



**State of Wisconsin**  
**Department of Employee Trust Funds**  
4822 Madison Yards Way  
Madison, WI 53705-9100  
P. O. Box 7931  
Madison, WI 53707-7931

## Contract

**Services:**

Data Integrity Consulting Services

**Request for Proposals:**

ETC0007 - Contract Amendment 5

**Contract Period:** January 14, 2013 through December 31, 2021

1. This Contract Amendment 5 is entered into by and between the State of Wisconsin Department of Employee Trust Funds (Department) and Icon Integration and Design, Inc. (Contractor) whose address and principal officer appear below.
2. Whereby the Department agrees to direct the purchase and the Contractor agrees to supply the Contract requirements in accordance with the terms and conditions of the request for proposals cited above, and in accordance with the documents specified in the order of precedence below, which are hereby made a part of this Contract by reference.
3. In connection with the performance of work under this Contract, the Contractor agrees not to discriminate against employees or applicants for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. § 51.01(5); sexual orientation as defined in Wis. Stat. § 111.32(13m), or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Contractor further agrees to take affirmative action to ensure equal employment opportunities.
4. Contracts estimated to be over fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan by the Contractor. Contractors with an annual work force of less than fifty (50) employees are exempt from this requirement. Contractor shall provide the plan to the Department within fifteen (15) business days of the Department's request for such plan after the award of the Contract.
5. For the purposes of administering this Contract, the order of precedence:
  - (a) This Contract Amendment 5, including ICON Data Quality Project Phase 2 Statement of Work Revision dated December 13, 2019;
  - (b) Contract Amendment 4, signed by the Department on March 7, 2019, which includes ICON Data Quality Project Phase 2 Statement of Work Revision dated February 12, 2019;
  - (c) Contract Amendment 3, signed by the Department on March 3, 2017, which includes ICON Data Quality Project Phase 2 Extension dated February 1, 2017;
  - (d) Contract Amendment 2, signed by the Department on July 23, 2014, which includes ICON Data Cleansing, Conversion, and Maintenance Items dated May 30, 2014;
  - (e) Migration Bridging Actor Table dated June 11, 2014;
  - (f) Contract Amendment 1, signed by the Department on January 11, 2013, which includes Amendment 1 RFP ETC0007 dated January 9, 2013, and the Business Associate Agreement signed by ICON on January 10, 2013;
  - (g) RFP ETC0007 dated September 19, 2012, including all appendices, attachments and amendments;
  - (h) ICON Best and Final Offer Cost Proposal dated November 7, 2012;
  - (i) ICON Best and Final Offer Transmittal Letter dated November 7, 2012; and
  - (j) ICON response to RFP ETC0007 dated October 18, 2012.

Signatures on the following page.

**Contract ETC0007 for Data Integrity Consulting Services – Amendment 5**

<b>State of Wisconsin Department of Employee Trust Funds</b>	
By Authorized (Name)	Department of Employee Trust Funds
By (Name)	Robert J. Conlin
Signature	DocuSigned by: <i>Robert J Conlin</i>
Title	249598FF085F431...
	Secretary
Phone	608.266.0301
Date (MM/DD/CCYY)	12/16/2019

<b>Contractor</b>	
Legal Company Name	Icon Integration and Design, Inc.
Trade Name	Icon Integration and Design, Inc.
Taxpayer Identification Number	01-0839757
Company Address (City, State, Zip)	9393 W. 110 <sup>th</sup> Street Suite 500 Overland Park, KS 66210
By (Name)	Michael Thibault
Signature	DocuSigned by: <i>Michael Thibault</i>
Title	778ADCD41EDC46F...
	Chief Executive Officer
Phone	913.221.8801 / <a href="mailto:mthibault@iconintegration.com">mthibault@iconintegration.com</a>
Date (MM/DD/CCYY)	12/13/2019



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To: Cindy Gramann

From: Michael Thibault – ICON CEO

Date: December 13, 2019

Re: Data Quality Project Phase 2 SOW Revision

This Data Quality Project Phase 2 Statement of Work (SOW) Revision documents the following categories of the project under contract ETC0007 between ICON and the Wisconsin Department of Employee Trust Funds (ETF): Migration, Augmentation, Data Integration and Master Data Management, Reconciliation, Data Profiling Maintenance/Cleansing, Business Intelligence (BI), and General considerations. This SOW Revision includes anticipated work related to the development of a BI program and application modernization. The Invoicing/Schedule is included in the last section below. This SOW Revision addresses the scope of future work through the end of the contract extension on 12/31/2021, but more details may be mutually agreed upon in a workplan to support the categories below.

*Migration*

1. **SOW** - ICON will maintain and continue to populate a central Target Staging Database (TSD), which will house all cleansed authoritative ETF legacy data as discussed and outlined in ICON's overall methodology.
2. **SOW** - ICON will perform data migration from ETF authoritative data sources to the TSD. The TSD will be an integrated repository of authoritative legacy data with normalization and standardization rules applied throughout the life of the project.
3. **SOW** - ICON will provide ETF legacy data from the TSD to a defined migration target database based on specifications developed by ETF with ICON's assistance.
4. **SOW** - ICON will create the extracts from data in the TSD, consistent with the requirements of data mapping documents throughout the life of the project. This process will be repeated multiple times over the course of development on each of the release tracks.
5. **SOW** - ICON will be executing the generation of the migration extracts multiple times for each rollout, over the course of development and for final deployment to production.
6. **SOW** - ICON will manage and track individual data elements from the ETF legacy data sources to the data extracts for the defined target data source. This tracking of data from ETF legacy data sources to the migration target data source is considered the entire lifecycle of the data.
7. **SOW** - ICON will provide business analysts with all approved Data Quality Check Points (DQCPs) throughout the life of the project.

8. **SOW** - ICON will perform data conversion modifications as required and approved by ETF based on ICON's experience and process.
9. **Assumption** - ETF staff will complete data migration specification documents for the migration target database load.
10. **Assumption** - ETF will provide all hardware and network requirements in order for ICON to deploy the TSD and generate migration target extracts.
11. **Assumption** - As long as the data is maintained on site, it does not need to be encrypted. Any access of this data from outside of the firewall would require that the data be scrambled.
12. **Assumption** - ICON expects to coordinate detailed tasks associated with data conversion/migration assigned to ETF IT staff. Data conversion/migration project plans will be managed by ETF with ICON's input and acceptance to the schedule set forth in the project plans. All tasks assigned to ETF IT staff will go through the same testing, inspection, and deployment process as ICON currently expects from ICON consultants.
13. **Assumption** - ETF staff will generate data mapping document specifications for data migration.

#### *Augmentation*

1. **SOW** - ICON will provide table/file layouts for any data augmentations and provide facilitation to ETF staff in developing the Data Augmentation Specifications. ETF will use these Data Augmentation Files/Tables specifications to populate the tables/files based on the specifications. The Data Augmentation Files/Tables will be included in the data source inventory. ICON will load the Data Augmentation Tables/Files to the TSD and include their data in the extracts provided to ETF.
2. **Assumption** - ETF staff will populate the Data Augmentation Files/Tables per Data Augmentation specifications.

#### *Data Integration and Master Data Management*

1. **SOW** – ICON will consult and provide guidance with developing data integration and master data management specifications.
2. **SOW** - ICON will consult and provide guidance to ETF in establishing a reconciliation process to ensure the two disparate data sources are in sync. The two data sources will be ETF legacy data sources and the defined target database.
3. **Assumption** - ETF will develop all specifications and processes required to perform data integration and master data management.

#### *Reconciliation*

1. **SOW** - ICON will perform a reconciliation process between ETF legacy data sources to the TSD. This reconciliation will be performed according to ICON's methodology and referred to as "blind reconciliation." ETF will be required to provide ETF legacy data for this reconciliation process.
2. **SOW** - ICON will perform a reconciliation process between the TSD and ETF's new BI data store or defined migration target database. This reconciliation will be performed according to ICON's methodology and referred to as "blind reconciliation." ETF will be required to provide values based on ETF's BI data store or defined migration target for this reconciliation process.

3. **Assumption** - The items covered in ETF's reconciliation will be based on mutually agreed upon reconciliation points defined with future migration plans.
4. **Assumption** - ETF will provide reconciliation analysis and reporting comparing the legacy data to the ETF BI data store.

#### *Data Profiling Maintenance / Cleansing*

1. **SOW** - ICON will execute parallel DQCP processes which will increase the speed at which DQCPs will be defined, profiled and reported.
2. **SOW** - ICON will maintain and execute all data profiling scripts/processes/reports throughout the life of the project.
3. **SOW** - ICON will provide ETF business analysts with all approved DQCPs to date throughout the life of the project contract date.
4. **SOW** - In addition to working with ETF staff to develop DQCPs, ICON will use ETF's score card feedback (to be developed later) to build additional DQCPs.
5. **SOW** - ICON will perform data migration from ETF authoritative data sources to the TSD. The TSD will be used for data quality reports and dashboards.
6. **Assumption** - ETF will perform the data cleansing activities specific to the ETF legacy data sources.

#### *Business Intelligence*

1. **SOW** - ICON will provide ETF legacy data used in migration and cleansing processes to load into ETF's BI data store based on specifications developed by ETF with ICON's assistance. This process will be repeated multiple times over the course of development sprints defined in agile BI projects.
2. **SOW** - ICON will manage and track individual data elements from the ETF legacy data sources to ETF's BI data store. This tracking of data from ETF legacy data sources to ETF's BI data store is considered the entire lifecycle of the data.
3. **SOW** - ICON will perform data conversion modifications as required and approved by ETF based on ICON's experience and process.
4. **SOW** - ICON will create new reports and dashboards for ETF's BI Program based on ETF requirements and as needed.
5. **Assumption** - ETF staff will generate data mapping specifications for loading the ETF BI data warehouse.

#### *General (apply to all categories)*

1. **Assumption** - ETF will provide sufficient work area space and accommodations for the increased number of ICON consultants.
2. **Assumption** - ETF and ICON will discuss and agree on any schedule requirements or modifications.
3. **Assumption** - As long as the data is maintained on site, it does not need to be encrypted. Any access of this data from outside of the firewall would require that the data be scrambled.
4. **Assumption** - ETF will provide all hardware and network requirements in order for ICON to perform the work included above.

5. **Assumption** - ICON will manage the Level of Effort (LOE) from an ICON staff perspective and increase/reduce ICON staff requirements as it determines necessary to meet the schedule. ETF and ICON agree if the LOE required to meet the schedule requires additional ICON staff, greater than three (3), both parties will agree to a modification of the contract extension and budget accordingly.
6. **Assumption** - ICON's efforts to improve data quality will put ETF in a better position for possible future migrations to new systems which may result in future modifications to the SOW.
7. **Assumption** - ETF legacy data sources, when data elements reside in multiple locations within the ETF system, ETF will identify the authoritative data source for the specific data elements. In some cases, ETF data elements may have multiple authoritative data sources (i.e. if found in table x use it, if not use the data found in table y, if not use the data found in table z. Tables x, y, and z are considered to have 3 levels of authoritative data sources in this case). ETF and ICON agree to allow no more than 3 levels of authoritative data sources for any data element and apply the rules to determine the hierarchy of the three (3) levels of authoritative data sources – in most cases ETF and ICON agree to limit the authoritative data sources to 3.

*Invoicing and Scheduling of Payments:*

1. **Time and Materials Based:** ICON and ETF agree the invoicing for the Data Quality Project Phase 2 will be handled and invoiced separately from the Data Quality Project Phase 1
2. **Data Quality Project Phase 2 Extension Cost and Duration:** ICON and ETF agree not to exceed \$2,100,000 through December 31, 2021
3. **Invoicing Payment Schedule:** ICON and ETF agree to the schedule of invoices to be delivered on a calendar monthly basis for the Data Quality Project Phase 2 Extension. ICON and ETF agree to a monthly invoicing schedule of a gross invoice of \$59,354.16. ICON agrees to provision resources at the current level of 3 full-time consultants to perform per the SOW. ICON agrees to deliver mutually agreed upon tasks as defined in ICON's work plan to be shared with ETF weekly. This plan will take into consideration ETF's future state and dependencies. This ensures that the Data Quality Project Phase 2 Extension will be adequately funded through December 31, 2021.