



333 City Boulevard West, Suite 1700
 Orange, CA 92868
 Phone: 714-368-9750
 Fax: 714-368-9760

January 21, 2026

Jill Moya
 City of Oceanside
 300 North Coast Highway
 Oceanside, CA 92054

Re: Engagement Letter – Oracle JD Edwards Implementation – Online Requisition and Purchase Order Processing

Jill –

Following please find the **2026 Online Requisition and PO Processing** Proposal / Statement of Work (SOW) between Enterprise Technology Services, LLC d.b.a. Enterprise Technologies and the City of Oceanside (Oceanside). This proposal will provide Consulting to implement Online Requisition Self-Service at the City of Oceanside.

About Enterprise Technologies

Enterprise Technologies is a trusted Oracle JD Edwards consulting partner with over 30 years of experience delivering ERP consulting, managed services, and training to public and private sector organizations. We are a Gold Business Partner of Oracle® Corporation and a certified implementation specialist for Oracle JD Edwards EnterpriseOne 9.x Financial Management. Our team combines deep ERP expertise with a practical understanding of complementary technologies, system integrations, and government sector requirements.

Enterprise Technologies has proudly supported the City of Oceanside since 2008—over 17 years of continuous partnership—providing Managed Support Services, Role Security Managed Services, Statutory Reporting Support and a wide range of implementation and modernization projects. Our team possesses significant tribal knowledge of the City's Oracle JD Edwards ERP system, reporting and integration requirements, and surrounding ecosystem, which enables us to deliver support with efficiency, accuracy, and continuity unmatched in the marketplace.

Over the course of this long-standing relationship, following are highlights of what Enterprise Technologies has successfully completed:

- Major Oracle JD Edwards Applications Upgrades and Training from 8.12 to 9.1 to 9.2
- Seven JDE Tools Release upgrades
- Designed and implementation of the City's current Chart of Accounts
- Transition of banking operations to Union Bank and subsequently to U.S. Bank (2023)
 - Positive Pay Integrations - Payroll and Accounts Payable
 - ACH Payments - Payroll and Accounts Payable
- Implementations of:
 - Real Estate Management (2014)
 - Harbor
 - Property Management
 - A/P Automation (2018, 2025)
 - Orchestrator Automation
 - Multiple Notifications and IREST API integrations



- Position Requisitions
- New / Updated Functionality & Reporting
 - BCC Benefits Administrator Integration (2018)
 - Custom Benefits Vacation Accruals
 - A/P ACH Email Remittance (2021)
 - Custom Payroll and A/P check forms
 - Technical and statutory support for 1099s and W-2s
 - Police Officer Lateral Incentive Program (2021)
 - Power BI Reporting for Finance and HR (to replace Cognos Reporting)
- Custom Integrations
 - Questica Budget Integrations
 - SchedulerPro™ Police Scheduling Integration (2018)
 - Deferred Compensation Interface (2021)
 - Telestaff Timekeeping Integration - Fire (2022)
 - NeoGov Employee Master Integration (2023)
 - Cashiering Integration (2024)
- Ongoing projects involving Power BI for Fire, Police & Water, Laserfiche, iNovah Cashiering, and CentralSquare Community Development integrations.

This domain knowledge, paired with our three decades of Oracle JD Edwards experience, creates a uniquely qualified and efficient support partner for the City of Oceanside. Our deep familiarity with the City's systems, procedures, history, staff, and evolving business needs enables us to provide strategic, proactive, and technically sound guidance that simply cannot be replicated by any other provider.



Overview

The City of Oceanside uses Oracle JD Edwards EnterpriseOne 9.2 enterprise software (ERP) to manage the City's Finance, Financial Reporting, Procurement, Human Resources and Payroll systems. Currently, requisition processing, approval processing for the requisitions, and the acknowledgement of the receipt of goods and services is done manually on paper forms.

The City of Oceanside desires to utilize existing JD Edwards EnterpriseOne and Canon IRIS software to implement Online Requisition processing to complement their Oracle JD Edwards EnterpriseOne Financial software and A/P Automation systems. The proposed Online Requisition Implementation will provide the following benefits and functionality:

- Electronic Submission of Requisitions by Departments for Goods and Services;
- Electronic Collection of Justification Documents
 - Staff Reports / Council Minutes
 - Sole Source Justification
 - Other Supporting Documents (MS Office Compatible, PDF, Images)
- Electronic Approval of Requisitions by authorized Department heads;
- Electronic Acknowledgement of the Receipt of a Good or Service;
- Additional visibility into outstanding or high priority Requisitions;
- Increased accuracy and timeliness of requisition conversion to Purchase Orders;
- Improved visibility of Requisition Status, Approval Status and Accounting
- Improved visibility of Purchase Order status
- Encumbrance reconciliation and maintenance.

The Online Requisition process will be integrated within the Oracle JD Edwards EnterpriseOne Procurement, General accounting, and Accounts Payable, and will utilize existing functionality to manage document images and approval workflow simplifying Procurement and Accounting operations for Finance and the City's Departments.

Statement of Work

Enterprise Technologies will provide Implementation Consulting on licensed Oracle JD Edwards EnterpriseOne 9.2 to implement Online Requisition functionality.

The following functions will be implemented for the Oceanside Pilot users:

1. Oracle JD Edwards EnterpriseOne Requisition components
 - a. Foundation
 - i. Next Numbers
 - ii. Automatic Accounting Instructions
 - iii. Commodity Structure (Non-Stock and Services Only)
 - iv. Requisition Approval Workflow
 - v. Delegation Information (Approvers)
 - b. Transactions –
 - i. Requisitions
 - ii. Approvals
 - iii. Desktop Receipts (Non-Stock and Services Only)
 - c. Purchase Order Creation



- i. Creating Purchase Orders from Requisitions
 - d. Inquiries
 - i. Requisition Inquiry
 - ii. Approval Inquiries
 - iii. Receipt Inquiries
 - e. Composite Pages
 - i. Requisition - Requestors
 - ii. Requisition - Approvers
 - iii. Purchase Order Processing from Requisitions
- 2. Training
 - a. Consultant will create classroom materials and provide 2 days of training for Finance, for the Pilot groups.
- 3. Workflow and Approval Processing – Build and Configure applications and workflow to manage requisition notifications and approvals.
- 4. Testing and Promotion to full production use.

Work Estimate:

The following estimates have been developed to complete the project and are support by the attached draft project plan.

Task Description	Hours	Price
2026 Online Requisition and Purchase Order Implementation		
Project Management	32	6,400
Sr Functional Consultant - implementation	272	53,040
Encumbrance Reconciliation and Maintenance	40	7,800
Development - Workflow / Notifications	40	7,400
Technical / CNC	24	4,680
Total Direct Costs	408	79,320
Expenses		1,000
Total Annual Project		80,320

Rate, Terms and Consultant Assigned:

Enterprise Technologies is prepared to offer a **2026 Online Requisition and PO Processing** project.

The fixed project cost for the 408 hours of work including expenses will be \$80,320.

Enterprise Technologies and the City of Oceanside will develop a mutually agreeable work plan detailing the functional tasks. Bimonthly, both parties will calculate and agree on the percentage of completed tasks (Project % Complete), and Enterprise Technologies will bill the City of Oceanside the Project Percent Complete (% Complete) multiplied by the Total Project Cost less any previous billings for the project.

Monthly Progress Payment = (Project % Complete * Total Project Cost) – (Previous Billings)

Invoices are due and payable 15 Days after the receipt of an undisputed invoice.

Mario Alvarado is the Project Manager and Senior Financials Consultant for this engagement and will be performing the work. Other Enterprise Technologies consultant may engage the work to provide a better work product for the City of Oceanside. The Statement of Work will be performed on the Oceanside site, remotely or at a site of Enterprise Technologies' and Oceanside's mutual discretion.

Enterprise Technologies is available to engage the Statement of Work at a mutually agreeable time.

Enterprise Technologies Investment

1. Enterprise Technologies will provide consultant(s) who are experienced and knowledgeable on the subject matter to perform the services.
2. Enterprise Technologies will provide Client computer hardware for our Consultant(s).
3. Enterprise Technologies has obtained all necessary licenses to perform the services, and warrants that the services and materials do not infringe any patents.
4. Enterprise Technologies has sufficient insurance to cover its obligations hereunder, including Worker Compensation, General Liability insurance.

City of Oceanside's Investment

1. Workspace: Please provide facilities suitable for 1-2 consultants, with internet access and a high definition projector for the duration of this engagement. Also, please provide a phone capable of dialing out of the building.
2. Human Capital: Please provide reasonable access to the Oceanside Project Team users and management for the duration of the engagement. The material unavailability of the Oceanside users and management to perform assigned tasks will cause project delays for this project, and will result in additional costs on time and materials basis at the City's expense.



Next Steps

It is my hope that you find this proposal beneficial to the City of Oceanside. I look forward to the opportunity to work together to complete these enhancement projects. If you wish to engage Enterprise Technologies for the above work, please:

1. Sign and return this SOW. Your signature will confirm your intent to engage Enterprise Technologies, as well as your acceptance of the Statement of Work and Terms defined in this proposal.

By signing below, The City of Oceanside and Enterprise Technology Services, LLC agree to the Statement of Work and the terms of this proposal, and Enterprise Technologies is authorized to perform the above-described work.

ENTERPRISE TECHNOLOGY SERVICES, LLC

CITY OF OCEANSIDE

CEO / Consultant
January 21, 2026

By: _____

Role: _____

Date: _____