

**INFORMATION TECHNOLOGY AND COMMUNICATION  
COMMITTEE MEETING**

**THURSDAY, DECEMBER 4, 2014**

**5:30 P.M.**

**MINUTES**

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**MEMBERS PRESENT:** Commissioners Jim Osieczonek, Mike Hosey, Roger Harris, and Howard Spence

**MEMBER ABSENT:** Commissioner Dale Barr

**ALSO PRESENT:** Robert Sobie and John Fuentes.

The December 4, 2014, regular meeting of the Information Technology and Communication Committee was called to order at 5:30 p.m. by Chairperson Osieczonek.

Commissioner Hosey moved to approve the minutes of the November 6, 2014, meeting as presented. Commissioner Harris seconded. Motion carried.

A proposal to upgrade the County's current financial, payroll and human resources software system was presented. Background on the current system and enhancements and benefits of migrating to the vendor's current windows-based system were provided and discussed.

Commissioner Hosey moved to recommend the proposal for the financial, payroll and human resources administration software system to the Ways & Means Committee for consideration. Commissioner Harris seconded. Motion carried.

An update of the proposed project to provide Geographic Information Systems (GIS) services to the individual drainage districts was provided. The Drain Commissioner is interested in starting a multi-year project to provide current GIS maps for all of the active drainage districts in the County. Technology Services has the resources and equipment necessary to provide these services, which would be funded by each individual drainage district, at a cost less than the Drain Commissioner would otherwise incur to acquire this GIS data. Discussion held.

Commissioner Harris moved to authorize the development of a Memorandum of Understanding between the County and the Drain Commissioner to provide for Technology Services to dedicate up to one-half of a full-time equivalent GIS Specialist position to provide GIS services to the drainage districts to be reimbursed at a rate of \$40 per hour. Commissioner Hosey seconded. Motion carried. Commissioner Spence opposed.

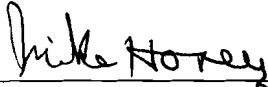
A resolution to congratulate Delta Township on its recognition as an eCities Five-star top performing community was presented. Discussion held.

Commissioner Spence moved to recommend approval of the resolution to the Board of Commissioners. Commissioner Hosey seconded. Motion carried.

It was reported that the County's 2014 Mobile Computing: Public Safety Case Study will be featured in a national trade publication in February 2015.

Chairperson Osieczonek adjourned the meeting at 6:04 p.m.

The next regularly scheduled meeting of the Information Technology and Communication Committee is tentatively scheduled for Thursday, January 8, 2015, at 5:30 p.m. in the Sheriff's Training Room, located at 1025 Independence Blvd., Charlotte, MI 48813, subject to the adoption of the meeting schedule by the Board of Commissioners at its organizational meeting on January 5, 2015.



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Mike Hosey, Chairperson

November 18, 2014

**ADDITIONAL SOFTWARE LICENSE AND SUBSCRIPTION AGREEMENT**

For a Logos 400 to Logos .NET Upgrade and Additional Modules

Mr. John Fuentes  
Eaton County  
1045 Independence Blvd.  
Charlotte, MI 48813

Dear Mr. Fuentes:

New World Systems is pleased to license you additional software and provide implementation services for the upgrade of your AS/400 Licensed Standard Software to the New World Logos .NET Licensed Standard Software.

The attached forms (Exhibits AA, A, B, C and F) are to be reviewed and approved by you and/or your authorized representative. They describe the additional software and services you have requested along with the related fees.

Other than for the purposes of internal review, we ask that you treat our fees as confidential information. This is due to the competitive nature of our business.

The General Terms and Conditions from our original License Agreement with Eaton County, Michigan, are incorporated and continue to apply. Upon completion of the upgrade to Logos .NET standard software, the definition of COMPUTER from the January 7, 1986, Agreement will be the .NET server(s) in use, and not the IBM AS/400. Any taxes or fees imposed from the course of this Agreement are the responsibility of the Customer.

Please acknowledge the change and your understanding on the services by the appropriate signature below.

**ACKNOWLEDGED AND AGREED TO BY:**

**NEW WORLD SYSTEMS® CORPORATION**  
(New World)

**EATON COUNTY, MICHIGAN**  
(Customer)

By: \_\_\_\_\_  
Larry D. Leinweber, President

By: \_\_\_\_\_  
Authorized Signature Title

By: \_\_\_\_\_  
Authorized Signature Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Each individual signing above represents that (s)he has the requisite authority to execute this Agreement on behalf of the organization for which (s)he represents and that all the necessary formalities have been met.**

The "Effective Date" of this Agreement is the latter of the two dates in the above signature block.

**PRICING ASSUMES CONTRACT EXECUTION BY DECEMBER 31, 2014.**

**EXHIBIT AA**  
**TOTAL COST SUMMARY AND PAYMENT SCHEDULE**

**I. Total Cost Summary: Licensed Standard Software and Implementation Services**

<u>DESCRIPTION OF COST</u>	<u>COST</u>
A. LICENSED STANDARD SOFTWARE as further detailed in Exhibit A	Included
1. Licensed Standard Software	
B. IMPLEMENTATION SERVICES	\$219,480
1. PROJECT MANAGEMENT as further described in Exhibit B	
2. INTERFACE INSTALLATION SERVICES as further described in Exhibit B	
3. IMPLEMENTATION AND TRAINING SERVICES as further described in Exhibit B	
4. OTHER IMPLEMENTATION SERVICES as further described in Exhibit B	
5. DATA FILE CONVERSION ASSISTANCE SERVICES as further described in Exhibit F	

**ONE TIME PROJECT COST:           \$219,480**

C. TRAVEL EXPENSES (Estimate) – billed as incurred	\$25,000
D. STANDARD SOFTWARE SUBSCRIPTION SERVICES	

**Annual Subscription Cost (10-Year Plan, Billed annually and due on December 1<sup>st</sup> of each year)**

Year 1	for period	12/01/15 – 11/30/16	\$63,360
Year 2	for period	12/01/16 – 11/30/17	\$63,360
Year 3	for period	12/01/17 – 11/30/18	\$63,360
Year 4	for period	12/01/18 – 11/30/19	\$63,360
Year 5	for period	12/01/19 – 11/30/20	\$63,360
Year 6	for period	12/01/20 – 11/30/21	\$66,192
Year 7	for period	12/01/21 – 11/30/22	\$66,192
Year 8	for period	12/01/22 – 11/30/23	\$66,192
Year 9	for period	12/01/23 – 11/30/24	\$66,192
Year 10	for period	12/01/24 – 11/30/25	\$66,192

**PRICING ASSUMES CONTRACT EXECUTION BY DECEMBER 31, 2014.**

**Exhibit AA / COST SUMMARY AND PAYMENT SCHEDULE**

II. Payments for Implementation Services

	<u>DESCRIPTION OF PAYMENT</u>	<u>PAYMENT</u>
A.	IMPLEMENTATION SERVICES	\$219,480
	1. Amount invoiced 90 days after the Effective Date	\$109,740
	2. Amount invoiced October 1, 2015	109,740
		<b>ONE TIME PAYMENTS:        <u>\$219,480</u></b>
B.	TRAVEL EXPENSES (Estimate) (These expenses are billed as incurred)	\$25,000*
	1. 25 trips are anticipated.	
	*Estimate	
C.	STANDARD SOFTWARE SUBSCRIPTION SERVICES – as further detailed in Exhibit C	

**ALL PAYMENTS ARE DUE WITHIN FIFTEEN (15) DAYS FROM RECEIPT OF INVOICE.**

*Billings are applied ratably to each deliverable included under the total one-time cost. If any deliverable is subject to sales tax, the tax will be calculated and added as applicable to each billing.*

**EXHIBIT A**  
**LICENSED STANDARD SOFTWARE AND FEES**

**License Fee for Licensed Standard Software And Documentation Selected By Customer:**

Application Package <sup>1,2,3,7,8</sup>

Cost

**LOGOS iSERIES (AS/400) STANDARD SOFTWARE TO BE REPLACED BY THE LOGOS.NET (WINDOWS) STANDARD SOFTWARE**

- 1. Logos® Financial Management Software Base Package**
  - General Ledger Module
  - Budgetary Reporting Module
  - Annual Budget Processing Module
  - Requisition Processing Module
  - Purchasing Module
  - Accounts Payable Module
  - Revenue Accounting Module
  
- 2. Additional Logos® Financial Management Software**
  - Fixed Assets Module
  - Project/Grant Accounting Module
  
- 3. Logos® Human Resources Software**
  - Payroll with Base Personnel Module

**Exhibit A / LICENSED STANDARD SOFTWARE AND FEES**

**LOGOS.NET (WINDOWS) STANDARD SOFTWARE TO REPLACE THE LOGOS iSERIES  
(AS/400) STANDARD SOFTWARE**

**FINANCIAL MANAGEMENT**

(Users included - 40)<sup>4</sup>

**4. Logos.NET Financial Management Base Suite**

- General Ledger
- Budget Management
- Annual Budget Preparation
- Accounts Payable
- Revenue/Cash Receipting

**5. Logos.NET Additional Financial Management Software**

- Asset Management
- Grant Management
- Project Accounting
- Bank Reconciliation

**6. Logos.NET Procurement Management Suite**

- Purchasing Base
- Requisition Processing

**PAYROLL & HUMAN RESOURCES SUITE**

(Users included - 20)<sup>4</sup>

**7. Logos.NET Human Resources Management Base Suite**

- Payroll Processing
- Personnel Management
- Position Control

**Exhibit A / LICENSED STANDARD SOFTWARE AND FEES**

**LOGOS.NET (WINDOWS) STANDARD SOFTWARE TO BE ADDED**

**FINANCIAL MANAGEMENT**

**8. Logos.NET Additional Financial Management Software**

- Misc. Billing & Receivables
- Government (GASB) Reporting
- Third Party Document Imaging Interface

**9. Expanded Revenue Collections**

- 3rd Party Receivables Interface (Batch)
- Integrated Credit Card Processing
- PC Cash Register Interface
- supports Epson TM-H6000IV Receipt/Validation/Slip Printer*

**10. Logos.NET Procurement Management Suite**

- Contract Accounting

**PAYROLL & HUMAN RESOURCES SUITE**

**11. Logos.NET Human Resources**

- Employee Event Tracking
- Personnel Action Processing

**12. Logos.NET Benefits Management**

- Benefits Administration
- COBRA Billing Administration
- Workers Compensation Administration

**13. Logos.NET Additional Payroll & HR Modules**

- Time & Attendance Interface<sup>5</sup>
- Benefit Tracking (Non-Employee)
- Third Party Applicant Interface (supports NEOGOV and AppliTrack)



**Exhibit A / LICENSED STANDARD SOFTWARE AND FEES**

**eSUITE**

**14. eSuite Base Software**

**15. eFinance**

- eMiscellaneous Billing (development)
- ePayments

**16. eHR**

- eEmployee
- eTimesheets
- eBenefits Administration

**DECISION SUPPORT SOFTWARE**

**17. Decision Support Base Datamart<sup>6</sup>**

**18. Finance Analytics**

- Includes 5-6 users

**19. Dashboards for Financial Management**

**20. Human Resource/Payroll Analytics**

- Includes 5-6 users

**21. Dashboards for Human Resources**

**TOTAL SOFTWARE LICENSE FEE<sup>8,9</sup>**

**INCLUDED**

## Exhibit A / LICENSED STANDARD SOFTWARE AND FEES

### ENDNOTES

- <sup>1</sup> *Personal Computers must meet the minimum hardware requirements for New World Systems' Logos.NET product. Microsoft Windows 7 or greater with Internet Explorer (IE) 8 or greater is the required operating system and browser for all client machines.*
- <sup>2</sup> *Servers must meet the minimum hardware requirements for New World Systems' Logos.NET product. Windows Server 2008 (R2) or greater is required for the Application Server(s), Web Server(s) and Database Server. Microsoft SQL Server 2008 (R2) or greater is required for the Database Server. Customers must also license the appropriate number of Microsoft Client Access Licenses (CALs) for license compliance.*
- <sup>3</sup> *Suggested minimum: 100MB Ethernet Network. 10MB CAT5 Ethernet Network may have less than adequate response time. Further consultation would be required to assess your network.*
- <sup>4</sup> *Additional cost per group of 5 for authorized users is \$5,000.*
- <sup>5</sup> *Time & Attendance interface is a two-way interface. Additional support may be required for 3rd Party changes; not included in SSMA.*
- <sup>6</sup> *New World supports SQL Server Reporting Services (SSRS) for server-based report generation and ad hoc reporting. SSRS utilizes a web services interface to support the development of custom reporting applications. SSRS is included in the Express, Workgroup, Standard, and Enterprise editions of Microsoft SQL Server. Customers may elect to use other third-party report generation tools including Crystal Reports however New World does not provide support for these tools and cannot guarantee compatibility.*
- <sup>7</sup> *Prices assume that all software proposed is licensed.*
- <sup>8</sup> *Licensed Software, and third party software embedded therein, if any, will be delivered in a machine readable form to Customer via an agreed upon network connection. Any taxes or fees imposed are the responsibility of the purchaser and will be remitted when imposed.*

**EXHIBIT B**  
**PROJECT MANAGEMENT, IMPLEMENTATION AND**  
**TRAINING SUPPORT SERVICES**

**1. Project Management Services**

**New World** shall act as Project Manager to assist **Customer's** management in implementing the Exhibit A software. This responsibility will include documenting, coordinating and managing the overall Implementation Plan with **Customer's** management and the Customer Liaison. Project Management Services include:

- a) a summary level Implementation Plan;
- b) a detail level Implementation Plan;
- c) revised Implementation Plans (if required);
- d) monthly project status reports; and
- e) project status meetings
  - a project review (kickoff) meeting at **Customer's** location
  - progress status meeting(s) will occur during implementation via telephone conference or at **Customer's** location; and
  - a project close-out meeting at **Customer's** location to conclude the project.

The implementation services fees described in Exhibit AA include Project Management fees for a period up to 12 months after the Effective Date.

**2. Implementation and Training Support**

It is recommended that appropriate support days are allocated for all Licensed Standard Software listed in Exhibit A to insure successful implementation of and training on each application package. Based on the Licensed Standard Software listed on Exhibit A, up to **107** days of **New World** implementation and training support services have been allocated for this project. Excess days requested shall be billed at the Daily Rate. Avoiding or minimizing custom or modified features will aid in keeping the support costs to the amount allocated. **Customer** agrees to reimburse **New World** for support trips canceled by **Customer** less than ten (10) days before the scheduled start date to cover **New World's** out-of-pocket costs and lost revenues. The recommended implementation and training support services include:

- a) implementation of each package of Licensed Standard Software; and
- b) **Customer** training and/or assistance in testing for each package of Licensed Standard Software.

The project management, implementation and training support services provided by **New World** may be performed at **Customer's** premises and/or at **New World** national headquarters in Troy, Michigan (e.g., portions of project management are performed in Troy).

## Exhibit B / PROJECT MANAGEMENT, IMPLEMENTATION AND TRAINING SUPPORT SERVICES

### 3. Interface Installation Service

**New World** shall provide interface installation services as described in this paragraph below. These services do not include hardware and/or third party product costs which shall be **Customer's** responsibility, if required. Whenever possible, these services will be done remotely, resulting in savings in Travel Expenses and Time. If on-site installation and training is required, **Customer** will be responsible for the actual Travel Expenses and Time. The services include the following interfaces.

- a) - Payment Processing Interface: (includes 1 Positive Pay and 1 ACH/Direct Deposit Transmittal Export, and 1 Payment (Check/EFT) Reconciliation Transmittal Import
- b) - Third Party Document Imaging Interface (2 instances)
- c) - Time and Attendance Interface
- d) - Third Party Applicant Interface
- e) - Third Party Receivables (Batch)
- f) - Receipt Import for Credit Card
- g) - Accounts Payable Invoice Import for Restitution

### 4. Hardware Quality Assurance Service

**New World** shall provide Hardware Systems Assurance of **Customer's** Logos.NET server(s). These services do not include hardware and/or third party product costs which shall be **Customer's** responsibility, if required. Whenever possible, these services will be provided remotely, resulting in savings in travel expenses and time. If on-site installation is required, **Customer** will be responsible for the actual travel expenses and time.

- a) Hardware Quality Assurance Services (Standard Environment):  
Hardware Systems Assurance and Software Installation:
  - Assist with High Level System Design/Layout
  - Validate Hardware Configuration and System Specifications
  - Validate Network Requirements, including Windows Domain
  - Review Virtual Server Environment
  - Install Operating System and Apply Updates
  - Install SQL Server and Apply Updates
  - Install New World Applications Software and Apply Updates
  - Establish Base SQL Database Structure
  - Review Anti-Virus Software and Configure Exclusions
  - Review Automated Backup Software and Backup Routines
  - Configure System for Electronic Customer Support (i.e. NetMeeting)
  - Tune System Performance Including Operating System and SQL Resources
  - Test High Availability/Disaster Recovery Scenarios (if applicable)
  - Provide Basic System Administrator Training and Knowledge Transfer
  - Document Installation Process and System Configuration

**Exhibit B / PROJECT MANAGEMENT, IMPLEMENTATION AND TRAINING SUPPORT SERVICES**

**5. Additional Services Available**

Other **New World** services may be required or requested for the following:

- a) additional software training;
- b) tailoring of Licensed Standard Software by **New World** technical staff and/or consultation with **New World** technical staff;
- c) **New World** consultation with other vendors or third parties;
- d) modifying the Licensed Standard Software;
- e) designing and programming Licensed Custom Software; and
- f) maintaining modified Licensed Standard Software and/or custom software.

**Customer** may request these additional services in writing using **New World's** Request For Service (RFS) procedure (or other appropriate procedures mutually agreed upon by **Customer** and **New World** and will be provided at the Daily Rate).

**EXHIBIT C**  
**STANDARD SOFTWARE SUBSCRIPTION AGREEMENT (SSSA)**

This Standard Software Subscription Agreement (SSSA) between **New World** and **Customer** sets forth the standard software subscription support services provided by **New World**.

**1. Service Period and Early Termination**

This SSSA supersedes the Customer's SSMA currently in effect and shall remain in effect for a period of ten (10) years (the SSSA term) beginning on 12/1/15 (the start date) and ending on 11/30/25. As a part of this Agreement, **New World** has provided a substantial customer upgrade discount including favorable payment terms on Exhibits A, B, and C. In consideration for these discounts and favorable payment terms, **Customer** agrees to pay the full amount of annual SSSA payments due **New World** under Exhibit C. If **Customer** terminates its License Agreement with **New World** during the Service Period or fails to pay all the SSSA amounts as specified herein, **Customer** shall pay a one-time early termination fee of the remaining SSSA amounts. **Customer** shall also forfeit the license to use the Logos.NET licensed product and shall return all copies of the licensed product to **New World**. No cancellation of Exhibit A software modules and related fees will be allowed during the service period.

**2. Services Included**

**New World** shall provide the following services during the SSSA term.

- a) upgrades, including new releases, to the Licensed Standard Software (prior releases of Licensed Standard Software application packages are supported no longer than nine (9) months after a new release is announced by **New World**);
- b) temporary fixes to Licensed Standard Software (see paragraph 6 below);
- c) revisions to Licensed Documentation;
- d) reasonable telephone support for Licensed Standard Software on Monday through Friday from 8:00 a.m. to 8:00 p.m. (Eastern Time Zone); and
- e) invitation to and participation in user group meetings.

Items a, b, and c above will be distributed to **Customer** by electronic means.

Additional support services are available as requested by **Customer** at the Daily Rate.

**3. Maintenance for Modified Licensed Standard Software and Custom Software**

**Customer is advised that if it requests or makes changes or modifications to the Licensed Standard Software, these changes or modifications (no matter who makes them) make the modified Licensed Standard Software more difficult to maintain.** If **New World** agrees to provide maintenance support for Custom Software or Licensed Standard Software modified at **Customer's** request, or for prior releases of **New World's** software, then the additional **New World** maintenance or support services provided shall be billed at the Daily Rate.

**4. Billing**

Subscription costs will be billed annually.

**Exhibit C / STANDARD SOFTWARE SUBSCRIPTION AGREEMENT**

**5. Additions of Software to Subscription Agreement**

Additional Licensed Standard Software licensed from **New World** will be added to the SSSA ninety (90) days after delivery. Costs for the maintenance for the additional software will be billed to **Customer** on a pro rata basis for the remainder of the maintenance year and on a full year basis thereafter.

**6. Requests for Software Correction on Licensed Standard Software**

At any time during the SSSA term, if **Customer** believes that the Licensed Standard Software does not conform to the warranties provided under this **Agreement**, **Customer** must notify **New World** in writing that there is a claimed defect and specify which feature and/or report it believes to be defective. Before any notice is sent to **New World**, it must be reviewed and approved by the Customer Liaison. Documented examples of the claimed defect must accompany each notice. **New World** will review the documented notice and when a feature or report does not conform to the published specifications, **New World** will provide software correction service at no charge. A non-warranty request is handled as a billable Request For Service (RFS) provided at the Daily Rate.

The no-charge software correction service does not apply to any of the following:

- a) situations where the Licensed Standard Software has been changed by anyone other than **New World** personnel;
- b) situations where **Customer's** use or operations error causes incorrect information or reports to be generated; and
- c) requests that go beyond the scope of the specifications set forth in the current User Manuals.

**7. Subscription Costs for Licensed Standard Software Packages Covered for .NET Server(s)**

**New World** agrees to provide software maintenance at the costs listed below for the **New World** Licensed Standard Software packages described in Exhibit A..

<b><u>Annual Subscription Cost (10-Year Plan, Billed annually and due on December 1<sup>st</sup> of each year)</u></b>			
Year 1	for period	12/01/15 – 11/30/16	\$63,360
Year 2	for period	12/01/16 – 11/30/17	\$63,360
Year 3	for period	12/01/17 – 11/30/18	\$63,360
Year 4	for period	12/01/18 – 11/30/19	\$63,360
Year 5	for period	12/01/19 – 11/30/20	\$63,360
Year 6	for period	12/01/20 – 11/30/21	\$66,192
Year 7	for period	12/01/21 – 11/30/22	\$66,192
Year 8	for period	12/01/22 – 11/30/23	\$66,192
Year 9	for period	12/01/23 – 11/30/24	\$66,192
Year 10	for period	12/01/24 – 11/30/25	\$66,192

**8. Payment Default and Termination Proceedings**

If the payments in Section 7 of this SSSA are late by more than 30 days from the due date, **Customer** is in default of this **Agreement** and **New World** may declare the termination fee of the remaining SSSA payments as collectible and **Customer** agrees to pay immediately upon written notice from **New World**. **Customer** also agrees that failure to pay shall immediately forfeit its license to use the Licensed Standard Software.

If **Customer** is in default, **Customer** agrees that any collection process or termination proceedings shall be governed by the laws of the State of Michigan and conducted in the Courts of Oakland County, Michigan. This provision supersedes the Termination and Dispute Resolution sections from the Terms and Conditions of the original License and Services Agreement between **Customer** and **New World**.

**EXHIBIT F**  
**DATA FILE CONVERSION ASSISTANCE**

**New World** will provide conversion assistance to **Customer** to help convert the existing data files specified below. If additional files are identified after the contract execution, estimates will be provided to **Customer** prior to **New World** beginning work on those newly identified files.

1. General

- a) This conversion effort includes data coming from one unique data source, not multiple sources.
- b) No data cleansing, consolidation of records, or editing of data will be part of the data conversion effort. Data cleansing, removal of duplicate records, and editing must take place by **Customer** prior to providing the data to **New World**

2. New World Responsibilities

- a) **New World** will provide **Customer** with a conversion design document for signoff prior to beginning development work on the data conversion. No conversion programming by **New World** will commence until **Customer** approves this document.
- b) **New World** will provide the data conversion programs to convert **Customer's** data from a single data source to the **New World Licensed Standard Software** for the specified files on pages 14 and 15.
- c) As provided in the approved project plan for conversions, **New World** will schedule a conversion analysis trip and a separate data conversion testing trip to **Customer's** location. The conversion testing trip for each application is a billable support trip, using standard Exhibit B days, which is scheduled in conjunction with the delivery of the converted data to the **Customer**.
- d) **New World** will provide the **Customer** up to 3 test sets of the converted data. Additional test sets requested may/will require additional conversion costs.
- e) **New World** will provide the standard conversion record layouts to the **Customer** and convert the available data elements defined in the standard conversion record layouts.
- f) Up to seven years of historic data will be converted by **New World**.
- g) All Payroll and Earnings History will be converted.

3. Customer Responsibilities

- a) **Customer** will provide data in standard conversion record layouts as provided by **New World**. Submitted data files must include an accurate count of records contained in the files.
- b) Data will be submitted to **New World** in one of the following formats: AS/400 files, Microsoft SQL Server database, Microsoft Access database, Microsoft Excel Spreadsheet, or an ASCII-format delimited text file. Data and databases will be transferred using the New World ftp site.
- c) As provided in the project plan for conversions, **Customer** will provide a dedicated resource in each application area to focus on conversion mapping and testing. This includes dedicating a support person(s) whenever **New World** staff is on site regarding conversions. Roughly a one to one commitment exists for **Customer** commitment and **New World** commitment. **Customer** understands that thorough and timely testing of the converted data by **Customer** personnel is a key part of a successful data conversion.
- d) **Customer** agrees to promptly review conversion deliveries and signoff on both the conversion design document and on the final conversion after the appropriate review. Applying the converted data to the production (Live) environment will constitute conversion acceptance by **Customer**.
- e) If the **Customer** cannot provide data in the format defined in New World's standard conversion record layouts then **New World** will map the data to New World's standard conversion record layout on a daily billable basis. The **Customer** must provide complete file and field definitions for **New World** to map the data.



**Exhibit F / DATA FILE CONVERSION ASSISTANCE**

**4. Files to be converted**

The following files will be converted from the Logos 400 System:

<b>Finance</b>	
<b><u>Finance Base</u></b>	<ul style="list-style-type: none"> <li>• COA - The chart of accounts includes funds, organizations 2 through 6, base and detail accounts, organizations sets.</li> <li>• Vendor - Vendors include the base vendor, vendor contacts, and vendor addresses.</li> <li>• Projects - Project set up and general ledger transactions.</li> <li>• GL History - The General Ledger History conversion includes the detailed general ledger transaction history.</li> <li>• Current Year's Budget - Pending budget.</li> <li>• Budget History - Adopted budget history.</li> <li>• Banks - Bank set up includes the bank information and the bank account information.</li> <li>• Departments - Departments include the conversion of the functional department and sub-department codes</li> <li>• Master Files - Financial Managements master files include invoice types, sales tax, and validations sets.</li> </ul>
<b><u>Purchase Orders and Accounts Payable</u></b>	<ul style="list-style-type: none"> <li>• Purchase Orders - Purchase order, detail items, disbursements, receipt of goods, requisitions, change history.</li> <li>• Accounts Payable - Accounts Payable conversion includes the accounts payable invoices, detail items, charges, payments, checks, and disbursements.</li> </ul>
<b><u>Revenue Collection receipts</u></b>	<ul style="list-style-type: none"> <li>• Revenue Collection Receipts - Payment Codes, Collection Stations, Receipt transactions.</li> </ul>
<b><u>Fixed / Pending Assets</u></b>	<ul style="list-style-type: none"> <li>• Fixed Assets/ Pending Assets - Assets, asset items, asset classifications, depreciation methods, transaction history.</li> </ul>

**Exhibit F / DATA FILE CONVERSION ASSISTANCE**

<b>Human Resources / Payroll</b>	
<b>Employee Base</b>	<ul style="list-style-type: none"><li>• Employee - Employee Master Files include Employee demographic information, assigned benefits, assigned deductions, assigned taxes, assigned pay rate, employee direct deposit set up, employee gl distributions, assigned schedules, assigned dependents, and assigned Certification.</li><li>• Employee Check Messages - Check messages to appear on the employee's check.</li> <li>• Employee Documents - Free form text on the 400 is not supported.</li><li>• Employee Inventory - Inventory items such as keys, pagers, and key cards assigned to employees.</li><li>• Employee Education - Education, skills, and certifications acquired by the employee.</li> <li>• Master Files - HR Master files include Benefit Codes, Deduction Codes, Tax Codes, Hours Codes, Hours Categories, Shift Codes, FLSA Codes, Job Classes, Grades/Rates, Workers Compensation codes, Frequency Codes Separate Check codes, Bank Accounts, Benefit Groups, Pay Batches, Departments and Sub-departments and validation set entries required for employee set up.</li></ul>
<b>Payroll History Base</b>	<ul style="list-style-type: none"><li>• Pay Batch History - The batch history for payroll.</li><li>• Earnings History - The employees earnings history by pay batch.</li><li>• Deduction History - The employees deduction payment history by pay batch.</li><li>• Benefit History - The employees benefit history by pay batch.</li><li>• Hours History - The employees hour history by pay batch. This includes earned and taken accrual hours.</li><li>• Payroll Journal - Detail line items of main General Ledger journal entry.</li><li>• Check History - Check number and check date. Links the check to the earnings information.</li><li>• Disbursement Check History - Vendor payments created from payroll processes. Interfaced to Accounts Payable but processing disbursements</li></ul>