



**AMENDMENT - STATEMENT OF WORK No. 1 –  
DATA CONVERSION (“DC”) PROJECTS, AD HOC**

This Amendment to Statement of Work No. 1 this (“Amendment”) is entered into by and between the Infocon International Limited (“Supplier”) and Bloomberg Industry Group, Inc. as of the Amendment Effective Date set forth below and is governed by the terms of the Master Service Agreement, dated July 1, 2016, in effect between the Parties (the “Agreement”). Whereas, the parties entered into Statement of Work No. 1 on 18 December 2024 (the “SOW”), the parties now desire to amend certain terms and conditions of the SOW. Now therefore, in consideration of the mutual covenants and promises herein contained, the parties agree to amend the SOW as follows:

<b>Primary Contacts</b>	Bloomberg Industry Group	Sally Baird, Team Lead, Content Operations and Product Data
	Supplier	Shantala Mohan; Managing Director
<b>Total Fees/Expenses</b>	No additional fees or expenses to be incurred for the Interactive Forms Operations tasks set out in this Change Order. All Supplier hours charged for Interactive Forms Operations tasks (not to exceed \$30,000 within the Sept-December period) will be paid from existing allocated funds.	
<b>Total Contract Value = Fees + Expenses authorized under this SOW (Not to exceed)</b>	The Total Contract Value remains the same at \$263,000.	

**2. Description of Services and Requirements.**

This section has been amended as follows:

**Description of Services and Requirements.** For Interactive Forms Operations (Create and Boxing), Supplier services and requirements are as follows:

1. **Scope.** As part of Services provided to Bloomberg Industry Group by Supplier under the Agreement, Supplier will extend delivery of Interactive Forms Operations tasks (Create and Boxing) for period September 1 – December 31, 2025.
2. **Task Performance.** The four Supplier team members trained during Proof of Concept engagement (June 2-July 11, 2025) will perform tasks as follows:
  - a. Live Workflow (first priority):
    - i. Perform Create and Boxing operations tasks as available in Workflow,
    - ii. Remedy defects as identified.
  - b. Continue Training activities (second priority):
    - i. Work in Train environment, practicing Create and Boxing operations,
    - ii. Review Work Instructions,
    - iii. QC one another’s work,

iv. Ongoing communication, feedback, refresher training with INDG team.

**3. Utilization Tracking.** Hours and count of documents processed by Supplier to be tracked on bi-weekly basis, as follows:

- a. **By INDG: *Live Workflow*.** Utilization metrics (hours and document count) to be extracted from Live Workflow for Supplier resources for bi-weekly period. (See **Attachment A**).
- b. **By Supplier Team: *Train and Training Activities*.** (See **Attachment B**).  
(1) *Train Workflow* –manually monitor time spent in operation, by individual. from Form “Manifest,” and maintain team spreadsheet with Train time data; and  
(2) *Other Training Activities*–track time engaged in other training and refresher activities outside happening outside of Workflow, including reviewing work Instruction, shadowing co-workers, attending or viewing recorded training.
- c. **Jointly (INDG and Supplier Team): *Combined Utilization Report*.** Reports A and B combined into single report reflecting Infocon team bi-weekly utilization performance. (See **Attachment C**)
  - *Sept-Dec 2025:* INDG creates combined tracking report.
  - *Assuming continuing engagement, Jan 2026-forward:* Infocon will assume responsibility for combining data into single bi-weekly tracking report.

#### **4. Assumptions:**

This section has been amended as follows:

For Interactive Forms Operations (Create and Boxing), Supplier team will meet utilization and performance requirements, including:

1. 100% utilization in Live Workflow and Training-related activities
2. Consistent improvement in defect ratios and deviations from standard.

#### **5. Supplier Personnel**

This section has been amended as follows:

1. **Staffing.** For Interactive Forms Operations (Create and Boxing), staffing is as follows:
  - a. **Resources:** Four, already trained, fully committed
  - b. **Hours:** 8 hrs/day
  - c. **Rate:** \$10/hr
  - d. **Work hours:** Standard Supplier business hours [as needed, subject to adjustment as possible and mutually agreeable]
  - e. **Total Billing for Performance Period:** \$30,000 (billed to existing PO)

#### **6. Acceptance Criteria**

This section has been amended as follows:

**1. Performance Metrics.** For Interactive Forms Operations (Create and Boxing), performance quality, to be measured via defect ratios and deviations from standard, to be reported bi-weekly.

Reports will show current period performance as well as performance over time.

During performance period, INDG will prepare these reports. (**Attachment D** illustrates sample deviation and defect ratios for 12-month period.)

**2. Invoicing**

This section has been amended as follows:

For, Supplier will include Interactive Forms Operations (Create and Boxing) hours in weekly and monthly reports currently sent to Ricky Cruz.

**Except as expressly revised in this Amendment, all other terms and conditions of the SOW and Agreement are still in full force and effect.**

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed.

Infocon International Limited

Signed by:  
*Shantala Mohan*  
D9BE39C6E70E409...  
By: \_\_\_\_\_  
Name: Shantala Mohan  
Title: Managing Director  
Date: 8/20/2025

Bloomberg Industry Group, Inc.

Signed by:  
*Bobby Puglia*  
B6F6D9ED6B4E43B...  
By: \_\_\_\_\_  
Name: Bobby Puglia  
Title: Authorized Signatory  
Date: 8/20/2025

**ATTACHMENT A**  
**Bi-weekly reporting of Infocon activity in Live Workflow,**  
**using data retrieved from Workflow**  
 (to be compiled by INDG)

Reporting on Live Workflow											
DocID Count						Hours Count					
<b>Person, Overview</b>						<b>Person, Overview</b>					
Count of docid						Sum of Ops - Hrs					
Row Labels	Boxing	Create	Defect	QC	Total	Row Labels	Boxing	Create	Defect	QC	Total
☉ Name 1	60	18	1	48	127	☉ Name 1	14.49	5.30	0.23	2.49	22.51
☉ Name 2	31	8	4		43	☉ Name 2	9.14	1.38	1.18		11.69
☉ Name 3	35	25	2		62	☉ Name 3	9.77	4.06	0.61		14.45
☉ Name 4	16	7	3	10	36	☉ Name 4	5.71	1.89	1.80	4.18	13.58
<b>Total</b>	<b>142</b>	<b>58</b>	<b>10</b>	<b>58</b>	<b>268</b>	<b>Total</b>	<b>39.11</b>	<b>12.63</b>	<b>3.83</b>	<b>6.67</b>	<b>62.23</b>
<b>Person, Detail</b>						<b>Person, Detail</b>					
Count of docid						Sum of Ops - Hrs					
Row Labels	Boxing	Create	Defect	QC	Total	Row Labels	Boxing	Create	Defect	QC	Total
☉ Name 1	60	18	1	48	127	☉ Name 1	14.49	5.30	0.23	2.49	22.51
11/11/2024			1		1	☉ Nov	14.49	5.30	0.23	2.49	22.51
11/12/2024	10	8		13	31	11/11/2024			0.23		0.23
11/13/2024	13			27	40	11/12/2024	1.10	2.39		0.97	4.46
11/14/2024	14	5		1	20	11/13/2024	4.13			1.23	5.36
11/15/2024	23	5		7	35	11/14/2024	4.29	1.65		0.05	5.99
☉ Name 2	31	8	4		43	11/15/2024	4.96	1.27		0.25	6.47
11/12/2024	7	2	2		11	☉ Name 2	9.14	1.38	1.18		11.69
11/13/2024	9	1			10	☉ Nov	9.14	1.38	1.18		11.69
11/14/2024		1	1		2	11/12/2024	3.57	0.31	0.90		4.78
11/15/2024	15	4	1		20	11/13/2024	2.89	0.07			2.96
☉ Name 3	35	25	2		62	11/14/2024		0.17	0.24		0.41
11/12/2024	6	12			18	11/15/2024	2.67	0.83	0.04		3.55
11/13/2024	5	5			10	☉ Name 3	9.77	4.06	0.61		14.45
11/14/2024	12	3			15	☉ Nov	9.77	4.06	0.61		14.45
11/15/2024	12	5	2		19	11/12/2024	1.35	2.04			3.39
☉ Name 4	16	7	3	10	36	11/13/2024	2.71	0.63			3.34
11/12/2024	3	2		1	6	11/14/2024	2.52	0.60			3.12
11/13/2024	1		2	6	9	11/15/2024	3.19	0.80	0.61		4.60
11/14/2024	7	3		1	11	☉ Name 4	5.71	1.89	1.80	4.18	13.58
11/15/2024	5	2	1	2	10	☉ Nov	5.71	1.89	1.80	4.18	13.58
<b>Total</b>	<b>142</b>	<b>58</b>	<b>10</b>	<b>58</b>	<b>268</b>	11/12/2024	1.10	0.86		0.40	2.36
						11/13/2024	0.18		1.77	2.33	4.28
						11/14/2024	2.44	0.52		0.49	3.45
						11/15/2024	2.00	0.51	0.03	0.96	3.50
						<b>Total</b>	<b>39.11</b>	<b>12.63</b>	<b>3.83</b>	<b>6.67</b>	<b>62.23</b>

Figure 1\*Specific data for illustration purposes only.

**ATTACHMENT B**  
**Bi-weekly reporting of Infocon activity in Training Activities,**  
**using data manually tracked**  
 (to be compiled by Infocon)

Reporting on Training & Other Activities													
Train Workflow*											Total Train WF and Other Activities		
Row Labels	Boxing		Create		Defect		QC		Total DocID#	Total Hrs Sum	Activity	Doc IDs	Hrs Sum
	DocID#	Hrs Sum	DocID#	Hrs Sum	DocID#	Hrs Sum	DocID#	Hrs Sum					
Name 1	23	8.01	1	1.54	4	0.82	10	1.81	38	12.18	Train WF	89	37.3
Name 2	10	2.68	12	1.77					22	4.45	Other		12.2
Name 3	1	0.17	1	0.04	6	16.39	8	0.92	16	17.52			
Name 4	8	1.71	1	0.17	3	0.90	1	0.37	13	3.15			
<b>Grand Total</b>	<b>42</b>	<b>12.56</b>	<b>15</b>	<b>3.52</b>	<b>13</b>	<b>18.11</b>	<b>19</b>	<b>3.10</b>	<b>89</b>	<b>37.29</b>			
											<b>Grand Total</b>	<b>89</b>	<b>49.50</b>

  

Other Activities				
Row Labels	General Learning & Review Hrs Sum	Training with INDG Hrs Sum	Oversight/ Mgt Hrs Sum	Total Hrs Sum
Name 1	8.25	1.50	0.00	9.75
Name 2	2.75	1.75	0.00	4.50
Name 3	0.25	0.00	0.00	0.25
Name 4	2.00	0.00	0.00	2.00
Name 5			4.00	4.00
<b>Grand Total</b>	<b>12.56</b>	<b>3.52</b>	<b>18.11</b>	<b>34.19</b>

Figure 2\* Specific data for illustration purposes only.

Note: Data for Train Workflow reporting is derived from the Form Manifest:

Document Details - XRKV1002 -- Select Prior --

General Info | **Manifest** | Attachments | Contacts | Questions

Date	Operation	User	Time	Notes
2025-03-27 2:51:14 AM	Defect	Name 1	5.65 m	
2025-03-27 2:40:46 AM	Boxing	Name 2	9.02 m	Image: Page 1 0303 change to dropout
2025-03-27 2:24:23 AM	Create	Name 1	17.17 m	
2025-03-21 10:24:55 AM	Processed	Donna Gouse	5.32 m	Use Pages 2-4.  CREATE: 3 per page. Remove Cat No. Remove "Do Not Cut..." text under bottom voucher for margin requirements – page 1 only. May refer to Creating 1099 Forms document for guidance.

**ATTACHMENT C**  
**Combined Report**  
 (to be compiled by INDG, Sept-Dec 2025)

<b>Total Train WF and Other Activities</b>		
<b>Activity</b>	<b>#Doc IDs</b>	<b>Hrs Sum</b>
Live WF	268	62.23
Train WF	89	37.3
Other		12.2
<b>Grand Total Hours Worked</b>	<b>357</b>	<b>111.7</b>
Total Available Hours in period (exclude holidays or vacation)		XXX
<b>Unallocated, billed hours</b> (Total available minus hours worked)		XXX

Combined report to also include details as reported  
 in Attachments A and B  
 [not included here]

**ATTACHMENT D**  
**Performance Quality Reporting**  
 (to be compiled by INDG, Sept-Dec 2025)

Role	User	Actual	Std	Ratio	Count	% total (count)	Defect count	Defect Ratio
<b>CREATE SAMPLE</b>								
	Name 1	7564.3	12661.8	1.67	710	4.80%	61	9%
	Name 2	7532.77	14393.8	1.91	820	5.60%	12	1%
	Name 3	15442.45	19303.9	1.25	1077	7.30%	30	3%
	Name 4	12567.55	19592.4	1.56	1093	7.50%	32	3%
<b>BOXING</b>								
	Name 1	14988.22	12316.8	0.82	819	7.30%	77	9%
	Name 2	7749.92	7875.1	1.02	572	5.10%	16	3%
	Name 3	26053.52	23442.8	0.9	1613	14.30%	107	7%
	Name 4	21460.08	24085.9	1.12	1592	14.10%	126	8%