZATION OF CHANGE IN SERVICES
CITY OF SAN MARCOS, TEXAS**

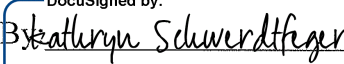
PROJECT NAME: FEMA Public Assistance
CITY PROJECT MANAGER/REP: Rachel Ingle
CONSULTANT/VENDOR: Deloitte & Touche, LLP
CONTRACT NO: 218-207
AUTHORIZATION NO: #1
CONTRACT EXECUTION DATE: August 8, 2017
DATE OF THIS CHANGE: _____

WORK TO BE ADDED TO OR DELETED FROM SCOPE OF SERVICES

Additional scope of work to complete audit of large grants related to Disaster Recovery, to complete to work before moving into subsequent audits. Fees per attached chart.

Previous contract amount:	\$ <u>49,800</u>
Net increase/decrease in contract amount:	\$ <u>55,000</u>
Revised contract amount:	\$ <u>104,800</u>

Requested by:

DocuSigned by:

 E5338FEB00DD4E1...
 Kathryn Schwerdtfeger

Date: 4/18/2018

Printed name, title

Approved by:

City of San Marcos:

By: _____ Date: _____

Printed name, title

City Department (PM, etc.) only below this line.

Account Number(s): _____

Previous Changes in Service:

_____; date; amount

_____; date; amount

_____; date; amount

Activity	Existing Population	Assumptions	Scope of Work	Level of Effort	Proposed Resource	Comments
1. Stage the Data * Split documents into separate files Upload to SP Populate SP Properties Rename file Getting files into the right PW folder	4692 (current count + 30% increase expected for missing files and proof of payment)	5 minute per document	All documents not included in the Deloitte line below.	367	Temp/Intern	Need to find missing documents; additional documents are posted (125 in 2 weeks); proof of payment documents missing (only want proof of payment for 4 Large PWs) and estimate how many
		3 Days for SharePoint property updates and triage efforts 2 hours / PW for EMMIE Split and rename	Update properties for all PW related documents currently in SharePoint. Properties will be populated with available information in the file name. Documents will not be opened. Purpose is to provide increased search and identification capabilities to assist with completing the Closeout Workbook for the 4 large PWs in 2. below. For 4 Large PWs, split rename EMMIE documents that currently have multiple documents in one file and rename and update properties.	32	Deloitte	
2. Prepare PW Reconciliation Workbook (Summarizes the PW, Reconcile COSM / EMMIE) Populate the PW workbook with 90-91 and EAPHistory Information Extract PW files from SP Populate the COSM Closeout Workbook with Files by Source (COSM / EMMIE), Expense Type, Document Date and Amount Reconcile COSM to EMMIE Prepare Issues listing of missing documents and other items to be investigated Follow-up on resolved items	18 Total 4 Large 14 Small	12 hours / PW	Prepare Closeout Workbook and reconciliation for 4 Large PWs	48	Deloitte	
3. Procurement and Transactional Compliance Assessment Obtain Procurement documents and determine type of procurement and if in compliance Review underlying supporting documents for compliance Prepare Issues log Follow-up on resolved items	18 Total 4 Large 14 Small	16 hours / PW	Assess underlying supporting documentation for compliance for PW 2216 and PW 2247 and communicate findings. Excludes assessment for proper procurement.	32	Deloitte	Support only; not procurement
4. PW Closeout Checklist/Risk Issue Logs Prepare closeout checklist Prepare Issues log Follow up on resolved items Prepare final issues /risk log and present to COSM	18 Total 4 Large 14 Small	4 hours / PW	Complete the Closeout Checklist and prepare a risk/issue log for PW 2216 and PW2247	8	Deloitte	
5. Prepare Disaster Level Reconciliations (reconcile reimburses/disbursements GL to SP documents = Completeness) Memo Support and project Administration	2 Disasters 2 Memos	80 Hours Disaster Level GL Reconciliation 8 hours review memos (2 known) Supervision / review of staff work	Prepare revenue and expenditure reconciliation of general ledger activity to the SharePoint PW files (amount property) and identify reconciling differences. Leveraging the SharePoint renamed files in 1. Staging Data, attempt to locate missing files. Communicate missing files to COSM. Follow-up and update reconciliation and Steps 3 and 4 as applicable. Read and provide recommendations and/or edits to two memos. Conduct engagement management activities such as but not limited to communication, supervision and review.	108	Deloitte	
Total Estimated Hours				595		
Total Deloitte Hours				228		
Total Deloitte Additional Fees				\$ 47,000	\$ 5,000	
				Expected	20% margin	

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