

Statement of Work for Lexington Fayette Urban Co Gov

WFC Historical Data Preservation Project

SOW Author:	Melynda Gambino
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Expiration Date	2/19/2026
Client:	Lexington (Chris Cieri)
UKG SID:	
Revision History:	
12/17/2025 – v1 - Initial Version	
12/19/2025 – v2 – Removed references to the Kronos Private Cloud	

This Statement of Work (“SOW”) is for services that Delaero, Inc. (“Consultant”) will perform for Lexington Fayette Urban Co Gov (“Lexington”). This SOW is incorporated by reference into the Master Services Agreement (“Agreement”) executed by Consultant and Lexington on or about 17 December 2025.¹ This SOW hereby incorporates by reference all the terms and conditions of the Agreement, except as specifically modified by this SOW. In the event of any conflict between the terms and conditions of the Agreement and this SOW, this SOW will control.

1) General Project Description

The scope of work is to provide consulting support for Lexington’s UKG/Kronos system for the WFC Historical Data Preservation Project. This includes a review of the product, screens, interfaces, and customs.

2) Scope of Work

Lexington is requesting assistance to preserve Historical WFC data. Lexington is no longer using WFC as their system of record for time tracking so the WFC database is static and can be considered the final WFC database version. Lexington currently has a WFC 8.14 version system on Windows 2016 with SQL 2014 and Windows 2012 R2. Lexington wants to update their WFC version to 8.1.23 with a destination system using Windows Server 2022 to help support the historical system for the next several years.

Lexington will request provide a copy of their WFC Production database. Lexington will move the database copy to the destination server. If Lexington requests assistance, Delaero will restore the copy of the WFC Production database and will install the WFC software, disable clock communication, disable all integrations and disable anything where data is coming in or out of the WFC system. Delaero will disable all user accounts except for the folks who Lexington wants access to the system. Delaero will upgrade the WFC database to version 8.1.23 and will apply the security patches developed by UKG.

Assumptions

- Lexington will provide access to required systems
- Lexington will provision the destination server environment for the WFC Database and WFC Application
- Lexington will provide all hardware, software / licensing needed from UKG such as historical licenses and other 3rd parties such as Microsoft if applicable
- Lexington will ensure the database copy is placed on the destination server
- Lexington’s WFC solution includes timekeeping only, and does not include HR/PR, Single sign-on, Telestaff, Teletime, attestation, or language packs

¹ The text of the Master Services Agreement can be found at: <https://delaero.com/delaero-company-msa/>. In the event that Customer does not execute and deliver the Master Services Agreement to Delaero, the terms located at this link shall apply as the “Agreement.” The terms located at this link shall have no force or effect if Customer executes and delivers the Master Services Agreement to Delaero.

3) Project Deliverables

- Updated On-Prem instance of WFC for historical data reporting purposes

4) Project Schedule

Project duration is estimated to be 2 weeks after access to systems is established, the initial project team call is held, the destination environment is provisioned, and a copy of the WFC database is on the destination server. Additional support as needed will be determined by Lexington.

5) Consultant Responsibilities

- Provide remote and/or onsite consulting services as needed and specifically authorized by Lexington. Delaero will do its best to provide acknowledgement and feedback on all requests with 1 business day of receiving them from Lexington.
- Delaero will also hand over all source code and work artifacts upon completion of development of any items or when requested by Lexington.

6) Lexington Responsibilities

- Provide system access to all systems/applications as needed to support the Consultant's development.
- Provide responses to any questions posed by Consultant within 1 business day.

7) Project Fees

Set-up On-Prem WFC Historical Data Instance	Fixed Fee	\$5,920
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Total Project Cost Fixed Fee: \$5,920 USD

- Prepaid.
- If new requirements or additional complexities are identified during the course of the project, Delaero will provide estimates and advise Lexington of any budget or timeline impact. The project may be extended by a mutually executed Change Request if needed.
- Weekend or Holiday availability requested by Customer must be agreed to and arranged in advance and will be billed at time and a half.
- All work is expected to be remote unless otherwise agreed between Lexington and Consultant. In the event travel is required, Consultant will be reimbursed for travel expenses previously authorized, and with sufficient receipts to validate expenses.

8) Invoice and Payment

- Prepaid
- Payments made by check can be sent to:

Delaero, Inc.
P.O. Box 244
Carlisle, MA 01741

The undersigned representatives of Delaero and Customer each represent that they have the authority to bind their respective companies to the commitments in this SOW.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives.

Delaero, Inc.

By: M. Gambino

Name: Melynda Gambino

Title: COO

Date: 1/17/2025

Lexington Fayette Urban Co Gov

By: _____

Name: _____

Title: _____

Date: _____