

tasks described in the Amended Scope of Services, within this time or within such additional time as may be extended by the County.

3. **Recitals.** The recitals set forth above are incorporated herein by reference and made a part of the Agreement.
4. **Modifications and Conflict.** Except as modified herein, the Agreement shall remain in full force and effect and has not been otherwise modified or amended. If there is a conflict among documents that make up the Agreement, this First Amendment shall prevail with regard to the conflict.
5. **Certification.** By his or her signature below, each signatory individual certifies that he or she is the properly authorized person or officer of the applicable Party hereto and has the requisite authority necessary to execute this Agreement on behalf of such Party, and each Party hereby certifies to the other that it has obtained the appropriate approvals or authorizations from its governing body as required by law.

{Execution Page Follows}

{Remainder of Page Intentionally Left Blank}

IN WITNESS WHEREOF, the parties hereto have signed or have caused their respective names to be signed to multiple counterparts to be effective on the date signed by the last party hereto.

FORT BEND COUNTY, TEXAS

WEAVER AND TIDWELL, L.L.P.

KP George, County Judge

Morgan Page

Authorized Agent – Signature

Date

Morgan Page

Authorized Agent- Printed Name

ATTEST:

Partner

Title

Laura Richard, County Clerk

April 9, 2025

Date

APPROVED:

Nicole A. Ledet

Nicole Ledet, Fort Bend County HR Director

APPROVED AS TO LEGAL FORM:

LaNetra S. Lary

LaNetra S. Lary, Assistant County Attorney
Chief, General Counsel Division

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$73,500.00 to accomplish and pay the obligation of the Fort Bend County under this Agreement.

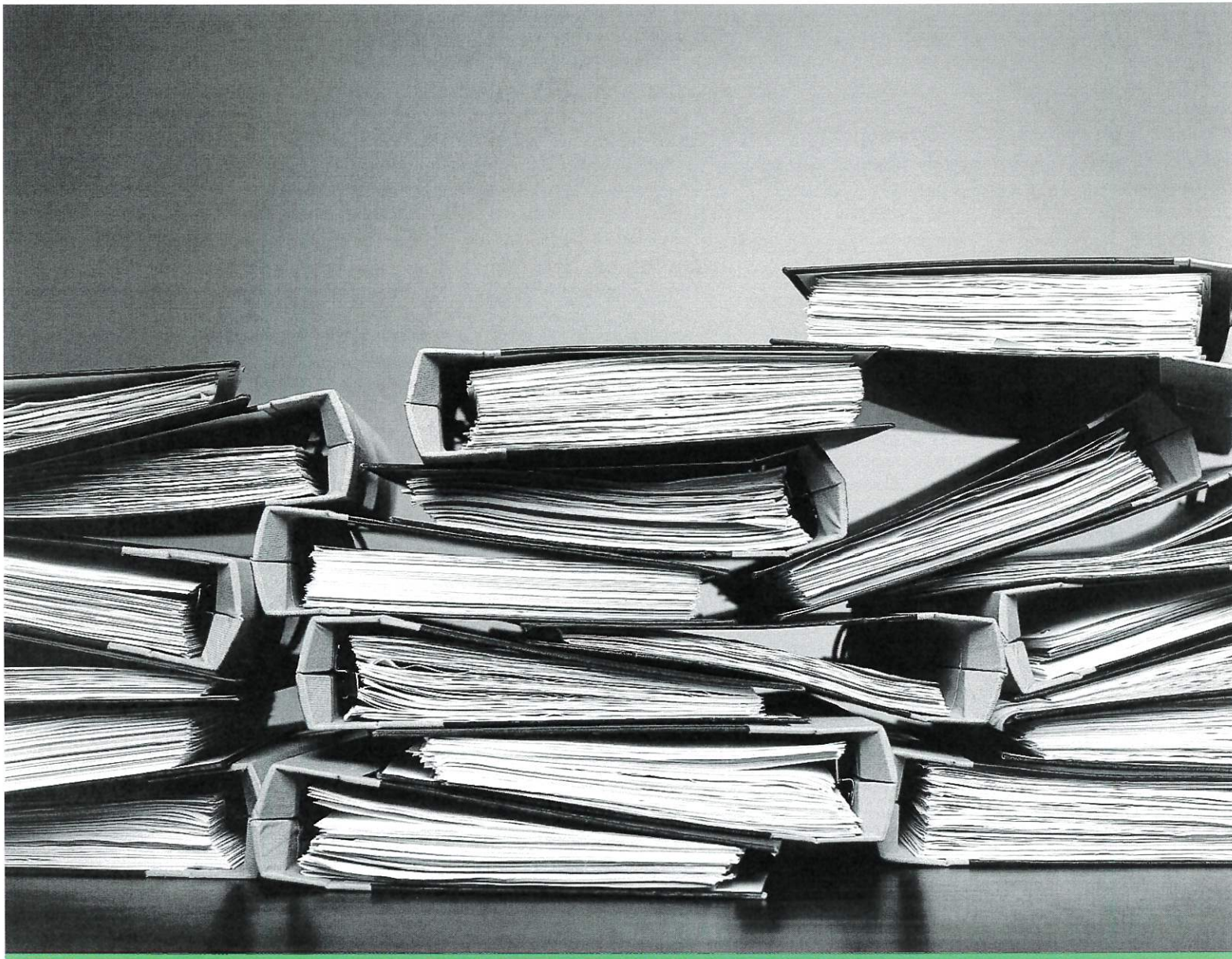
Robert E. Sturdivant, County Auditor

Attachment: ExA-1 – Amended Scope of Work

i:\agreements\2025 agreements\purchasing\human resources\weaver & tidwell (24-hr-100674-a1)\1st amend to agreement.docx (lsl 3.25.25)

EXHIBIT A-1

(Amended Scope of Work dated 2/10/25 Follows Behind)



Scope for HR Policy Assessment, Alignment, and Consolidation

Fort Bend County

February 10, 2025

Morgan Page | Partner-in-Charge, Transformation and Automation Services
Weaver and Tidwell, L.L.P. | 4400 Post Oak Parkway, Suite 1100 | Houston, TX 77027
832.320.3259 | morgan.page@weaver.com

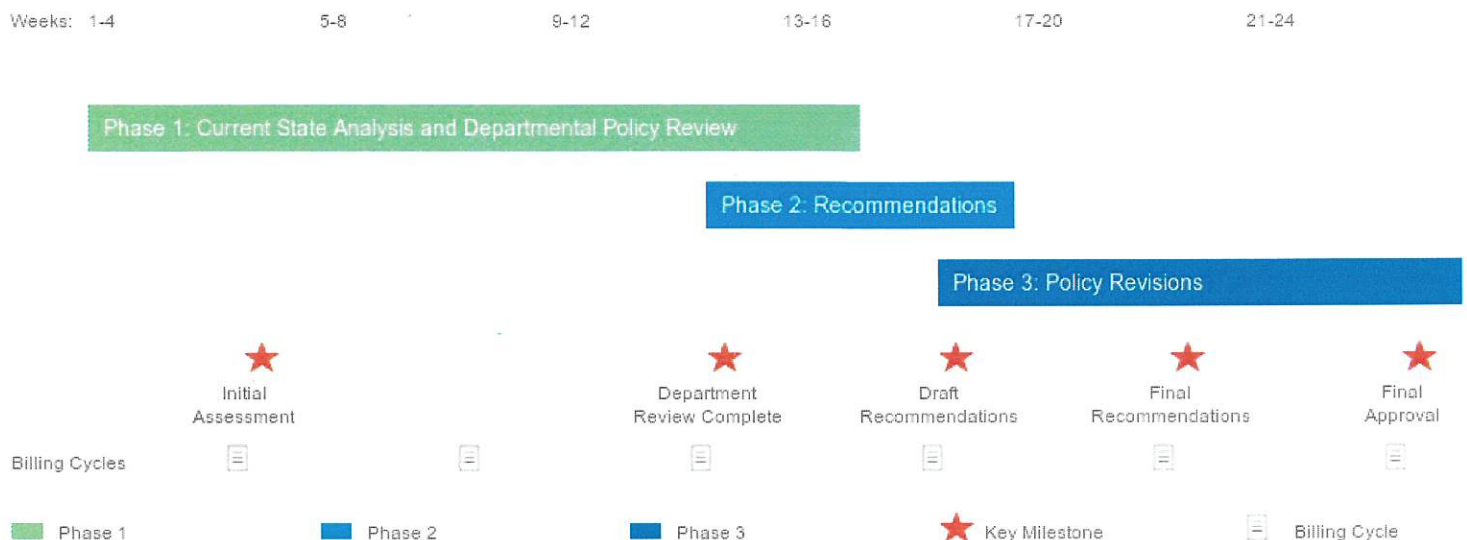


Project Schedule

The project timeline spans six months (26 weeks), structured to ensure thorough review and stakeholder engagement while maintaining steady progress toward deliverables. Our phased approach allows for natural overlap between activities, ensuring efficient use of resources and continuous momentum throughout the project lifecycle.

Phase 1's extended duration (12 weeks) provides the foundational understanding necessary for subsequent phases, while its overlap with Phase 2 allows for the immediate translation of departmental findings into actionable recommendations. Similarly, Phase 3's policy revision work begins before Phase 2 concludes, enabling the incorporation of stakeholder feedback and ensuring that policy development remains responsive to ongoing discoveries and departmental input.

The graphic below shows our deliberate overlap in project phases which reflects the iterative and interconnected nature of policy review and development in complex governmental organizations.



Phase 1: Current State Analysis and Departmental Policy Review

(Weeks 1-12)

We'll conduct a comprehensive review of HR policies across Fort Bend County, including both central HR policies and department-specific variations. This phase will combine examining existing documentation and evaluating compliance requirements, with an all-encompassing and extensive departmental outreach.

- 1 Our comprehensive review begins with a systematic examination of Fort Bend County's HR policy landscape across all departments. Understanding that departmental practices may have evolved

differently over time to meet specific operational needs, we will conduct an extensive outreach program to capture the full spectrum of HR policy implementation throughout the County. This approach recognizes that while the County maintains central HR policies, departments may have developed supplementary policies or interpretations that need to be understood, evaluated, and either standardized or justified as necessary variations.

- 2 Our team will engage directly with department leaders and their designated department coordinator through structured interviews and documentation reviews. This collaborative approach ensures we capture not just the written policies, but also the practical implementation and historical context of why certain departmental variations may exist. By understanding these nuances, we can better recommend which policies should be standardized across the County and where legitimate operational needs might require controlled policy variations.
- 3 The departmental outreach phase will also serve as a crucial opportunity to build stakeholder buy-in for any forthcoming policy changes. By involving departments early in the review process, we create channels for feedback and ensure that final policy recommendations will be both practical and implementable across the diverse operations of Fort Bend County.

Throughout this phase, we'll identify key risks that affect HR policies and planning, including:

- ▶ Outdated policies resulting in inefficiencies and increased burden on personnel
- ▶ Inadequate compliance with all applicable laws and regulations
- ▶ Policy gaps and/or contradictions
- ▶ Employee resistance to change

Work Products

- ▶ Departmental Policy Inventory Matrix with Compliance and Justified Variations
- ▶ County's Policy Variation Analysis Gap Report

Phase 2: Recommendations Report

(Weeks 13-16)

We recognize that successful policy implementation requires both technical accuracy and practical applicability across diverse department functions. This phase focuses on synthesizing our findings into actionable recommendations that balance the need for standardization with operational flexibility where justified.

- 1 Building upon the extensive departmental policy review conducted in Phase 1, our team will develop a strategic approach to policy harmonization across Fort Bend County. Our recommendations will be developed through a collaborative process which includes regular consultation with department leadership, ensuring that proposed changes address both compliance requirements and operational realities. Each recommendation will be supported by benchmarking against comparable entities and best practices in public sector HR management, providing context and justification for proposed changes.

- 2 Each of the recommendations will be structured to facilitate County-internal discussions and clear decision-making by commissioners court, with explicit consideration of implementation impacts, resource requirements, and change management needs. This approach ensures policy decisions can be made with full understanding of their practical implications across all County departments prior to approval and acceptance by the court.

Work Products

- ▶ Comprehensive Policy Recommendations Report
 - » Standardization Decision Framework
 - » Implementation Roadmap and Timeline
 - » Risk Mitigation Strategies
 - » Department Impact Assessment Matrix
 - » Policy Exception Criteria
- ▶ Stakeholder Communication Plan
- ▶ Commissioners Court Presentation Materials

Phase 3: Policy and Handbook Revisions

(Weeks 17-26)

The culmination of our policy review and revision process centers on a collaborative partnership with Fort Bend County's HR and Legal leadership to ensure all handbook revisions meet both operational needs and legal requirements. This iterative review process recognizes the complex interplay between HR best practices, legal compliance, and practical implementation within the County's unique operating environment.

- 1 The final phase focuses on transforming approved recommendations into clearly written, legally sound policy documents that will serve as the foundation for consistent HR practices across Fort Bend County. This process involves careful drafting of policy language that is both technically precise and practically understandable by all County employees. Our team will work closely with the County's legal counsel to ensure all policy revisions meet legal requirements while maintaining clarity and usability.
- 2 Understanding the critical nature of policy implementation, we will develop comprehensive rollout plans that include communication strategies, training frameworks, and monitoring mechanisms. This approach ensures new policies are not only well-written but effectively implemented across all departments. Special attention will be paid to departments that previously maintained variant policies, ensuring smooth transition to standardized approaches while addressing any operational concerns.
- 3 Our team will facilitate structured review sessions that bring together key stakeholders from HR, Legal, and department leadership to examine and refine policy language, ensuring clarity, enforceability, and operational feasibility. The review process incorporates multiple checkpoints with commissioners court, allowing for their strategic input before final approval. We understand that the employee handbook serves as a cornerstone document that must align with the court's vision for County operations while maintaining legal compliance and operational effectiveness. Through these carefully structured working

sessions with HR and Legal teams, we will refine policy language to ensure it effectively communicates expectations to employees while providing necessary protections for the County.

4

The final handbook approval process includes a comprehensive presentation to Commissioners Court that demonstrates how the revised policies address previously identified gaps, incorporate stakeholder feedback, and align with both legal requirements and County objectives. This collaborative approach ensures the final document reflects a unified vision for County HR policies while maintaining necessary legal and operational standards.

Project Deliverables

1. Biweekly Status Reports to project sponsors and presentation materials, as needed
2. Departmental Policy Inventory Matrix with Compliancy and Justified Variations
3. County's Policy Variation Analysis Gap Report
4. Comprehensive Policy Recommendations Report
5. Policy Revision Tracking Matrix
6. Employee Handbook Draft and Final