STATEMENT OF WORK

# Discovery and Assessment Phase for Microsoft SQL Server Environment

This Statement of Work (“SOW”) is entered into as of 2023-04-04 by and between Insight Global, LLC (“Insight Global”) and The Client (“Client”) under the provisions of that certain Master Services Agreement, dated as of 2023-04-04, by and between Insight Global and Client (the “Agreement”).

# Services Description

Insight Global will provide the following Services: 2.1. Stakeholder Engagement and Current State Analysis: A thorough review of existing systems and processes through structured interviews and documentation review. 2.2. Technical Evaluation: Detailed assessment of current architecture, system capabilities, and integration points. 2.3. Gap Analysis and Recommendations: Comprehensive analysis of current state versus industry best practices, leading to actionable recommendations. 2.4. Implementation Planning: Development of a strategic roadmap for modernizing the data platform environment.

# Deliverables

Insight Global will provide the following Deliverables: 3.1. Current State Analysis report of existing systems, data flows, and identified opportunities for improvement. 3.2. Technical Assessment report with detailed evaluation of current architecture, including integration analysis and technology stack assessment. 3.3. Final Recommendations report of complete modernization strategy including target architecture, implementation roadmap, and strategy.

# Milestones

The Discovery and Assessment phase will be considered complete upon delivery and acceptance of: 5.1. All documented deliverables outlined in Section 3 5.2. Final presentation of findings and recommendations 5.3. Proposed implementation roadmap.

# Acceptance

The project deliverables will be reviewed and accepted by the Client within ten (10) business days of delivery. Any discrepancies will be communicated to Insight Global within this period for rectification.

# Personnel and Locations

The project will be conducted remotely with stakeholders from Insight Global and The Client.

# Insight Global Representatives

Jane Smith, Project Manager

# Client Representatives

John Doe, CIO

# Insight Global Contractor Resources

Insight Global will provide experienced consultants with expertise in Microsoft SQL Server, data architecture, and business intelligence.

# Term

The term of this SOW shall commence on the SOW Effective Date and shall continue until the End Date unless terminated earlier in accordance with the Termination section.

# Fees

The total fixed fee for the Discovery and Assessment Phase shall be $50,000, payable in two installments: 50% upon commencement and 50% upon completion.

# Expenses

Any additional expenses incurred by Insight Global, such as travel or special materials, shall be pre-approved by the Client and reimbursed at cost.

# Taxes

All fees are exclusive of any applicable taxes, which shall be the responsibility of the Client.

# Conversion

If the Client wishes to convert the Discovery and Assessment Phase into a full implementation project, a new SOW will be drafted and agreed upon by both parties.

# Limitation of Liability

In no event will either party to this Agreement be liable for incidental, consequential, punitive, indirect or special damages, including, without limitation, interruption or loss of business, profit or goodwill. In no event shall Insight Global’s liability to Client exceed the fees received from Client under this SOW during the six (6) month period preceding the claim to which the liability relates, whether arising from an alleged breach of the Agreement or this SOW, an alleged tort, or any other cause of action.

# Service Level Agreement

Insight Global will provide services in a professional and workmanlike manner consistent with industry standards.

# Assumptions

Both parties will provide timely access to required resources and information. Any delays caused by the Client may impact the project timeline and deliverables.

# Change Process

Any changes to the scope, timeline, or fees must be documented and agreed upon by both parties through a formal change request process.

# IN WITNESS WHEREOF

Authorized signatures effective as of the effective date of this SOW.

Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insight Global Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_