

1. **Project Overview and Strategic Objectives** The Service Provider is engaged to design and deploy an advanced AI-driven data visualization ecosystem tailored for the Digital Accelerator division. The primary objective is to streamline internal communication by automating complex data cleaning and programming tasks through custom Python scripts. This project is a critical Proof of Concept (POC) intended to showcase the feasibility of integrating Generative AI into existing corporate research workflows.

2. **Detailed Scope of Work** The scope includes the development of three distinct Power BI dashboards, the creation of an automated process documentation engine, and the establishment of an Azure-based secure environment for data hosting. All development support will be conducted through iterative sprints, with formal presentations scheduled for the 15th and 30th of each calendar month to ensure stakeholder alignment.

3. **Financial Terms and Compensation** The total fixed-price engagement fee is set at \$25,000.00, inclusive of all licensing and research overheads. Payments shall be disbursed in four equal milestones of \$6,250.00 each, triggered by the completion of the UI design, backend integration, POC validation, and final production handover. Any out-of-scope data visualization requests will be billed at a standard hourly rate of \$180.00.

4. **Intellectual Property and Ownership** All custom code, including specialized Python modules and Power BI templates developed during this engagement, shall remain the exclusive property of the Client. The Service Provider is granted a non-exclusive, temporary license to use these assets solely for the duration of the development support period.

5. **Data Privacy and Security Standards** Given the sensitivity of internal communication data, the Service Provider must adhere to strict encryption protocols. All data cleaning must occur within the Client's secure Azure tenant. No data shall be exported to external cloud LLM providers without explicit written consent from the Digital Accelerator security lead.

6. **Service Level Agreements (SLA)** The Service Provider guarantees a platform uptime of 99.99% for all deployed visualization tools. Technical support for critical system failures must be initiated within two business hours of a reported incident. Non-critical development support requests involving programming logic updates shall be addressed within 48 business hours.

7. **Personnel and Resource Allocation** The project will be staffed by one Senior AI Architect and two Junior Python Developers. Any change in key personnel requires a 10-day notice period to maintain the continuity of research and process

documentation quality. Bi-weekly collaboration sessions will be held to facilitate internal communication between teams.

8. Project Timeline and Deadlines The initial deployment of the POC is scheduled for March 10, 2026. Following user acceptance testing, the full production rollout must be completed no later than May 25, 2026. Failure to meet these deadlines may result in a 5% penalty on the final milestone payment.

9. Confidentiality and Non-Disclosure Both parties agree to maintain strict confidentiality regarding internal communication protocols and proprietary programming methodologies. This non-disclosure agreement remains in effect for three years following the termination of the project.

10. Termination and Exit Strategy Either party may terminate the agreement with 30 days' written notice. Upon termination, the Service Provider must return all Client data and provide a final transition report detailing the current state of all Python scripts and process documentation to ensure a seamless handoff to the internal Digital Accelerator team