

**City of Lee's Summit
Infor Lawson Human Resources Application Consulting
Statement of Work**

This Managed Services Statement of Work ("SOW") is subject to the terms and conditions contained in the Master Services Agreement between the parties ("MSA"), which is made a part thereof. All terms and conditions of the MSA, 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 MSA, the provisions of the MSA shall govern and control unless the parties have expressly provided in this SOW that a specific provision in the MSA is amended, in which case the MSA 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

The City of Lee's Summit ("Client") has engaged Analysts to provide application consulting services for their Infor Lawson Human Resources (HR) applications. The Client is planning to make changes to their current compensation payment plans in the Infor Lawson HR applications.

2. Services Description

Analysts HR application consulting services ("Services") will include the following:

- Review the Client's current compensation plan setup in the Infor Lawson HR applications.
- Review the Client's proposed compensation plan changes.
- Provide recommendations on implementing these changes in the current Infor Lawson HR applications.
- Review the Client's current personnel administration processes and provide recommendations based on best practice principles as they pertain to Infor Lawson HR application software.

Work product: Documentation of findings and recommendations

3. Assumptions

Assumptions are 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.

- Additional or altered requirements will initiate the Project Change Management Process outlined in this SOW and may result in changes to services, fees and charges, and timelines, as applicable.
- 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 Services schedule.
- The Services will be provided remotely through pre-arranged screen share sessions and review meetings with the Client.

4. Out of Scope

Services not explicitly identified as an Analysts responsibility, including those listed immediately below, are outside the scope of this SOW. Such items would be negotiated under a separate SOW.

- Implementation of recommendations and changes.

5. Client Responsibilities

- The Client will ready its site, as necessary, prior to the date scheduled for Analysts to perform the Services described in this SOW. Costs associated with Client's failure to make the client site ready (as determined by Analysts) or meet any of the other assumptions or responsibilities specified in this SOW will be billed to the Client at Analysts' then-current time and materials rates, plus related expenses. Any additional costs incurred by the Client or Analysts as a result of delays in site readiness will be the sole responsibility of the Client.
- Client will designate a knowledgeable contact for all communication, decisions, and approvals.
- Client will identify qualified key staff members to work with Analysts and participate in the screen share sessions and review meetings.
- Client will provide Analysts with remote connectivity (e.g., WebEx session) and access to their Infor Lawson ERP system as required to provide the Services described in this SOW.
- 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' schedule or ability to provide Support Services.



6. Fees, Invoicing, and Payment

Fees

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

Analysts Task Group	Hourly Rate	Estimated Hours	Estimated Cost
Review Current and Proposed Plan Changes	\$175.00	16	\$2,800
Write Up Findings and Recommendations	\$175.00	12	\$2,100
Conduct a Follow-Up Meeting to Review Findings	\$175.00	4	\$700
Estimated Totals:		32	\$5,600

- Client will be solely responsible for any reasonable and customary travel-related charges, including mileage, airfare, hotel, rental car, and meals. All travel-related expenses will be invoiced at face value. Any travel necessary to complete the Services will first be approved by the Client.
- 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 our agreement to furnish time and materials for a certain price or for a “not to exceed” price.

Invoicing and Payment

Analysts will invoice the Client bi-weekly for services rendered. Fees will be paid per the MSA.

Project Change Management Process

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

- A Project Change Request (PCR) may be initiated either by Analysts or by the Client for any changes to the SOW. The party requesting the change will deliver a 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 work products, fees and charges, and timelines.
- The Project Manager of the requesting party will review the proposed change with his/her counterpart. The parties will evaluate the PCR and 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.

7. Term of SOW

Services will begin within one (1) month of the effective date of this SOW, and will continue as required to complete the Services described within this SOW.

8. Location of Performance

Services will be performed from a remote location in the United States.

9. Personnel to Be Assigned

Services will be performed by personnel determined by Analysts.

10. Primary Contacts

	Client	Analysts
Name	Cathy Loveland	Gary Link
Title	Assistant Director, Application Management Services	Director, Business Development
Phone	(816) 969-1280	(952) 897-4595
Email	Cathy.Loveland@cityofls.net	gary.link@analysts.com
Address	220 SE Green Street Lee's Summit, MO 64063	7700 France Avenue South, Suite 200 Minneapolis, MN 55435

11. Bill-To Location

City Lee's Summit
Attn: Accounts Payable
220 SE Green Street
Lee's Summit, MO 64063
Phone: (816) 969-1000
Email: AP@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: _____
Name
(Printed): Skip Fogus

By: _____
Name
(Printed): _____

Title: Chief Delivery Officer

Title: _____

Date Signed: 7/27/17

Date Signed: _____