



City of Lee's Summit Infor Lawson ERP System Rebuild and Migration Statement of Work

This Project Statement of Work ("SOW") is subject to the terms and conditions contained in the Services Agreement dated July 13, 2022, between the parties ("Agreement"), which is made a part thereof. All terms and conditions of the Agreement, including (but not limited to) warranties, disclaimers of warranty, and limitations of liability, are expressly incorporated herein by reference. To the extent there are any conflicts or inconsistencies between this SOW and the Agreement, the provisions of the Agreement shall govern and control unless the parties have expressly provided in this SOW that a specific provision in the Agreement is amended, in which case the Agreement shall be so amended, but only with respect to this SOW. Any such conflicting terms and conditions apply only to the Services described in this SOW and shall have no application to Services provided pursuant to other SOWs. This SOW expressly supersedes any Analysts International Corporation ("Analysts") proposal. The specific terms and conditions relating to the Services include the following:

1. Objective/Scope of Work to Be Performed

City of Lee's Summit ("Client") has initiated a project to upgrade their Infor Lawson Enterprise Resource Planning (Infor Lawson ERP) systems Microsoft Windows (MS) operating system and MS SQL Server database to the most recent Infor supported release, upgrade their Infor Lawson and third-party software components to compatible patch levels, and upgrade their Infor Lawson Enterprise Application to the latest Maintenance Service Packet (MSP).

The Client's existing Infor Lawson ERP system consists of Lawson System Foundation (LSF) 10 with Infor Lawson Enterprise Applications, Infor OS, Infor Landmark (LMK) Runtime with Infor Process Automation (IPA), Infor Lawson Business Intelligence (LBI) servers, and Infor Smart Office (ISO) Servers. Infor currently supports MS Windows 2019 server and MS SQL Server 2019 for LSF, Infor OS, LMK, and LBI.

Client has engaged Analysts to rebuild the Infor Lawson ERP system on a new MS Windows operating system/MS SQL Server database and migrate the Infor Lawson ERP data. Analysts will rebuild Client's Infor Lawson ERP system with the most recent Infor Lawson patch release and MSP available as of December 14, 2022 and upgrade Infor Lawson and third-party software components for compatibility.

2. Out of Scope

Services or Deliverables not explicitly identified as an Analysts responsibility, including but not limited to those listed immediately below, are outside the project scope. Such items may be negotiated separately through the Project Change Management process outlined in this SOW.

- Procurement of required hardware and/or software.
- User documentation, including developing new help text.



- Upgrades to workstations.
- Configuration for disaster recovery/high-availability, and failover in the server builds.
- Ongoing system administration and patch management of the new Infor Lawson ERP systems.

3. Analysts Tasks

The tasks to be performed by Analysts under this SOW are outlined in this section.

Analysis, Planning, and Project Management

- Analyze the work to be performed and assist Client in the development of the project plan to include timeline, tasks, milestones, and list of project deliverables.
- Work with Client to determine project deliverables acceptance criteria.
- Work with Client to determine pre-arranged days for Production Go-Live and Post Production Go-Live support.
- Perform ongoing project oversight tasks (i.e., status reports, status meetings) for the duration of the project.

Test System Rebuild and Migration

- Advise the Client on Infor requirements for Infor Lawson ERP system MS Windows 2019 operating system and MS SQL Server 2019 database.
- Advise on ADFS certificate and trust requirements
- Complete the following on the new Infor Lawson ERP Test system LSF server:
 - Install Amazon Corretto Java version 8.
 - Install Perl.
 - Install Micro Focus COBOL Compiler to version 5.0.
 - Install WebSphere Application Server (WAS) with the latest supported fixpack.
 - Install Infor Lawson Core Technology (LCT) 10.0.11 with the latest Customer Update (CU).
 - Install BSI Taxfactory.
 - Install Lawson Punchout
 - Install Infor Lawson Distributed Security Pack (DSP) to the latest build.
 - Migrate Client-identified Infor Lawson ERP system metadata including but not limited to existing help text, user bookmarks, batch jobs, security, printer definitions, and portal user shortcuts.
 - Copy 10.0 Production productline source code creating two product lines on Test.



- Advise Client on Infor Lawson ERP Production system application data migration.
- Apply Infor Lawson Application MSP.
- Configure for MS Active Directory Federation Services (ADFS) compatibility
- Complete the following on the new Infor Lawson ERP Test system LMK server:
 - Install Amazon Corretto Java version 8.
 - Install Perl.
 - Install WAS with the latest supported fixpack.
 - Install Infor LMK 11 with the latest CU.
 - Install DSP to the latest build.
 - Configure for MS Active Directory Federation Services (ADFS) compatibility.
- Complete the following on the new Infor Lawson ERP Test system Infor OS server:
 - Install Amazon Corretto Java version 8.
 - Install Perl.
 - Install Infor OS with the latest patch level.
 - Install Infor Federation Services (IFS) with the latest patch level.
 - Configure for MS ADFS compatibility.
 - Configure for external Web access.
- Install and configure the following system components on the Test system ADFS server:
 - Install ADFS
- Complete the following on the new Infor Lawson ERP Test system ISO server:
 - Install WAS with the latest supported fixpack.
 - Install Infor Lawson Lifecycle Manager with the latest patch level.
 - Install GRID with the latest patch level.
 - Install ISO with the latest patch level.
 - Configure for MS ADFS compatibility.
- Complete the following on the new Infor Lawson ERP Test system LBI server:



- Install Amazon Corretto Java version 8.
 - Install Perl.
 - Install WAS with the latest supported fixpack.
 - Install Infor LBI 10.6 with current patch level.
 - Install DSP to the latest build.
 - Configure for MS ADFS compatibility.
 - Copy existing Infor Lawson ERP Test system LBI data.
 - Apply the latest Infor LBI fixpack.
- Perform smoke tests as needed.
 - Develop an Infor Lawson ERP Test System Exit Document as prescribed by Infor Lawson in their system installation certification process.

Deliverable: New Infor Lawson ERP Test System Exit Document

Modification Development Support

- Assist in updating the Client-identified 4GL modifications to function under MSP 12 on the future state Infor Lawson ERP Test system.
- Assist in updating the Client-identified Design Studio modifications to function under MSP 12 on the future state Infor Lawson ERP Test system.
- Assist in migrating the Client-identified Infor Smart Office customizations from the existing production ISO server to the future state production ISO server.
- Provide support to Client personnel in their efforts to configure IPA flows on the future state production and test IPA server including definition of file channels.

User Acceptance Testing (UAT) Support

Provide UAT technical support for issues discovered during testing and assist with the Client's issue resolution.

Production System Rebuild and Migration

- Advise the Client on Infor requirements for the Infor Lawson ERP system MS Windows 2019 operating system and MS SQL Server 2019 database.
- Advise on ADFS certificate and trust requirements
- Complete the following on the new Infor Lawson ERP Production system LSF server:
 - Install Amazon Corretto Java version 8.



- Install Perl.
- Install Micro Focus COBOL Compiler to version 5.0.
- Install WebSphere Application Server (WAS) with the latest supported fixpack.
- Install Infor Lawson Core Technology (LCT) 10.0.11 with the latest Customer Update (CU).
- Install BSI Taxfactory.
- Install Lawson Punchout.
- Install Infor Lawson Distributed Security Pack (DSP) to the latest build.
- Migrate Client-identified Infor Lawson ERP system metadata including but not limited to existing help text, user bookmarks, batch jobs, security, printer definitions, and portal user shortcuts.
- Copy 10.0 Production productline source code creating two product lines on Test.
- Advise Client on Infor Lawson ERP Production system application data migration.
- Apply Infor Lawson Application MSP.
- Configure for MS Active Directory Federation Services (ADFS) compatibility.
- Complete the following on the new Infor Lawson ERP Production system LMK server:
 - Install Amazon Corretto Java version 8.
 - Install Perl.
 - Install WAS with the latest supported fixpack.
 - Install Infor LMK 11 with the latest CU.
 - Install DSP to the latest build.
 - Configure for MS Active Directory Federation Services (ADFS) compatibility.
- Complete the following on the new Infor Lawson ERP Production system Infor OS server:
 - Install Amazon Corretto Java version 8.
 - Install Perl.
 - Install Infor OS with the latest patch level.
 - Install Infor Federation Services (IFS) with the latest patch level.
 - Configure for MS ADFS compatibility.



- Configure for external Web access.
- Install and configure the following system components on the Production system ADFS server:
 - Install ADFS
- Complete the following on the new Infor Lawson ERP Production system ISO server:
 - Install WAS with the latest supported fixpack.
 - Install Infor Lawson Lifecycle Manager with the latest patch level.
 - Install GRID with the latest patch level.
 - Install ISO with the latest patch level.
 - Configure for MS ADFS compatibility.
- Complete the following on the new Infor Lawson ERP Production system LBI server:
 - Install Amazon Corretto Java version 8.
 - Install Perl.
 - Install WAS with the latest supported fixpack.
 - Install Infor LBI 10.6 with current patch level.
 - Install DSP to the latest build.
 - Configure for MS ADFS compatibility.
 - Copy existing Infor Lawson ERP Test system LBI data.
 - Apply the latest Infor LBI fixpack.
- Perform smoke tests as needed.
- Develop an Infor Lawson ERP Production System Exit Document as prescribed by Infor Lawson in their system installation certification process.

Deliverable: New Infor Lawson ERP Production System Exit Document

Production Go-Live Support

- Assist Client in the preparation of a cutover plan.
- Assist with the re-migration of application data from the current Infor Lawson ERP Production system to the new Infor Lawson ERP Production system and application of the MSP.



- Provide technical support during the pre-arranged days for Production Go-Live. The pre-arranged days will be agreed upon by Client and Analysts.

Post Production Go-Live Support

- Provide technical support during the pre-arranged days following Production Go-Live(s) and assist with Client's issue resolution. The pre-arranged days will be agreed upon by Client and Analysts

4. Assumptions

Assumptions have been identified below and throughout this SOW. Should any of these assumptions prove to be incorrect or incomplete, then Analysts may modify the price, scope of work, or, if applicable, milestones. Any such modifications shall be managed by the Project Change Management process outlined in this SOW. Assumptions include but are not limited to the following.

- Discovery of additional or substantially altered requirements may require more time to gather the specific details of the requirements and may extend the estimated timeline and estimated cost. After the issue has been analyzed, the Project Change Management process may be used to account for the new or altered requirements.
- Additional or altered requirements will initiate the Project Change Management process outlined in this SOW and may result in changes to the deliverables, project fees and charges, and/or the project schedule.
- Analysts is not accountable or responsible for any software failure, missing system functionality within the standard Infor Lawson application software, or correction of any such errors. Any defects in the application software discovered by Analysts will be assigned to Infor Lawson for correction. Delays in receiving these corrections from Infor Lawson may have an impact on the project schedule.
- Analysts' Project Manager will manage the Analysts project team members and will work under the direction of Client's Project Manager.
- Changes in personnel requested by the Client may require adjustments to the project schedule and cost.
- All Infor Lawson ERP Test and Production system servers required for ADFS functionality will be configured for Secure Socket Layer (SSL). Client will provide Analysts with any required SSL certificates as needed to perform the services described in this SOW.
- The ADFS software instances installed/configured for the Infor Test and Production systems will be used for only the Infor Lawson application.
- The Infor Lawson Test and Production systems will include disk space, memory, and CPU resources as needed to perform the services described in this SOW.
- IPA Process flow history will not be migrated



- URLs will remain the same for the LBI reports
- Scope and versions are based on information provided by Infor in the Compatibility Matrix dated December 14, 2022.

5. Client Responsibilities

- Client will make the Client's site ready prior to the date scheduled for Analysts to perform the services in this SOW. Any additional costs incurred by the Client or Analysts as a result of delays in site readiness shall be the sole responsibility of Client.
- Client will ensure that all hardware required is present and that all software required is available and properly licensed.
- Client will confirm hardware and software support contracts are in place. Delays in responses from hardware and software vendors on support calls may impact the project schedule.
- Client will provide Analysts the necessary remote access to all areas and information as required for the delivery of this project. Delays in receiving this access may impact the project schedule.
- Client will schedule and manage all third-party responsibilities. All third-party work will be completed in a timely manner so as not to impede Analysts' ability to provide services.
- Client will be responsible for providing the means to back up and restore the environments or product lines being used in this project.
- Client will designate a knowledgeable contact for all communication, decisions, and approvals.
- Client's Project Manager will provide Analysts with authoritative decisions, manage Client's personnel, and provide overall management of the project, including maintaining and updating the project plan.
- Client will identify qualified key staff members to work with Analysts and assist with the Infor Lawson ERP system rebuild and migration tasks.
- Client will identify qualified key staff members to validate the results of Analysts tasks, perform final acceptance and system testing, and provide sign-offs acknowledging the system's readiness.
- Client will be responsible for the effectiveness of its project team members.
- Client will develop test plans/scripts and will be responsible for all UAT and troubleshooting any issues discovered during UAT with Analysts providing support as requested for issue resolution.
- Client will review and validate system functionality.
- Client will provide Analysts user account(s) with Domain Admin privileges as needed for Analysts to perform the services in this SOW.
- Client will provide Analysts with any required MS Windows installation media.



- Client will arrange for any required Infor Lawson ERP Test and Production system downtime as needed for Analysts to perform the services in this SOW.
- Client will install the Microsoft Windows OS software in the new Infor Lawson ERP Test and Production systems with technical guidance from Analysts.
- Client will install MS SQL Server and create databases in the new Infor Lawson ERP Test and Production systems with technical guidance from Analysts.
- Client will be responsible for migrating any custom scripts and database objects to the new Infor Lawson ERP Test and Production systems.
- Client will be responsible for migrating the IPA Process Flows to the new Infor Lawson ERP Test and Production systems.
- Client will be responsible for testing and troubleshooting custom 4GL and self-service modifications to the new Infor Lawson ERP Test and Production systems.
- Client will be responsible for testing and troubleshooting the migrated LBI reports with Analysts providing support as requested for issue resolution.
- Client will be responsible for conducting parallel maintenance of Infor Lawson ERP system users and security to keep the existing and new Infor Lawson ERP Production systems in sync between the initial Production system rebuild/migration and Production Go-Live.

6. Deliverables

The following deliverables are within the scope of this SOW. Analysts will deem deliverables to be accepted unless notified otherwise by the Client within five (5) business days of receipt.

- New Infor Lawson ERP Test System Exit Document
- New Infor Lawson ERP Production System Exit Document

7. Project Team Structure

Analysts team members in the following roles will be assigned to complete the work described in this SOW.

- Project Manager
- Senior Engineer
- Developer



8. Fees/Hourly Rates

The services described in this SOW will be completed on a Time and Materials basis. The following table identify the estimate for this project.

Analysts Task Group	Hourly Rate	Estimated Hours	Estimated Costs
Analysis, Planning, and Project Management	\$165	80	\$13,200
Test System Rebuild and Migration	\$165	168	\$27,720
Modification Development Support	\$165	66	\$10,890
UAT Support	\$165	80	\$13,200
Production System Rebuild and Migration	\$165	206	\$33,990
Production Go-Live Support	\$165	40	\$6,600
Post Production Go-Live Support	\$165	16	\$2,640
Estimated Total		656	\$108,240

Pricing Terms

- All costs are based on hourly charges. If Analysts provides an estimate for any project, it is for estimation purposes only. Estimates are made in good faith based on information furnished by the client. They do not constitute Analysts' agreement to furnish time and materials for a certain price or for a "not to exceed" price. Fees for services will be billed based on actual hours completed.
- Client may choose to suspend the project prior to completion of the tasks identified in this SOW. Upon notification of Client's project suspension, Analysts will only bill for services rendered to the date of Client's notification of the project suspension.
- Client will be solely responsible for any travel-related charges associated with the completion of the services described in this SOW, including mileage, airfare, hotel, rental car, and meals. All travel-related expenses will be invoiced by Analysts at face value.

Project Change Management Process

Changes to the project scope will be negotiated separately through a client-approved Project Change Management process. In the event either party desires to change the project, the following procedures shall apply:

- The party requesting the change will deliver a Project Change Request (PCR) to the other party. The PCR will describe the nature of the change, the reason for the change, and the effect the change will have on the scope of work, which may include changes to the deliverables, project fees and charges, and/or the schedule.
- A PCR may be initiated either by Analysts or by the Client for any changes to the SOW. The Project Manager of the requesting party will review the proposed change with his/her counterpart. The parties will evaluate the PCR and will negotiate in good faith the changes to the Services and the additional



charges, if any, required to implement the PCR. If both parties agree to implement the PCR, the appropriate authorized representatives of the parties will sign the PCR, indicating the acceptance of the changes by the parties.

- Upon execution of the PCR, said PCR will be incorporated into, and made a part of, this SOW.
- No party is under any obligation to proceed with the PCR until such time as the PCR has been agreed upon by both parties.

Whenever there is a conflict between the terms and conditions set forth in a fully executed PCR and those set forth in the original SOW or previous fully executed PCR, the terms and conditions of the most recent fully executed PCR shall prevail.

9. Invoicing and Payment

Analysts will invoice Client bi-weekly for services rendered. Client will remit payment within the terms of the MSA.

10. Approximate Project Length

The estimated timeline for this project is six (6) months from the project start date. Analysts and Client will determine a mutually agreeable project start date and project schedule upon receipt of authorization to proceed with the work described in this SOW. Analysts' activities under this SOW will not commence prior to the signing of this SOW by both parties.

11. Location

The services will be performed remotely at offsite location(s) within the United States.

12. Contact Information

Analysts

Account Manager: Gary Link
Analysts International Corporation
2131 Lindau Lane Suite 800
Bloomington, MN 55425
Phone: (952) 897-4595
Email: gary.link@analysts.com

Client

Client Contact: Teresa Wright
City of Lee's Summit
220 SE Green Street
Lee's Summit, MO 64063
Phone: (816) 969-1280
Email: teresa.wright@cityofls.net



IN WITNESS WHEREOF, the parties hereto have caused this Statement of Work to be executed by their respective authorized representatives to be effective as of the date last written below.

**Analysts International Corporation
("Analysts")**

City of Lee's Summit ("Client")

By:  _____

By: _____

Name
(Printed): Jeff Hoekstra

Name
(Printed): _____

Title: Group Vice President

Title: _____

Date Signed: 1/20/2023

Date Signed: _____