

STATEMENT OF WORK (SOW)

SOW Number: SOW-HC-DPI-2024-001 **Version:** 1.0 **Effective Date:** June 15, 2024

This Statement of Work ("SOW") is entered into under the terms and conditions of the Master Service Agreement ("MSA") between **HealthCare Co. ("Client")** and **DataPeak Innovators Inc. ("Consultant")**, effective as of May 1, 2024. All terms not defined herein shall have the meaning ascribed to them in the MSA.

1. PROJECT TITLE

Comprehensive Data Governance Framework Implementation

2. PROJECT OVERVIEW

Client requires Consultant's expertise to establish a robust data governance framework within its Snowflake environment. This project focuses on defining data ownership, quality standards, access policies, and a data catalog to ensure data integrity, compliance, and usability across the organization.

3. SCOPE OF SERVICES

Consultant shall perform the following Services:

3.1. Phase 1: Assessment & Strategy (Weeks 1-4) * Conduct interviews with key stakeholders to assess current data landscape, pain points, and governance maturity. * Develop a tailored data governance strategy and roadmap for Client's Snowflake data assets. * Define roles and responsibilities for data owners, stewards, and custodians.

3.2. Phase 2: Policy & Process Development (Weeks 5-10) * Draft data quality standards, data classification policies (e.g., PII, PHI), and data retention guidelines. * Design data access request and approval workflows. * Select and configure a data catalog tool integrated with Snowflake.

3.3. Phase 3: Implementation & Training (Weeks 11-16) * Implement data governance policies and access controls within Snowflake. * Populate the data catalog with metadata for critical datasets. * Conduct training sessions for data owners, stewards, and end-users on new governance processes and tools. * Provide post-implementation support for two weeks.

4. DELIVERABLES

Consultant shall provide the following Deliverables:

- Data Governance Assessment Report (by end of Week 4)
- Data Governance Strategy & Roadmap (by end of Week 4)
- Defined Data Roles & Responsibilities Matrix (by end of Week 6)
- Data Quality & Classification Policies (by end of Week 8)
- Data Access Workflow Documentation (by end of Week 10)
- Configured Data Catalog with Initial Metadata (by end of Week 14)

- Training Materials & Session Delivery (by end of Week 16)
- Project Closure Report (by end of Week 16)

5. ROLES AND RESPONSIBILITIES

Client Responsibilities:

- Provide dedicated Project Sponsor and Project Manager.
- Ensure availability of key business and technical stakeholders for workshops and reviews.
- Provide access to necessary systems and documentation.
- Timely review and approval of all deliverables.

Consultant Responsibilities:

- Perform all Services and deliver all Deliverables as specified in Sections 3 and 4.
- Assign a Lead Data Governance Consultant and two (2) Data Analysts.
- Ensure all work adheres to the MSA's terms, including confidentiality and data security.
- Provide weekly progress reports and participate in weekly status meetings.

6. TIMELINE AND AGREEMENT DURATION

The project is estimated to be completed within **sixteen (16) weeks** from the **Effective Date** of this SOW. This SOW's duration is tied to the completion of the project as outlined herein. The overall Agreement's duration is four (4) years from May 1, 2024, with automatic one-year renewals unless 60 days' notice is given, providing for its **Renewal Options**.

7. COMPENSATION AND PAYMENT TERMS

Client shall pay Consultant a fixed fee of **\$168,000 USD** for the successful completion of all Services and Deliverables. This fixed fee is calculated based on an estimated 1,600 hours of effort at the MSA's standard **Negotiated Rate Per Hour of \$105 USD per hour**. Payment shall follow the schedule below:

- 25% (\$42,000) upon SOW execution and commencement of Phase 1.
- 35% (\$58,800) upon completion and Client acceptance of "Data Quality & Classification Policies."
- 40% (\$67,200) upon completion and Client acceptance of "Project Closure Report."

All invoices submitted under this SOW shall be paid by Client within twenty (20) days of receipt, as per the **Payment Terms** outlined in the MSA.

8. ACCEPTANCE CRITERIA

Deliverables will be deemed accepted upon Client's written approval, which shall not be unreasonably withheld or delayed. Client shall have five (5) business days from receipt of a Deliverable to provide written acceptance or rejection with specific reasons for rejection. Consultant shall address rejections promptly.

9. CHANGE CONTROL

Any changes to the scope, timeline, or compensation of this SOW must be mutually agreed upon in writing by both Parties through a formal Change Order, signed by authorized representatives.

10. KEY PERSONNEL

- **Client Project Lead:** Michael Lee, Director of Data Governance
- **Consultant Project Lead:** Anna Petrova, Lead Data Governance Consultant

11. GENERAL PROVISIONS

This SOW is governed by and incorporates by reference the terms and conditions of the MSA. All general terms and conditions, including but not limited to, provisions regarding unexpected events beyond reasonable control, mutual obligations to protect against liabilities, confidentiality commitments, data security and privacy requirements, intellectual property ownership, warranties, limitations of liability, governing law, dispute resolution, and notice procedures, as detailed in the MSA, apply to this SOW. The **Notice Period** for termination of this SOW or the MSA is also governed by the terms set forth in the MSA.

IN WITNESS WHEREOF, the Parties have executed this SOW as of the Effective Date.

HEALTHCARE CO.

By: _____

Name: [Authorized Signatory Name]

Title: [Authorized Signatory Title]

Date: _____

DATAPEAK INNOVATORS INC.

By: _____

Name: [Authorized Signatory Name]

Title: [Authorized Signatory Title]

Date: _____