EXHIBIT F DATA FILE CONVERSION ASSISTANCE

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

General

- A data conversion analysis and assessment to verify the scope of effort for the project will be conducted.
 A revised cost estimate for the data conversion may be provided at the conclusion of the assessment.
 City may elect to cancel or proceed with the conversion effort based on the revised estimate (open item).
- 2. This conversion effort includes data coming from one unique database or source, not multiple sources.
- No data cleansing, consolidation of records, or editing of data will be part of the data conversion effort.
 Any data cleansing, removal of duplicate records, or editing must take place by City prior to providing the data to New World.

New World Responsibilities

- New World will create and provide City 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 City approves this document.
- 2. New World will provide the data conversion programs to convert Citys data from a single data source to the New World Licensed Standard Software for the specified files that contain 500 or more records.
- 3. As provided in the approved project plan for conversions, **New World** will schedule on-site trips to **City** location in order to conduct the following:
 - a. Conversion Analysis,
 - b. Assistance for Mapping and Testing, and
 - c. Conversion Go-Live Implementation and Support

City will be responsible for actual Travel Expenses for these trips.

- 4. **New World** will provide **City** up to four (4) test iterations of converted data. One test iteration consists of:
 - a. Running a conversion test in the City's test environment,
 - b. City reviewing a conversion test and responding in writing to New World (see City responsibilities paragraph 3 below),
 - New World correcting or otherwise responding to issues to issues discovered and reported by City,
 - d. New World conducting internal testing to verify corrections, and
 - e. **New World** and **City** planning for the next test iteration and/or the live implementation.
- 5. **New World** will provide warranty coverage for any conversion-procedure-related issue reported by **City** to **New World** within thirty (30) days after the conversion is run in the live database.

Exhibit F / DATA FILE CONVERSION ASSISTANCE

City Responsibilities

- 1. Up to 29 discrete data file/modules from City's current database are included in this conversion. City will provide a list of discrete data files with descriptions of fields or data elements in each file.
- 2. The City will extract data from the legacy system to submit to New World. Data will be submitted to New World in one or more of the following formats:
 - a. AS/400 files (SAV files),
 - b. Microsoft SQL Server database,
 - c. Microsoft Access database,
 - d. Microsoft Excel spreadsheet,
 - e. Visual Fox Pro database or similar format (.dbf files),
 - f. An ASCII-format delimited text file (including embedded column headings and text delimiters), or
 - g. An ASCII-format fixed-width file (along with structured column definitions in an electronic format suitable for parsing, such as a spreadsheet or document table).

Data may be delivered using any common media or data-delivery format such as ¼-inch tape (AS400), Ultrium 1 Tape (AS/400), CD, DVD, USB device, hard drive, or FTP server.

In the event that City requests data extraction assistance from New World, data extraction services shall be billed at the Hourly Rate.

- 3. City will respond to each test iteration in writing, on a form provided by New World, either:
 - a. Indicating acceptance that the Data Conversion Process is ready for the final conversion, or
 - b. Indicating a list of changes that need to be applied to the Data Conversion Process for the next test iteration.

Up to four (4) test iterations are provided as part of the Data Conversion Process. After the fourth (4th) test iteration, City shall pay \$2,500 for each additional test iteration if additional test iterations are required due to the fault of New World, City will not be charged. City will promptly review each test iteration when delivered by New World. Prompt City review will reduce the likelihood that a need for additional test iteration(s) may arise due to an extended delay between delivery of a test iteration and its review.

- 4. A data dictionary (data descriptors) containing all data elements must be provided to **New World** for each file submitted with the media.
- 5. As provided in the project plan for conversions, City 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 ratio exists for City commitment and the New World commitment. City understands that thorough and timely testing of the converted data by City personnel is a key part of a successful data conversion.
- 6. City agrees to promptly review and signoff on both the conversion design document, and on the final conversions after appropriate review.

Exhibit F / DATA FILE CONVERSION ASSISTANCE

Files to be converted:

Master Files (From a single data source)

- Master Name (Jackets)
- Address Re-verification
- Master Property
- Master Gun
- Master Vehicle
- Statutes

CAD/POLICE RMS (From a single data source)

- CAD / Calls for Service
- Incidents
- Cases
- Alerts
- Arrests
- Accidents
- Tickets/Citations
- Vehicle Impounds
- Personnel Training
- Contact Cards
- Career Criminals
- Warrants
- Narrative
- External Documents (self-contained documents linked to legacy data)
- Mug Shots (from AFIX system)

FIRE CAD / Records Management System

(From a single data source)

- Incidents
- Run Cards
- Buildings and Businesses
- Pre-plans
- Inspections
- Hydrants
- Hoses
- Investigations