

STATEMENT OF WORK

Data Migration Solutions

PREPARED FOR:

City of Lewisville,
Texas

definianTM

135 South LaSalle Suite 2225, Chicago, IL 60603
800.426.0428 www.definian.com



STATEMENT OF WORK #110-250000008

This Statement of Work #110-250000008 (“SOW”) between Definian Data, LLC (“Definian”) and the City of Lewisville, Texas (“the City” or “Client”) dated _____ (the “SOW Effective Date”) is incorporated into by reference, and shall be governed by, the terms and conditions of the Master Services Agreement (“MSA”) between Definian and the City of Lewisville, Texas dated _____ (the “Agreement”) and shall describe the Services that Definian shall provide to the City to support the Workday implementation. Any terms not defined herein, will have the meaning as set forth in the Agreement.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises contained herein, the receipt and adequacy of which are hereby acknowledged, the parties hereby agree as follows.

1. The Services.

Background

The City currently has about 1,150 active employees. The City is currently running its human capital management, payroll, and financial management operations in an on-premises New World (Tyler) system. The City is embarking on a transformation initiative to improve the continuity of operation and modernize their business processes through the implementation of Workday’s Human Capital Management, Payroll, and Financial Management solutions. The City has also engaged Precision Task Group, Inc. (the “SI”) to assist with the initiative.

Scope of Services

Definian will perform the following Services for the Client. Definian is responsible for extracting, profiling, analyzing, cleansing, and transforming the data into Workday-formatted load files for SKUs, defined as in-scope, to support the Workday implementation (the “Project” or “Project Scope”).

The Project Scope consists of all data conversion objects required to support the following Workday SKUs. SKUs not explicitly defined below will be considered out of the scope of this SOW, as are any data sources not explicitly listed. Additionally, all historical, inactive, or attachment data not explicitly defined will also be considered out of scope.

SKU	Data Source(s)	Data Scope
Core Human Resources (HR)	New World	<ul style="list-style-type: none"> Active positions Active employees with current (“top-of-stack”) job(s) Active contingent workers Terminated employees (retired/terminated status) within the calendar year of the go-live date, with their last held job Retirees with active benefits Personal information (biographic/demographic and required employee-profile data) for active employees, active contingent workers, and terminated employees Service dates for active employees, active contingent workers, and terminated employees
Compensation	New World	<ul style="list-style-type: none"> Current compensation plans (salary, hourly, allowance, one-time payments, period activity pay) for active employees
Benefits	New World	<ul style="list-style-type: none"> Dependents for active employees Beneficiaries for active employees



		<ul style="list-style-type: none"> • Current-plan-year benefit elections (health, insurance, retirement, spending, saving, additional, wellness, benefit annual rate) for active employees and retirees • Current-year hour and wage data to support ACA reporting for active and terminated employees
Absence	New World	<ul style="list-style-type: none"> • Active employees on a leave of absence (at time of go-live) • Current absence plan balances for active employees
Payroll (United States)	New World	<ul style="list-style-type: none"> • Current payment elections for active employees • Current pay group assignments for active employees • Current federal withholdings for active employees • Current state withholdings for active employees • Current local withholdings (if required) for active employees • Current-year (at time of go-live) payroll balances for active and terminated employees • Pay inputs (if required) for active employees • Current withholding orders and corresponding deduction recipients for active employees
Time Tracking	Executime	<ul style="list-style-type: none"> • Time Off Events for Active Employees • Time Entry Details for Active Employees
Recruiting	NEOGOV	<ul style="list-style-type: none"> • Open position job requisitions • Active applicants and related contact information
Financial Accounting	New World	<ul style="list-style-type: none"> • Beginning general ledger (GL) balances for current fiscal year (at time of go-live) • Summarized GL monthly journals for current fiscal year and previous two (2) fiscal years (at time of go-live)
Budgets	New World	<ul style="list-style-type: none"> • Current fiscal year operating budget (at time of go-live)
Business Assets	New World	<ul style="list-style-type: none"> • In-service capital assets with asset balance and accumulated depreciation
Supplier Accounts	New World	<ul style="list-style-type: none"> • Active suppliers • Active supplier connections • Active 1099s (any inactivated within the current year for reporting requirement) • Active supplier contracts • Open invoices and accounts payable (AP)
Procurement	New World	<ul style="list-style-type: none"> • Open purchase orders (POs)
Projects	New World	<ul style="list-style-type: none"> • Active projects and related project tasks
Customer Accounts	New World	<ul style="list-style-type: none"> • Active customers • Open invoices accounts receivable (AR)
Grants and Awards	New World	<ul style="list-style-type: none"> • Active grants, sponsors, award contracts, award schedules, and grant life-to-date billed amount balances



The Project timeline below is accurate to the best of Definian’s knowledge, but Definian acknowledges and understands that the timeline is subject to adjustment by Client throughout the course of the engagement. Variations to this schedule may result in changes to the Term of SOW; Timing, and/or Service Fees outlined later in this SOW which may result in additional expenses.

Below are the expected timelines for each stage of the Workday Launch implementation approach:

HCM, Payroll, and Finance

BPA and Plan: September 2025 – November 2025

Architect and Configure: December 2025 – March 2026

Test: April 2026 – August 2026

Deploy: September 2026

Post-Production (Hypercare): October 2026 – November 2026

2. The Activities. The table below details the primary owners and supporting roles for the activities included in the Project.

Activity	Activity Description	Primary Owner	Support
Applaud server configuration	Client will provide a Windows server 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.	Client	Definian
Data access	Client provides Definian with data access for each required data source based on conversion scope. Client and SI will provide Definian with access to each target application, as required to enable critical conversion processes.	Client SI	Definian
Applaud conversion environment	Definian replicates the relevant portions of the legacy data environment in the Applaud data repository.	Definian	Client
Data extraction via ODBC	Definian extracts all data from each identified legacy table/file from databases which can be accessed through Applaud® via direct ODBC.	Definian	Client
Data extraction via export	For any defined Data Source that cannot be accessed through Applaud via direct ODBC, Client will provide raw, source data extracts in a format mutually agreed upon by Definian and Client for import to the Applaud conversion environment. Definian will work with Client to manage data extract requests and ensure all required bulk-data extracts are documented.	Client	Definian
Data profiling reports	Definian produces profile reports. These reports provide the project team with raw data statistics for every column/field. Definian produces pattern analysis reports for relevant fields, as directed by Client. These reports identify all distinct data patterns, along with a count of rows/records that fit each pattern.	Definian	Client
Review of profile reports	Client and Definian review the profiling reports to identify data issues that require additional research.	Client	Definian



Activity	Activity Description	Primary Owner	Support
Custom data analysis reports	Definian works at the direction of Client 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.	Definian	Client
Data quality strategy	Definian and Client 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.	Client Definian	N/A
Manual data cleansing	Client 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.	Client	Definian
Automated data cleansing	Definian works at the direction of Client 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.	Definian	Client
Conversion requirements	Definian supports Client 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 target system structure.	Client	Definian
Requirements documentation	Definian will provision templates and will document the initial conversion requirements defined by Client.	Definian	Client
Management of changing requirements	Definian maintains ongoing issues list and enhancements list documentation throughout the project. Definian will keep the conversion requirements documentation (legacy to target mapping) up to date as the project proceeds and the team requests changes.	Definian	Client
Data transformation programs	Definian uses the data conversion requirements provided by Client to create Applaud components to automatically transform legacy data into the structure and content required by the target system.	Definian	N/A
Transformed data	Definian provides fully converted data into the defined target system format provided by Client. Definian creates Error Logs to identify situations where the legacy data did not match the conversion requirements.	Definian	Client
Target Environment Configuration	SI and Client ensure that the target environment for each testing cycle is configured with required user access, appropriate security roles and provisions, report definitions, business process definitions, and reference data prior to Data Load.	SI Client	Definian
Data load	SI develops and executes the target system load programs to process the fully converted data into the target system base tables.	SI	Definian



Activity	Activity Description	Primary Owner	Support
Conversion error resolution	Client makes decisions to resolve data errors encountered during the extraction and load processes. Definian provides Client with reports to identify critical data errors.	Client	Definian
Program Schedule	SI works with Client to define the overall Program Schedule including all necessary phases from project start to project completion.	SI	Client
Conversion Schedule	Definian and Client work together to establish the project data conversion activities schedule within the bounds of the overall Program Schedule.	Definian	Client
Conversion Execution	Definian runs the data transformation programs at the designated times aligned with the Conversion Schedule. This SOW includes the following four (4) tenant builds and go-live executions: <ul style="list-style-type: none"> • Foundation • Architect and Configure • End to End/Parallel • Gold 	Definian	N/A
Conversion validation	Each Conversion Execution cycle, Client defines acceptance criteria, performs pre-load data validation and formal approval of each data migration file, performs post-load data validation, performs testing to ensure that the converted data leads to desired functionality in the target system, and directs Definian in any changes required for future conversion execution.	Client	Definian
Catch-Up transactions and Delta conversions	Any post-build data loads (“Delta” conversions) or manual data entry (“Catch-Up Transactions” or Dual Maintenance) required will be the responsibility of the Client.	Client	N/A
Post-load processes	Following the load into the target system, Client run necessary post-load processes (e.g., closing GL, running collections, etc.).	Client	N/A

3. Location of Performance. Definian’s primary location of work performance will be remote, either in Definian’s corporate offices or at the applicable staff member’s remote work location. Definian anticipates being on site for key project milestones and project-critical activities.

4. Term of SOW; Timing. Services are expected to commence on October 1, 2025, and to complete on November 30, 2026, 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.

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

- The conversion specifications are dependent on Client functional experts participating in the mapping workshops along with Client legacy data experts.
- Client is responsible for providing a resource that will serve as the Client Data Conversion Lead, and function as a counterpart to the Definian Data Conversion Lead.



- Client 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 Client’s sensitive information pertinent to the Services, intended to safeguard the confidentiality and security of the sensitive information.

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 Definian. Notwithstanding anything to the contrary contained herein, no license is provided to the Applaud Software whatsoever.

7. Project Roles. Definian will work with the Client to assess the staffing level needs in connection with the Services. Definian has determined that the following key roles will be required to perform the Services. The level of involvement from each will vary from week to week:

Role	Description
Project Executive	Provides project oversight and is responsible for overall project results.
Delivery Lead	Primary day-to-day communication point for Client project management. Maintains deliverable status, supports scheduling, and monitors overall deliverable quality.
Data Conversion Lead	Responsible for overall conversion solution architecture and maintenance. Works directly with the Client deployment team to review analysis reports and conduct data mapping workshops.
Data Conversion Developer	Works directly with Client deployment team to conduct relevant data mapping workshops, build data conversion programs unique to each legacy system, and design data validation reports necessary to execute the data migration process.

8. Service Fees. Service Fees for the Project are fixed. The cost to complete the Project is \$289,650. The Service Fees include the use of the Applaud software by Definian team members and excludes any Expenses.

9. Expenses. All reasonable travel, meals, lodging, and other expenses incurred by Definian or its staff in connection with the Services shall be invoiced to Client in the month the expenses are incurred.

10. Payment of Fees. Definian will invoice Client for Service Fees and Expenses. Service Fees will be invoiced on the invoice date defined and for the associated amount in accordance with the Invoice Schedule included in this SOW. Service Fees and Expenses shall be paid in accordance with the terms defined in the Agreement.

Invoice Number	Service Start Date	Service End Date	Service Fees
1	10/1/2025	10/31/2025	\$20,660.00
2	11/1/2025	11/30/2025	\$26,957.00
3	12/1/2025	12/31/2025	\$27,810.00
4	1/1/2026	1/31/2026	\$25,940.00
5	2/1/2026	2/28/2026	\$22,578.00
6	3/1/2026	3/31/2026	\$24,450.00
7	4/1/2026	4/30/2026	\$27,035.00
8	5/1/2026	5/31/2026	\$20,790.00
9	6/1/2026	6/30/2026	\$18,864.00
10	7/1/2026	7/31/2026	\$20,157.00



Invoice Number	Service Start Date	Service End Date	Service Fees
11	8/1/2026	8/31/2026	\$19,860.00
12	9/1/2026	9/30/2026	\$28,525.00
13	10/1/2026	10/31/2026	\$3,658.00
14	11/1/2026	11/30/2026	\$2,366.00
Total			\$289,650.00

*** SIGNATURE PAGE TO FOLLOW ***



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

CITY OF LEWISVILLE, TEXAS

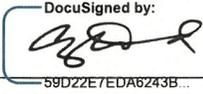
Signature: Gina McGrath

Printed: Gina McGrath

Title: Deputy City Manager

Date: 10/21/2025

DEFINIAN DATA, LLC

Signature: 

Printed: Craig Wood

Title: CEO

Date: 10/21/2025 | 2:37 PM CDT

