



**Statement of Work**

**SOW No: A01/2017**

THIS DOCUMENT IS STATEMENT OF WORK ("SOW") NUMBER A01/2017 BETWEEN METAFORMERS, INC., AND LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT ("CLIENT"). THIS STATEMENT OF WORK, DATED AS OF 06/01/2017, IS GOVERNED BY RFP #13-2016 INFORMATION TECHNOLOGY CONSULTING AND TECHNICAL SERVICES ("THE RFP") AND METAFORMERS' RESPONSE TO RFP #2016 ("THE RESPONSE"), BOTH OF WHICH ARE INCORPORATED HEREIN BY REFERENCE AS IF FULLY STATED AND SHALL CONSTITUTE PART OF THIS SOW. IN THE EVENT OF A CONFLICT BETWEEN THE RFP, THE RESPONSE, AND THIS SOW, THE TERMS STATED IN THIS SOW SHALL GOVERN, FOLLOWED BY THE RFP, AND THEN THE RESPONSE.

**1. PURPOSE OF PROJECT.** Complete the upgrade of PeopleSoft Financials and HCM applications from v.8.9 and v.9.0 respectively to v.9.2. Upgrade PeopleTools to v8.55.x

**2. APPROACH.** The Project approach is detailed in the Project Charter, developed as a component of the planning phase of the project. Metaformers will work with the LFUCG team to achieve the following milestones:

Develop Future-State Business Process (To-Be Design)	Lead	Support
Design Configuration	Lead	Support
Design Interfaces	Support	Lead
Design Reports	Support	Lead
Design Public Queries	Support	Lead
Design Workflow	Lead	Support
Design Security	Support	Lead
Policy and Procedure Changes Identified and Approved	Support	Lead

Complete Configuration of the Application	Lead	Support
Build/Unit Test Interfaces	Support	Lead
Build/Unit Test Reports	Support	Lead
Build/Unit Test Public Queries	Support	Lead
Build/Unit Test Workflow	Lead	Support
Build/Unit Test Security	Support	Lead
Document PeopleSoft User Procedures	Support	LEAD
Develop Organizational Transition Plan	Joint	Joint

Create Testing Plans	Lead	Support
Create Test Scripts	Joint	Joint



Perform Integration Test	Joint	Joint
Perform Test Move to Production	Lead	Support
Perform User Acceptance Test	Support	Lead
Perform Parallel Test for Payroll	Joint	Joint

Perform Performance Test	Support	Lead
Evaluate Organizational Readiness	Joint	Joint

Develop Training Materials	Support	Lead
Review and Validate Training Materials	Lead	Support
Training of Testers	Lead	Support
Classroom Training of Employees	Support	Lead
Classroom Training of Trainers (to train employees)	Lead	Support

Final Test Move(s) to Production	Lead	Support
Go-Live Decision	Support	Lead



### 3. SCHEDULE

Start Date: 07/10/2017  
Duration: up-to 12 months  
Work Week: The workweek and schedule will vary and is dependent upon the demands of the project at different points during the Engagement.  
Location: 200 Main Street, Lexington KY 40507 / Remote  
Dress Code: Business Casual

### 4. DELIVERABLE SPECIFICATIONS

The Metaformers team will work in conjunction with the LFUCG team to complete the following deliverables:

- Project Schedule/WBS updates
- To-be business process maps
- Customization designs
- Configuration workbooks (by module)
- Test scripts
- Training materials, including UPK
- Testing finalization report
- Deployment recommendations

### 5. COMPENSATION

Client will be billed on a Time and Materials basis. The following labor rates will apply:



Role	Labor Category	Local Resource	Onsite Rate	Offsite Rate	% Onsite	Est Hrs	Est Total
<b>PMO</b>							
Change Management Lead	Senior Consultant		\$142.31	\$172.31	50	1404	\$ 220,863.24
Project Director	ERP Sr Solutions Specialist	X	\$192.00	\$192.00	100	936	\$ 179,712.00
<b>Technical</b>							
Technical Upgrade Lead	ERP Consultant I		\$142.31	\$167.31	75	1404	\$ 208,578.24
Developer	ERP Consultant I		\$142.31	\$172.31	25	1404	\$ 210,333.24
<b>Functional Financials</b>							
GL/KK/Treasury Lead	ERP Consultant I		\$142.31	\$172.31	50	1404	\$ 220,863.24
PTP Lead	ERP Consultant I		\$142.31	\$172.31	50	1404	\$ 220,863.24
ESA Lead	ERP Consultant I		\$142.31	\$172.31	50	1404	\$ 220,863.24
OTC/AM Lead	ERP Consultant I		\$142.31	\$172.31	50	1404	\$ 220,863.24
<b>Functional HCM</b>							
HCM Functional Lead (incl Core HR Lead)	ERP Consultant I		\$142.31	\$172.31	50	1872	\$ 294,484.32
Payroll, Pensions & Time and Labor Lead	ERP Consultant I	X	\$135.00	\$135.00	100	1872	\$ 252,720.00
Payroll, Pensions & Time and Labor Support	ERP Associate Consultant	X	\$104.36	\$104.36	100	1872	\$ 195,361.92
Recruiting, Training, Benefits, and Performance Management Lead	ERP Consultant I		\$142.31	\$172.31	50	1872	\$ 294,484.32
Recruiting, Training, Benefits, and Performance Management Support	ERP Associate Consultant	X	\$104.36	\$104.36	100	1872	\$ 195,361.92
<b>Total</b>							<b>\$ 2,935,352.16</b>

Post Go-Live Support is estimated to be \$140,371 to provide up-to 30 days of support. The total value of the SOW is: \$3,075,723.16.

Metaformers will hold back a 5% retainage on all invoices. The retainage will be invoiced at the end of the project based on sign-off of the move to production of the upgrades.



Rates include a 6% customer reference program discount.

#### **6. CLIENT OBLIGATIONS AND PROJECT ASSUMPTIONS**

- Metaformers assumes the involvement of the LFUCG leadership in supporting and directing the program, including making available resources identified in the approved WBS. This will include, but is not limited to, Executive Steering Committee meetings, Change Control Board Meetings, and Kick-Off meetings.
- The LFUCG is responsible for providing approval and signoff of project deliverables. Progress and forward momentum cannot be slowed and we therefore require an approval period as defined in the Document Management Plan. Appropriate backup approval will be established by the LFUCG in case of primary approver absences.
- MetaStream is the methodology that will be used for the project.
- The LFUCG shall make available internal resources, defined as space, supplies, and equipment, reasonably requested by the Metaformers Director, to support the project and deliverables.
- There will be a baseline project plan accepted by both the Metaformers Team and the LFUCG during the initial phase of the project.
- The LFUCG team will immediately notify the Metaformers Team of any external factors that could impact the plan and implementation.
- LFUCG will ensure current systems contain clean data for upgrade.
- LFUCG will provide systems expertise, both functional and technical, for all interfaced systems, to support the design, build, test, and deployment of interfaces between these systems and the PeopleSoft solution.
- LFUCG will maintain responsibility for all network and associated hardware and software components throughout the life of the project. Should the Metaformers Team require updates to hardware infrastructure to support the project, the LFUCG will execute the request within 16 business hours.
- Remote Access to PeopleSoft systems will be provided by LFUCG to support the offsite team members.
- The LFUCG will allow access to all required systems within 2 days of project start.
- Any delay impacting operations caused by Acts of Terrorism or Acts of Nature are considered unavoidable delays in the project execution.
- The LFUCG team will provide access to documentation within 2 business days after the initial request has been made.
- The LFUCG team will provide after business hours support when, and if, needed to support the project.
- All representations made by LFUCG employees and authorized contractors will be taken as fact. The LFUCG shall be responsible for any and all project schedule and cost impacts resulting from the provision of incorrect information to the Metaformers Team.
- All documentation provided to the Metaformers Team shall be presumed to be accurate. The LFUCG shall be responsible for any and all project schedule and cost impacts resulting from the provision of incorrect documentation to the Metaformers Team.
- The LFUCG management will commit to ensuring that staff have adequate time and are appropriately focused on the project activities, in accordance with the approved implementation project and staffing plans.



- The LFUCG will provide appropriate and accepted testing tools for Performance testing.
- Organizational readiness is a critical success factor for an implementation and Metaformers invests significant effort supporting this readiness though organizational readiness and "owning" the solution is ultimately LFUCG's responsibility.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

CLIENT

By:

Name:

Title:

Date:

*[Handwritten Signature]*  
*Jim Gray*  
*Mayer*  
*22-Jun-2017*

METAFORMERS, INC

By:

Name: Andrew Beck

Title: Vice President

Date: *6/15/2017*