Arlington Public Schools

Procurement Office
2110 Washington Blvd., Arlington, VA 22204 • Phone: (703) 228-6123 • Fax: (703) 841-0681
www.apsva.us

September 26, 2025

Via Email

Sierra-Cedar, LLC
Attn: Kevin Bryant, COO
Attn: Dale Coggins, General Counsel
1255 Alderman Drive
Alpharetta, GA 30005
Contract.compliance@sierra-cedar.com
Dale.coggins@sierra-cedar.com

Subject: Oracle Implementation Workflow Change: Contract 41FY23- Amendment No. 5

Dear Messrs. Bryant & Coggins:

Attached is Amendment No. 5 to amend the Contract regarding Finance Approval Workflow Changes per the attached "Change Order Form #5 Dated September 8, 2025 hereby known as "Attachment A".

All other terms and conditions shall remain unchanged.

Sincerely,

David Sandloop

David Sandloop
Assistant Director of Procurement

Arlington Public Schools

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Amendment No. 5

Subject: Oracle Implementation Workflow Change - Contract 41FY23- Amendment No. 5

Contractor:

Sierra-Cedar, LLC
Attn: Kevin Bryant, COO
Attn: Dale Coggins, General Counsel
1255 Alderman Drive
Alpharetta, GA 30005
Contract.compliance@sierra-cedar.com
Dale.coggins@sierra-cedar.com

Contract:

41FY23

By mutual agreement, Contract No. 41FY23 is hereby amended by incorporating the attached document titled Chane Order Form #5 (Attachment A). Subject Attachment A amends/modifies the following: Finance Approval Workflow.

All other terms and conditions shall remain unchanged.

Arlington Public Schools

Authorized Signature: Danielle Godfrey

Printed Name and Title: Danielle Godfrey
Procurement Director /
Procurement Agent

Date: September 29, 2025

Sierra-Cedar, LLC

Authorized Signature: Kevin Bryant

Printed Name and Title: Kevin Bryant

Date: 9-29-25

Attachment A: Change Order Form: #5– ERP– Finance Approval Workflow Changes

Client: Arlington Public Schools

Project Name and Control Number: Arlington Public Schools Oracle Cloud Applications Implementation Project

Requestor: Aswartha Srisailam

Organization: Sierra-Cedar

Date of Request: September 8, 2025

Proposed Change(s) AND Reason/Justification for Change (Indicate Urgency Level)

Urgency Level: ☒ High ☐ Medium ☐ Low

Description of Change

- **Journal Approval Changes**
  Modify the journal approval workflow to allow specific journals to be entered directly by non-central finance office users. These journals will require Finance Analyst/Accountant approval before posting. Additional approvals (Director of Finance and Business Officer) will be required for journals exceeding defined dollar thresholds, consistent with existing financial controls.
- **Invoice Approval Changes**
  Modify the invoice approval workflow to allow PO-based invoices to be entered by non-AP users. These invoices will require a two-way match (invoice and PO) with approval from the requester of goods/services, followed by a final review by Accounts Payable.
- **Expense Approval Changes**
  Modify the expense approval workflow to include an additional approval by the school treasurer or department finance team member after existing approvals are completed. Separate amount thresholds will be established for reimbursement expenses and P-card reconciliation expenses.

Impact of Change Order:

Impact on Personnel:

1. **Addition of 2 Sierra-Cedar consultants to work on the Finance Approval Workflow changes.**

Impact on Other Resources (e.g., APS' hardware, infrastructure, etc.):

N/A

Impact on Schedule:

Budget Book Estimated Timeline:

- Planned Start Date: 09/08/2025
- Estimated End Date: 10/31/2025

Impact on Requirements: N/A

Impact on Cost:

- Journal Approval Changes – Estimates

- Estimated Hours: 42 hours
- Estimated Cost: $7,790

- **Invoice Approval Changes – Estimates**
  - Estimated Hours: 176 hours
  - Estimated Cost: $32,800
- **Expenses Approval Changes – Estimates**
  - P-card and Reimbursement amount threshold changes
    - Estimated Hours: 207 Hours
    - Estimated Cost: $23,180
  - **Additional approver changes**
    - Estimated Hours: 189 hours
    - Estimated Cost: $21,820
- **Total Estimated Cost: $85,590**
- **Note:**
  - The estimated hours represent the effort required to implement the specified system changes and do not include training or change management activities.
  - Testing estimates are based on the User Acceptance Testing (UAT) model utilized during the original implementation; if testing is expanded to include additional APS personnel, the estimated hours may increase for both Sierra-Cedar and APS.

Assumptions / Risks

- **Journal Approval Changes:**
  - This change will only apply to new journals created after implementation.
- **Invoice Approval Changes:**
  - Existing POs all indicate a 3-way match type. This change will only apply to new POs created after the implementation of the changes related to this change order.
- **Expenses Approval Changes:**
  - This change will only apply to the new expense report created after implementation of the changes related to this change order.

Alternatives to Proposed Change(s) (if any)

N/A

Summary of Total Impact of Change

Personnel: See above.

Other Resources: See above.

Schedule: See above.

Requirements:

Cost: $85,590.00