

Data Migration Statement of Work

Prepared for:
Town of Apex, NC
Apex Infor Implementation



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STATEMENT OF WORK- Town of Apex Infor Implementation

This Statement of Work #01 (the “SOW”) between Premier International Enterprises, LLC (“Premier”) and the town of Apex, North Carolina (“Client” or “Apex”), dated April 11, 2023 (the “SOW Effective Date”) is incorporated into, and shall be governed, by the terms of the Master Services Agreement between Premier and Apex dated April 10, 2023 (the “Agreement”) and shall describe the Services that Premier shall provide to Apex. Any terms not defined herein, will have the meaning as set forth in the Agreement

1. The Services.

Background

The Town of Apex (“Apex”) has undertaken an initiative to replace their outdated legacy New World system with modernized platforms including Infor and Milsoft. There will be a phased approach to these implementations.

- Phase 1 – Includes the implementation of Infor ERP and HCM modules. Phase 1 will also include the implementation of Milsoft Utility Billing solution.
- Phase 2 – Includes the implementation of Infor IPS module.

Apex has engaged multiple system integrators (“SI”) including RPI, Milsoft, and others to assist with the implementation of Infor and Milsoft.

Scope of Services

Premier will be responsible for extracting, profiling, analyzing, cleansing, and transforming the data into Infor and Milsoft load templates for each defined conversion object (the “Project”). Premier will assist by ensuring data migration best practices are being followed throughout the implementation and will utilize Infor and Milsoft load templates for the conversion objects provided by the SIs.

The Project consists of the following data conversion objects. Any conversion object not explicitly defined below will be considered out of the scope of this SOW.

Automated Conversion Programs	Legacy Source	Area	Target System	Phase
General Ledger	New World	ERP	Infor	Phase 1
General Ledger Budgets	New World	ERP	Infor	Phase 1
Chart Account Categories	New World	ERP	Infor	Phase 1
Accounting Units	New World	ERP	Infor	Phase 1
Vendor Master	New World	ERP	Infor	Phase 1
Customer Master	New World	ERP	Infor	Phase 1
Supplier Contracts	New World	ERP	Infor	Phase 1
Item Master	New World	ERP	Infor	Phase 1
Purchase Orders	New World	ERP	Infor	Phase 1
Vendors and Locations	New World	ERP	Infor	Phase 1
Fixed Assets	New World	ERP	Infor	Phase 1
Accounts Payable	New World	ERP	Infor	Phase 1
Accounts Receivable	New World	ERP	Infor	Phase 1
Jobs	New World	HCM	Infor	Phase 1
Supervisors	New World	HCM	Infor	Phase 1
Positions	New World	HCM	Infor	Phase 1
Employees	New World	HCM	Infor	Phase 1
Employee User Fields	New World	HCM	Infor	Phase 1
Dependents	New World	HCM	Infor	Phase 1



Payroll Records w/ deductions	New World	HCM	Infor	Phase 1
Work Assignments (active employees)	New World	HCM	Infor	Phase 1
Work Assignments (termed employees)	New World	HCM	Infor	Phase 1
Leave Records	New World	HCM	Infor	Phase 1
Benefits - Participant Enrollment	New World	HCM	Infor	Phase 1
Benefits - Dependent Enrollment	New World	HCM	Infor	Phase 1
Benefits - Beneficiary Enrollment	New World	HCM	Infor	Phase 1
Customers (CVPCONV)	New World	Utility Billing	Milsoft	Phase 1
Billing - AR Adjustments (CVPHSTA)	New World	Utility Billing	Milsoft	Phase 1
Billing - History (CVPHSTB)	New World	Utility Billing	Milsoft	Phase 1
Billing - AR History of Payment (CVPPHST)	New World	Utility Billing	Milsoft	Phase 1
Customer Locations (CVPLOCT)	New World	Utility Billing	Milsoft	Phase 1
Meter Inventory (CVPMTR)	New World	Utility Billing	Milsoft	Phase 1
Utility Service (CVPSERV)	New World	Utility Billing	Milsoft	Phase 1
Meters and Location/Property (CVPAXMTR)	New World	Utility Billing	Milsoft	Phase 1
Check History - Bad/Returned (CVPBDCHK)	New World	Utility Billing	Milsoft	Phase 1
Payment Info - Installments (CVDEFP)	New World	Utility Billing	Milsoft	Phase 1
Demand History (CVPDEM)	New World	Utility Billing	Milsoft	Phase 1
Bill Payment - Energy Assistance (CVPENGAST)	New World	Utility Billing	Milsoft	Phase 1
Meters for Installed Services (CVPMHIS)	New World	Utility Billing	Milsoft	Phase 1
Meter Readings (CVPRDING)	New World	Utility Billing	Milsoft	Phase 1
Light Inventory (CVPSL)	New World	Utility Billing	Milsoft	Phase 1
Open Service Orders (CVPSO)	New World	Utility Billing	Milsoft	Phase 1
Planning/PM - Applications	New World	IPS	Infor	Phase 2
Planning/PM - Contacts	New World	IPS	Infor	Phase 2
Planning/PM - Fees	New World	IPS	Infor	Phase 2
Planning/PM - Reviews	New World	IPS	Infor	Phase 2
Planning/PM - Logs	New World	IPS	Infor	Phase 2
Planning/PM - Inspections	New World	IPS	Infor	Phase 2
Planning/PM - Historical Details	New World	IPS	Infor	Phase 2
Licenses/Permits - Applications	New World	IPS	Infor	Phase 2
Licenses/Permits - Contacts	New World	IPS	Infor	Phase 2
Licenses/Permits - Fees	New World	IPS	Infor	Phase 2
Licenses/Permits - Reviews	New World	IPS	Infor	Phase 2
Licenses/Permits - Logs	New World	IPS	Infor	Phase 2
Licenses/Permits - Inspections	New World	IPS	Infor	Phase 2
Licenses/Permits - Historical Details	New World	IPS	Infor	Phase 2



2. The Activities and Deliverables.

Activity/Deliverable Name	Activity/Deliverable Description	Primary Owner	Support
List of data sources (tables/files) and data access plan	Premier supports Apex in reviewing relevant data sources (specific tables and files), and in determining the optimal manner of accessing each data source. Client provides Premier with data access for each data source as required.	Apex	SI Premier
Extraction into the Applaud data repository	Premier extracts all data from each identified legacy table/file and replicates the relevant portions of the legacy data environment in the Applaud data repository.	Premier	SI Apex
Data profiling reports	Premier produces profile reports. These reports provide the project team with raw data statistics for every column/field. Premier produces pattern analysis reports for relevant fields, as directed by RPI, Milsoft, and Apex. These reports identify all distinct data patterns, along with a count of rows/records that fit each pattern.	Premier	SI Apex
Review of profile reports	Apex and Premier review the profiling reports to identify data issues that require additional research.	Apex	Premier
Custom data analysis reports	Premier works at the direction of Apex to use Applaud's analysis tools to drill down into the data repository and produce custom analysis reports to support the team's data quality efforts. These reports identify all rows/records with specific issues as well as produce a high-level summary of the findings.	Premier	Apex
Data quality strategy	Premier and Apex review the analysis reports to develop a data strategy to address the data quality issues. During this process, comprehensive rules for handling invalid, inconsistent, and missing data are developed.	Apex Premier	N/A
Manual data cleansing	Apex manually updates data in the legacy system to implement the data quality strategy and address data quality issues which can only be handled in a manual fashion.	Apex	Premier
Automated data cleansing	Premier works at the direction of Apex to build and run Applaud components to implement the data quality strategy and address data quality issues which can be handled in an automated fashion.	Premier	Apex
Conversion requirements	Premier, RPI, and Milsoft support Apex as they define and document the conversion requirements, which are the detailed rules dictating how to convert the structure and content of the legacy data to match the required Infor and Milsoft structures.	Apex	Premier SI
Data transformation programs	Premier uses the data conversion requirements provided by Apex to create Applaud components to automatically transform legacy data into the structure and content required by Infor and Milsoft.	Premier	N/A



Activity/Deliverable Name	Activity/Deliverable Description	Primary Owner	Support
Management of changing requirements	<p>Premier maintains ongoing issues list and enhancements list documentation throughout the project.</p> <p>Premier will keep the conversion requirements documentation (legacy to target mapping) up to date as the project proceeds and the team requests changes.</p>	Premier	Apex
Transformed data	Premier provides fully converted data into the defined Infor and Milsoft formats provided by Apex. Premier creates Error Logs to identify situations where the legacy data did not match the conversion requirements.	Premier	Apex
Data load	RPI executes the Infor load programs to process the fully converted data into the Infor base tables. Milsoft executes the Milsoft load programs to process the fully converted data into the Milsoft base tables.	SI	Premier
Conversion error resolution	Apex makes decisions to resolve data errors encountered during the extraction and load processes. Premier provides Apex with reports to identify critical data errors. RPI and Milsoft assist Apex in resolving any errors related to configuration and/or solution design.	Apex SI	Premier
Conversion test cycles (Infor)	<p>Apex and RPI work together to establish the project testing schedule. Premier runs the data transformation programs at these designated times (aligned with this schedule).</p> <p>Premier will perform each data transformation program and provide data in the agreed upon load-ready format a single time in support of each cycle. Any subsequent data loads (i.e. “Delta” conversions) or manual data entry (i.e. “Catch Up Transactions” or Dual Maintenance) required will be the responsibility of Apex.</p> <p>This SOW assumes the following test cycles and Go Live executions apply:</p> <p>Phase 1 (Infor – HCM & ERP):</p> <ul style="list-style-type: none"> - One Unit Test cycle - One System Integration Test (SIT) cycle - One User Acceptance Test (UAT) cycle - One Go-Live execution into PROD <p>Phase 2 (Infor – IPS):</p> <ul style="list-style-type: none"> - One Unit Test cycle - One System Integration Test (SIT) cycle - One User Acceptance Test (UAT) cycle - One Go-Live execution into PROD <p>Following each test cycle, Apex will verify the accuracy of the Data Migration and direct Premier in any changes required.</p>	Apex SI	Premier



Activity/Deliverable Name	Activity/Deliverable Description	Primary Owner	Support
Conversion test cycles (Milsoft)	<p>Apex and Milsoft work together to establish the project testing schedule. Premier runs the data transformation programs at these designated times (aligned with this schedule).</p> <p>Premier will perform each data transformation program and provide data in the agreed upon load-ready format a single time in support of each cycle. Any subsequent data loads (i.e. “Delta” conversions) or manual data entry (i.e. “Catch Up Transactions” or Dual Maintenance) required will be the responsibility of Apex.</p> <p>This SOW assumes the following test cycles and Go Live executions apply:</p> <ul style="list-style-type: none"> - One Unit Test cycle - Two System Integration Test (SIT) cycles - One User Acceptance Test (UAT) cycle - One Go-Live execution into PROD <p>Following each test cycle, Apex will verify the accuracy of the Data Migration and direct Premier in any changes required.</p>	Apex SI	Premier
Post-load processes	Following the load into the target system, Apex will work with RPI and Milsoft to run necessary post-load processes (i.e. closing GL, running collections, etc.).	Apex	SI
Conversion validation	Apex defines acceptance criteria, performs data validation, ensures that the converted data leads to desired functionality in the target system, and provides formal signoff of each data migration element.	Apex	SI Premier

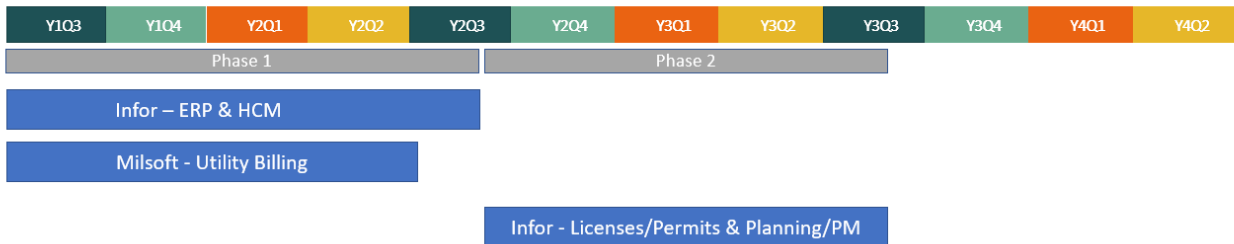
3. Location of Performance. Premier will perform work either in Premier’s Chicago, Illinois offices or at the applicable staff member’s remote work location for a majority of the project. It is expected that Premier will work at designed client sites less than one quarter of the weeks of the project. All required client site travel will be pre-approved by Apex.

4. Term of SOW; Timing. Services are expected to commence on July 1st, 2023 and are anticipated to be completed on July 31st, 2025, provided however this end date may be extended as needed to complete the Services upon completion of an executed Change Order, which may result in an adjustment to the expected Service Fees.

The following diagram outlines the anticipated timeline for the Project:



Project Phasing



5. Assumptions. Apex understands and agrees that the following assumptions apply to the Services to be performed under this SOW:

- Apex will provide a Windows based server to Premier on which all data migration activities will occur. The Applaud Server Requirements document details how to configure the server which will run the Applaud Data Migration software.
- Apex will provide Premier with data access for each data source as required, in a timely fashion.
- Apex will provide Premier with back-end (i.e., database) access to each target application as required, in a timely fashion.
- Apex will provide Premier with front-end access to each target application as required, in a timely fashion.
- Delta or “Catch Up” transaction conversions not explicitly defined herein are outside of the scope of Services.
- Historical data (anything inactive or older than 2 years) is being backed up to an SQL server at RPI’s direction and will not be converted into Infor nor Milsoft. Therefore this history is outside the scope of Services.
- In addition to Infor and Milsoft, Apex is implementing another new system: SEW (Smart Energy Water). All data required for SEW will come from Milsoft, thus no conversion is needed and is outside the scope of Services.
- The conversion specifications are dependent on SI functional experts participating in the mapping workshops along with Apex data legacy experts.
- Apex will be responsible for approval/sign-off of the conversion requirements for each conversion cycle, to ensure that they satisfy the Apex’s business requirements for the target application.
- Apex will be responsible for the completeness and accuracy of all data provided. Data cleansing can be accomplished by Apex providing automated data cleansing rules to Premier or by Apex executing manual data correction in the data sources.
- Apex, RPI, and Milsoft are responsible for providing fully-configured target environments for each conversion cycle per the approved project schedule. This includes all required setups and data objects that are required for the conversion objects in Premier’s scope.
- Apex is responsible for providing a resource that will serve as the Client Data Conversion Lead, and function as a counterpart to the Premier Data Conversion Lead.
- Apex will develop a mutually agreeable set of data management controls specifying the process, procedures, and methods that will be used by the Parties for the secure transfer, access, and exchange management of Apex’s sensitive information pertinent to the Services, intended to safeguard the confidentiality and security of the sensitive information.
- RPI will provide target tables / structures for all in-scope conversions ahead of data conversion mapping sessions
- Milsoft will provide target tables / structures for all in-scope conversions ahead of data conversion mapping sessions
- RPI and Milsoft will execute and troubleshoot the programs that load data into Infor and Milsoft respectively.
- All parties expect open, professional communication lines between project members, project teams, and project vendors to enable Premier to perform the Services as set forth herein. Inappropriate conduct (i.e., dishonesty, abuse of staff, etc.) will not be tolerated and will be deemed a material breach of the Agreement.



6. Ownership. For purposes of this SOW, Client acknowledges that the Services and the Applaud Software, which includes any applicable tools or offshoot applications, used to perform the Services are owned exclusively by Premier. Notwithstanding anything to the contrary contained herein, no license is provided to the Applaud Software whatsoever.

7. Resource Estimates. Premier has determined that the following key resources will be required to perform the Services. The level of involvement from each resource will vary from week to week:

Key Resources	Description
Project Executive	Provides project oversight and is responsible for overall project results.
Conversion Lead / Developer (Infor)	Primary day-to-day communication point for Client project management. Maintains deliverable status, supports scheduling, and monitors overall deliverable quality. Works directly with the Apex deployment team to review analysis reports, conduct data mapping workshops, and build data conversion programs.
Conversion Developer (Infor)	Works directly with the Apex deployment team to review analysis reports, conduct data mapping workshops, and build data conversion programs.
Conversion Developer (Milsoft)	Works directly with the Apex deployment team to review analysis reports, conduct data mapping workshops, and build data conversion programs.

8. Service Fees. Service Fees are charged on a Time and Material basis at a blended hourly rate of \$215 per hour (the "Hourly Rate"). The Hourly Rate excludes any Expenses. Based on the current scope of the Services set forth in this SOW, it is estimated that a total of 4,600 hours will be required to perform the Services, however Apex understands that Apex is responsible for all hours incurred by Premier to perform the Services. Premier will not invoice Apex for an amount that exceeds \$989,000 unless both parties have entered into a mutually executed amendment to this SOW.

Summary	Hours	Rate / Hr	Cost
Phase 1 (Infor – HCM & ERP)	2,150	215	\$462,250
Phase 1 (Milsoft)	1,350	215	\$290,250
Phase 2 (Infor – IPS)	1,100	215	\$236,500
Total:	4,600	215	\$989,000

9. Expenses \ Travel. If travel is required, reasonable travel, meals, living, and other expenses incurred by Premier or its staff in connection with the Services shall be invoiced to Apex. To assist with budgeting, Premier is estimating \$75,000 to support potential travel for key milestones.

Summary	Cost
Phase 1 (Infor – HCM & ERP, Milsoft)	\$50,000
Phase 2 (Infor – IPS)	\$25,000
Total:	\$75,000

10. Payment of Fees. Premier will invoice Apex monthly for Service Fees and Expenses. Service Fees and Expenses shall be paid in accordance with the terms of the Agreement.

*** SIGNATURE PAGE TO FOLLOW ***

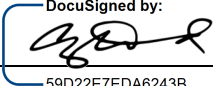


IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date first above written.

[TOWN OF APEX, NORTH CAROLINA]

PREMIER INTERNATIONAL ENTERPRISES, LLC

Signature: _____

Signature:  _____
DocuSigned by:
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Printed: _____

Printed: Craig M. Wood

Title: _____

Title: CEO

Date: _____

Date: 4/11/2023 | 2:19 PM CDT