

STATE OF TEXAS §
§
COUNTY OF FORT BEND §

ADDENDUM TO STATEMENT OF WORK

THIS ADDENDUM TO STATEMENT OF WORK ("Addendum") is entered into by and between Fort Bend County, ("County"), a body corporate and politic under the laws of the State of Texas, and Euna Solutions, Inc., ("Euna"), a company authorized to conduct business in the State of Texas (hereinafter each referred to as a "party" or collectively as the "parties").

WHEREAS, subject to the changes herein, the parties have executed and accepted Euna's Budget Order Form and Statement of Work (collectively the "Agreement"), attached hereto as Exhibit "A" and incorporated fully by reference, for the purchase of specified Budget Implementation software and related services (the "Services") on behalf of the Fort Bend County Budget Office; and

WHEREAS, County desires that Euna provide Services as will be more specifically described in this Agreement; and

WHEREAS, Euna represents that it is qualified and desires to perform such Services; and

WHEREAS, the parties wish to utilize the Sourcewell Cooperative Purchasing Contract No. RFP 060624 for Software Solutions and Related Services, which is incorporated fully by reference only, for the purchase of the specified products and/or services; and

WHEREAS, this Agreement is not subject to competitive bidding requirements under Section 262.023 of the Texas Local Government Code because this Agreement is pursuant to a Cooperative Purchasing Program in accordance with Chapter 271 of the Texas Local Government Code; and

WHEREAS, §262.011(d) of the Texas Local Government Code authorizes the County Purchasing Agent to make purchases that are not subject to competitive solicitation; and

WHEREAS, the following changes are incorporated as if a part of the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

AGREEMENT

1. **Recitals.** The recitals set forth above are incorporated herein by reference and made a part of this Agreement.

2. **Term.** This Agreement is effective upon execution by County. The term of the Agreement is for a term of three (3) years, beginning on the first day of the first month following the Effective Date and terminating three years thereafter, unless terminated sooner in accordance with the terms of the Agreement. The Agreement shall not automatically renew, but may be renewed upon written agreement of the parties.
3. **Scope of Services.** Subject to this Addendum, Euna will render Services to County as described in the Statement of Work provided Exhibit A, attached to the Agreement, and incorporated by reference, an in accordance with Sourcewell Cooperative Purchasing Contract No. 060624. The parties acknowledge and agree that Services were and will be supported by good and valuable consideration during the Term of this Agreement, the sufficiency of which is acknowledged by the parties.
4. **Payment; Non-appropriation; Taxes.** Payment shall be made by County within thirty (30) days of receipt of invoice as otherwise detailed in Exhibit B of the Agreement. Euna may submit invoice(s) electronically in a form acceptable to County via: apauditor@fortbendcountytexas.gov. If County disputes charges related to the invoice submitted by Euna, County shall notify Euna no later than thirty (30) days after the date County receives the invoice as set forth in Section E(2) of the Agreement. If County does not dispute the invoice, then County shall pay each such approved invoice within thirty (30) calendar days. It is specifically understood and agreed that in the event no funds or insufficient funds are appropriated by Fort Bend County under this Agreement, Fort Bend County shall immediately notify all necessary parties that this Agreement shall thereafter terminate and be null and void on the last day of the fiscal period for which appropriations were made without penalty, liability or expense to Fort Bend County. County is a body corporate and politic under the laws of the State of Texas and claims exemption from sales and use taxes. A copy of a tax-exempt certificate will be furnished upon request. Interest resulting from late payments by County shall be governed by Chapter 2251, TEXAS GOVERNMENT CODE.

Maximum Compensation. Euna's fees shall be calculated at the rates set forth in the Euna Budget Order Form attached as Exhibit B. The Maximum Compensation for the performance of Services within the Scope of Services described in Exhibit B is Four Hundred Six Thousand, Eight Hundred Ninety-one and 02/100 dollars (\$406,891.02), to be certified and paid in the following amounts:

Year 1: \$202,470.00

Year 2: \$100,700.01

Year 3: \$103,721.01

In no case shall the amount paid by County during this Agreement exceed the Maximum Compensation without an approved change order or amendment.

5. **Limit of Appropriation.** It is expressly understood and agreed that County has available the total maximum sum of funds hereinafter certified available by the County Auditor of Fort Bend County for the purpose of satisfying County's obligations under the terms and provisions of this Agreement; that notwithstanding anything to the contrary, or that may be construed to the contrary, the liability of County as to payment under the terms and provisions of this Agreement is limited to the total maximum sum of Four Hundred Six Thousand, Eight Hundred Ninety-one and 02/100 dollars (\$406,891.02), specifically allocated to fully discharge any and all liabilities County may incur. Euna does further understand and agree, said understanding an agreement being of the absolute essence of this Agreement, that the total maximum compensation that Euna may become entitled to and the total maximum sum that County may become liable to pay to Euna shall not under any conditions, circumstances, or interpretations thereof exceed Four Hundred Six Thousand, Eight Hundred Ninety-one and 02/100 dollars (\$406,891.02).
6. **Public Information Act and Open Meetings Act.** Euna expressly acknowledges that County is subject to the Texas Public Information Act, TEX. GOV'T CODE ANN. §§ 552.001 *et seq.*, as amended, and notwithstanding any provision in the Agreement to the contrary, County will make any information related to the Agreement, or otherwise, available to third parties in accordance with the Texas Public Information Act. Any proprietary or confidential information marked as such provided to County by Euna shall not be disclosed to any third party, except as directed by the Texas Attorney General in response to a request for such under the Texas Public Information Act, which provides for notice to the owner of such marked information and the opportunity for the owner of such information to notify the Attorney General of the reasons why such information should not be disclosed. The terms and conditions of the Agreement and this Addendum are not proprietary or confidential information.

Euna expressly acknowledges that County is subject to the Texas Open Meetings Act, TEX. GOV'T CODE ANN. §§ 551.001 *et seq.*, as amended, and notwithstanding any provision in the Agreement to the contrary, County will comply with the provisions of the Texas Open Meetings Act in relation to the Agreement.

7. **Indemnity.** The parties agree that under the Constitution and laws of the State of Texas, County cannot enter into an agreement whereby County agrees to indemnify or hold harmless another party; therefore, all references of any kind to County defending, indemnifying, holding or saving harmless Euna for any reason are hereby deleted.
8. **Applicable Law; Arbitration; Attorney Fees.** The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in a state or federal court of competent jurisdiction located in or serving Fort Bend County, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere. Nothing in the Agreement shall be construed to waive the County's sovereign immunity. County does not agree to submit disputes arising out of the Agreement to binding arbitration. Therefore, any references to

binding arbitration or the waiver of a right to litigate a dispute are hereby deleted. Neither party shall agree to pay any and/or all attorney fees incurred in any way associated with the Agreement.

9. **Certain State Law Requirements for Contracts.** The contents of this Section are required by Texas Law and are included by County regardless of content. For purposes of Sections 2252.152, 2271.002, and 2274.002, Texas Government Code, as amended, Euna hereby verifies that Euna and any parent company, wholly owned subsidiary, majority-owned subsidiary, and affiliate:
- a. Unless affirmatively declared by the United States government to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization, is not identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 806.051, 807.051, or 2252.153 of the Texas Government Code.
 - b. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Euna does not boycott Israel and is authorized to agree in such contracts not to boycott Israel during the term of such contracts. "Boycott Israel" has the meaning provided in § 808.001 of the Texas Government Code.
 - c. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Euna does not boycott energy companies and is authorized to agree in such contracts not to boycott energy companies during the term of such contracts. "Boycott energy company" has the meaning provided in § 809.001 of the Texas Government Code.
 - d. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Euna does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and is authorized to agree in such contracts not to discriminate against a firearm entity or firearm trade association during the term of such contracts. "Discriminate against a firearm entity or firearm trade association" has the meaning provided in § 2274.001(3) of the Texas Government Code. "Firearm entity" and "firearm trade association" have the meanings provided in § 2274.001(6) and (7) of the Texas Government Code.
10. **Modifications and Waivers.** The parties may not amend or waive this Agreement, except by a written agreement executed by both parties. No failure or delay in exercising any right or remedy or requiring the satisfaction of any condition under this Agreement, and no course of dealing between the parties, operates as a waiver or estoppel of any right, remedy, or condition. The rights and remedies of the parties set forth in this Agreement are not exclusive of, but are cumulative to, any rights or remedies now or subsequently existing at law, in equity, or by statute, unless otherwise specified in the Agreement.
11. **Human Trafficking.** BY ACCEPTANCE OF CONTRACT, EUNA ACKNOWLEDGES THAT FORT BEND COUNTY IS OPPOSED TO HUMAN TRAFFICKING AND THAT NOCOUNTY FUNDS WILL BE USED IN SUPPORT OF SERVICES OR ACTIVITIES THAT VIOLATE HUMAN TRAFFICKING LAWS.

12. **Conflict.** In the event there is a conflict between this Addendum and the Agreement, this Addendum controls to the extent of the conflict.
13. **Understanding, Fair Construction.** By execution of this Addendum, the parties acknowledge that they have read and understood each provision, term and obligation contained in this Addendum. This Addendum, although drawn by one party, shall be construed fairly and reasonably and not more strictly against the drafting party than the nondrafting party.
14. **Captions.** The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of this Agreement.
15. **Electronic and Digital Signatures.** The parties to this Agreement agree that any electronic and/or digital signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as the use of manual signatures.
16. **County Data.** For the avoidance of doubt, County owns all right and title to its data under this Agreement. Upon termination of this Agreement or upon request by County, the County will be able to retrieve a copy of County data from Euna in a standard industry format, at no additional cost to County. Nothing in this Agreement will be construed to waive the requirements of any record retention laws applicable to County.
17. **Compliance with Laws.** Euna shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required by County, Euna shall furnish County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

Euna in providing all Services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.
18. **Severability.** If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.
19. **Remote Access.** As applicable, if Euna requires remote access to County Systems for support, installation, integrations, configurations, and/or maintenance of Euna's Services, except as otherwise agreed by the parties and approved by the County's Director of Information Technology and Chief Information Officer in writing, the below requirements must be met before Euna is granted remote access to County Systems:

- (A). Euna will adhere to the restricted and monitored channels that are provided by the County, or other technologies approved in advance in writing by the County's Director of Information Technology and Chief Information Officer.
- (B). Euna will neither implement nor deploy a remote access solution which bypasses and/or is designed to bypass County provided or approved controls. Euna will not access County Systems via unauthorized methods.
- (C). Euna's remote access to County Systems will only be requested and activated on as-needed basis and disabled when not in use.
- (D). Remote access is restricted only to County Systems necessary for Euna to conduct their services and/or provide Services to County pursuant to this Agreement.
- (E). Euna will allow only its Workforce approved in advance by County to access County Systems. Euna will promptly notify County whenever an individual member of Euna's Workforce who has access to County Systems leaves its employ or no longer requires access to County Systems. Euna will keep a log of access when its Workforce remotely accesses County Systems. Euna will supply County with evidence of access logs concerning remote access to County Systems upon written request from County. Such access logs will be provided to County, within three business days from the date of County's request. These requests may be used to confirm compliance with these terms and/or to investigate a security incident.
- (F). If any member(s) of Euna's Workforce is provided with remote access to County Systems, then Euna's Workforce will not remotely log-in to County Systems from a public internet access device (e.g., airport computer terminal, or Internet café). This is due to the possibility of sensitive information being monitored by video or computer surveillance in public areas.
- (G). Failure of Euna to comply with this Section may result in Euna and/or Euna's Workforce losing remote access to County Systems. County reserves the right at any time to disable remote access to protect County Systems.
- (H). For purposes of this Section, "Workforce" means employees, agents, subcontractors (where permitted), and/or other persons whose conduct, in the performance of work for Euna, is under the direct control of Euna, whether or not they are paid by Euna and who have direct or incidental access to County Systems.
- (I). For purposes of this Section, "Systems" means any: (i.) computer programs, including, but not limited to, software, firmware, application programs, operating systems, files and utilities; (ii.) supporting documentation for such computer programs, including, without limitation, input and output formats, program listings, narrative descriptions and operating instructions; (iii.) data and/or media; (iv.) equipment, hardware, servers, and/or devices; and/or (v.) network(s).

(Execution Page Follows)

IN WITNESS WHEREOF, this Addendum is signed, accepted, and agreed to by all parties by and through the parties or their agents or authorized representatives. All parties hereby acknowledge that they have read and understood this Addendum and the attachments and exhibits hereto. All parties further acknowledge that they have executed this legal document voluntarily and of their own free will.

FORT BEND COUNTY

EUNA SOLUTIONS, INC.

KP George, County Judge

Andrew C Stolz
Authorized Agent – Signature

Date

Andrew Stolz

Authorized Agent- Printed Name
VP of Sales

ATTEST:

Laura Richard, County Clerk

Title
8/20/2025 EDT

Date

AUDITOR’S CERTIFICATE

I hereby certify that funds are available in the amount of \$_____to pay the obligation of Fort Bend County under this contract for services provided by Euna Technologies, Inc.

Robert Ed Sturdivant, County Auditor

Attachments:

- Exhibit 1: Statement of Work
- Exhibit 2: Euna Budget Order Form

EXHIBIT A

(Statement of Work follows behind)

Statement of Work

Euna Budget Implementation for Fort Bend County

1. General

1.1. Shared Responsibility

Euna Solutions and The Customer agree that the implementation of Euna Budget is a shared responsibility, and that they will employ their best efforts to complete their agreed tasks on a timely basis. Neither Euna Solutions nor The Customer is expected to have resources available to mitigate timeframe slippage caused by the other party, and neither shall have an obligation to do so.

Euna Solutions shall provide the professional service as defined in this Statement of Work, in a professional manner, consistent with industry standards. Unless otherwise agreed upon by both parties, or as the result of a delay on the part of Euna Solutions, the obligation to provide professional services to The Customer expires the earlier of:

- 1) completion of the services described in the SOW
- 2) 12 months from the effective date of the relevant Order Form

1.2. General Clarification

Initial Data Load

“Data import”, “import workbooks”, and “initial data load” are synonymous terms referring to the initial migration of data from The Customer's existing systems into Euna Budget.

Where this initial data load is to be performed by Euna Solutions, the data shall be returned to Euna Solutions in Excel workbooks. Euna Solutions' Project Manager will provide blank workbooks for this purpose as an output of initial discovery meetings. These are adapted from standard templates to use The Customer's terminology and to incorporate all elements of The Customer's chart of accounts, other data entities, and columns within those data entities. Such data provided must be “clean”, consistent, and complete. The Euna Solutions PM is not responsible for cleaning data and will not repeatedly load data in order to repair issues and/or add missing information.

The Customer can use the software's user interface or Euna Budget's Excel® export/import feature to further amend and maintain data, or to load data where this is a customer task.

For example, where Euna Solutions' work to load prior year data may be limited to a specific number of years in order to reduce implementation cost, there is no system limit to the number of prior years that the customer can load using Excel® export/import.

Data Model

The Euna Budget system is a relational database built on a standard data model. Using the system's user interface, this data model may be enhanced to mirror The Customer's data structures, notably the chart of accounts that is unique to The Customer's institution. While all of the standard tables ('entities') must be retained, the following points are held to be true:

- Any of the standard entities may be renamed to match The Customer's terminology;
- Out-of-the-box entities may be ignored, or in some cases filled with place-holder data, if not useful;
- There is a defined, immutable, relationship between certain entities - for example Costing Centers (Operating) and Projects (Capital) roll up to a single Department, each in turn rolling up to a single Division;
- The GL Account/Account Category, Division/Department, Fund Category/Fund, and Asset Category/Asset Type structures must be consistent across all years and across the modules (Operating, Personnel, Capital, Financial Statements, and Performance);
- GL Account Categories must be categorized as containing either a revenue or expenditure accounts (accommodation is made for other account types in the Financial Statements module);

- Euna Budget enacts data integrity through the use of relational data structures. Data structures which do not follow accepted data principles (for example, re-using GL Accounts/Object Codes to mean different things to different Departments) can typically be accommodated but is not guaranteed and such accommodation can extend the import timeframe;
- A list of the standard entities and their relationship is available upon request.

Integrations

“Integration” as used in this Statement of Work refers to the automation of data exchange between Euna Budget and 3rd party systems. For each of the integrations in scope, Euna Solutions shall be responsible for:

- Configuring data transformations, as described by The Customer during the implementation.
- Providing the software interface into Euna Budget, and the operational infrastructure required to manage the integration, as well as the operational infrastructure required to manage the integration (e.g. FTP server).

Euna Solutions does not offer services to build the 3rd party system end of integrations. The Customer is responsible for creating data sources and destinations within their 3rd party systems, either through their IT team or through their system’s integrator. Such data sources and destinations may be database queries, delimited files, and/or web services.

The Customer is advised that in a “cloud” environment, Euna Solutions is unlikely to be granted the local network access to The Customer’s other enterprise systems for a direct database-to-database integration. The most likely mode of integration will be exchange of formatted text (.CSV) files transmitted using secure FTP (SFTP or FTPS). Integration via web services may be possible where the 3rd party system provides a web services interface that provides/accepts data required by The Customer. It will be The Customer’s responsibility to create or cause to be created the necessary file transfer mechanism on their side of the transfer; and to ensure that the 3rd party system’s integration components are available, including web services where used.

For all integrations in scope, the following are held to be true except where specifically listed as a customization:

- Records being copied into Euna Budget require a unique key to unambiguously match incoming data with pre-existing records. This key may be a single field value (e.g. Object Code) or a combination of multiple values (e.g. Position+Employee Number). An exception report is provided for data elements which cannot be thus matched. In the case of the Capital integrations this is particularly noteworthy: each record must include a unique project identifier (e.g. Project Number).
- While it is likely that Euna Budget can accommodate any chart of account segments (“chart fields”), and Euna Solutions shall accommodate reasonable requests for mapping chart fields to accommodate situations such as legacy account structures, the encoding and decoding of arbitrary structures and mappings (those which cannot be logically described) is not in-scope.
- Euna Budget integrations do not include the synchronization of chart of account strings, segments, or combinations; which is to say that the list of funds, GL accounts, costing Active, and projects, etc. is not automatically updated from the general ledger or other external system.
- Each distinct data source and/or output file is considered one point of integration. For example, if Statistical Actuals are required from multiple data sources, Euna Solutions will need to configure one integration for each data source, and a single Statistical Actuals integration will be insufficient.
- Filtering is coded into the integration and there is no custom user interface for the selective export of sections of the budget except to choose a budget year, or in the case of Actuals imports the date range.
- Standard budget export integrations, where in scope, do not have the ability to export only changes since the last export. The entire budget is exported each time. A budget amendment export integration is required in order to export selected parts of the budget, such as changes since the last export.
- Amended budget export integrations, where in scope, will be either export individual amendments as created, or export the batch of amendments since the last export, or import amendments from the general ledger system as read-only budget lines. Which of these options is used is a detail determined during the implementation, but each amendment integration will only work in one of these modes.
- Actuals Import integrations cannot be used to amend the budget.

Customizations

Customizations include custom business rules, modifiers, user interface (grids, forms, etc.), non-standard integrations, hand-crafted reports, and ad hoc entities. They are all detailed in section “2.11. Customizations” of this Statement of Work document. Sections prior to “2.11. Customizations” detail the delivery of standard product functionality and services.

2. Statement of Work

In the Statement of Work tables, entries in the column headed “Statement of Work” are defined as follows:

| Entry | Meaning |
|---------------|--|
| In scope | The task or function is within the statement of work to be undertaken by Euna Solutions professional services. There may be additional refinement of the scope. |
| Customer task | The task or function is not within the statement of work to be undertaken by Euna Solutions professional services, but will be undertaken by The Customer, with such help from Euna Solutions as is detailed in the item description. There may be additional information qualifying this. |
| Not in scope | The task or function is not within the statement of work to be undertaken by Euna Solutions professional services, nor will it be undertaken by The Customer. |

2.1. Euna Budget Configuration & Shared Components

| Functional Area | Description | Statement of Work |
|-------------------|--|--|
| Production System | <p>Hosting of the single production instance of the Euna Budget system.</p> <p>Note that in addition to the hosted production system, The Customer must provide user workstation environments as follows:</p> <ul style="list-style-type: none">• A web browser: supported browsers – Microsoft Edge, Firefox latest release, Chrome latest release;• Microsoft .NET Runtime 4.68 installed;• Microsoft Excel® 2007 or newer (if spreadsheet export/import feature is required, and/or saving reports as Excel is required);• Microsoft Word® 2007 or newer (if scheduled reporting and/or saving reports as Word is required);• Microsoft’s freely available desktop version of Report Builder installed (if self-serve report authoring is required from browsers other than Internet Explorer or Edge) – note that Microsoft have rebranded this “Power BI Report Builder”. | <p>In scope</p> <p>As per hosting agreement.</p> |
| Sandbox System(s) | <p>Sandboxes are hosted for The Customer’s development/test/QA/training needs. They are refreshed on demand by administrative users from within the application and are a clone of the production database. Integrations are not enabled by default and single sign-on (SSO) may need to be configured for sandboxes.</p> <p>Euna Solutions reserves the right to remove dormant sandboxes, but these can be recreated by The Customer as needed.</p> | <p>In scope:</p> <p>A single sandbox.</p> |

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|-------------------------------|--|--|
| RoSA (Read-only SQL Access) | <p>RoSA is an optional service giving The Customer's IT team read-only access to a password protected copy of the database. It uses Microsoft Azure geo-replication to replicate in near real-time and is accessible using ODBC. Note: Euna Solutions is not able to add The Customer's own code or other objects (views, functions, stored procedures) to this database.</p> | Not in scope |
| Project Management & Analysis | <p>Euna Solutions will assign an Implementation Manager ("PM") to lead this implementation on Euna Solutions' behalf. The role and responsibility of the PM is to ensure that the product is implemented according to this Scope of Work and to carry out the tasks detailed in sub-section "3.0.1. Euna Solutions Project Management Responsibilities" of this Scope of Work.</p> <p>Limitations:</p> <ul style="list-style-type: none"> - Weekly status meetings are the number of scheduled meetings for the purpose of status reporting that the Euna Solutions PM is obligated to attend/host. Exceeding this limit is at the discretion of Euna Solutions' PM. This does not limit his or her availability for ad-hoc contact as needed. - The scope includes overhead of project management and analysis as stated in the "Scope or Work" column at right. Where delays are not on the part of Euna Solutions, additional project management and analysis beyond this limit may be billable at Euna Solutions' standard services rate. | <p>In scope with:</p> <ul style="list-style-type: none"> - One weekly status meeting; - 30 weeks of project management and analysis contiguous from project kick-off, or until all other implementation services are delivered, whichever occurs first. |
| Consulting Services – BPI | <p>Euna Solutions will facilitate a review of:</p> <ul style="list-style-type: none"> - The budget process for both the operating and capital budgets; - The chart of accounts; - Personnel planning and budgeting; - Reporting requirements. <p>This process will require the participation of stakeholders in group workshops and may include or one-on-one workshops.</p> <p>Budget Process</p> <p>End to end review, including high level descriptions of the tasks performed, the timing of these tasks, and dependencies. Euna Solutions will facilitate a design of the budget process as it relates to the Euna Budget system being implemented, seeking opportunities for improvement. This output will be documentation of:</p> <ul style="list-style-type: none"> - Budget process stages; - What happens in each stage; - Input, outputs, and participants in each stage; - Stage permission requirements. <p>Chart of Accounts</p> <p>Determine the data model, including the COA, roll-ups (whether part of the GL or not), and other budgetary fields of data. Complete field mapping and prototyping in Euna Budget.</p> | <p>In scope with:</p> <ul style="list-style-type: none"> - Workshops, to a maximum of 1 half day sessions or equivalent; - Gap document describing Euna Solutions' understanding of gaps, options for filling the gaps, selected option (where one has been identified). |

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|---|---|--------------|
| | <p>Personnel Budgeting Review and refine personnel budgeting process and data. To include common personnel budget issues including vacant positions, overtime, benefits, allowances, and statutory deductions.</p> <p>Reporting Requirements Ensure reporting is supported by the data model. Identify reports in three primary groups: those required for developing budget, those required for managing budget, and those disseminating for information “up and out” (management and public. Reporting can be through traditional print reports, saved searches, dashboards, smart reports, and OpenBook.</p> <p>The customer will assume responsibility for maintaining all process documents after hand-off.</p> | |
| Consulting Services – Change Management | <p>Euna Solutions will facilitate a change management process in relation to the implementation of Euna Budget. This process will require the participation of stakeholders in group workshops and may include or one-on-one workshops.</p> <p>A change management plan document will be produced based on the information gathered, containing:</p> <ul style="list-style-type: none"> - What is changing; - Organizations impacted by the change; - Each organization’s ability and willingness to change; - A training plan; - Strategies for dealing with the change. <p>Note that the change management included in this item offer the benefit of Euna Solutions’ experience in the domain of budget system implementation. It is not the enactment of, or replacement for, a comprehensive project of change management as may be required by the customer’s PMO (project management office), or for a significant’ change beyond the introduction of a new system that approximates to current processes and procedures.</p> | Not in scope |
| On-Site PM Visits | <p>Each on-site visit by Euna Solutions’ PM, and other implementation staff (excluding training, see below) shall be a minimum of one day and no more than five consecutive business days within the same working week. Where more than one individual is on-site at the same time this is considered as multiple visits (one per individual attending).</p> <p>Meeting premises, facilities (including external internet access) and equipment are to be provided by The Customer. Costs associated with travel, board and lodging for on-site visits are payable by The Customer as per contract.</p> | Not in scope |

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| | All other work by the Euna Solutions lead(s) will be carried out off-site and contact will be via normal telecommunication channels. | |
| Application-Level Security | Determine how and when to use the various security levels available within Euna Budget, enter users and assign them to groups and roles. | Customer task: Euna Solutions will assist with this task until administrators have received training in security configuration. |
| Single Sign-On | Configure Euna Budget to use The Customer's existing Windows, LDAP, CAS, Google, or SAML Authentication, for user logon. | In scope: Configure production instance to use The Customer's SAML (Microsoft Entra ID aka Azure AD) Authentication for user logon. Euna Solutions is not responsible for software and configuration changes required to make it authenticate with non-standard implementations of authentication protocols. |
| Import Configuration ... | | |
| Import Master Configuration Data | Configuration and data import of the following Euna Budget standard data structures, using data supplied by The Customer in Excel® workbooks provided by Euna Solutions: <ul style="list-style-type: none"> • Division/Department hierarchy; • Fund Categories and Funds; • Account Categories and Expense and Revenue GL Accounts • Statistical Account Categories and Statistical Accounts • Other Chart of Account Segment Values • Performance Measure Units | In scope |
| Analytics ... | | |
| Standard Reports | Provision of Euna Budget's standard reports. These reports are provided as-is and may not fully address The Customer's specific reporting requirements. | In scope |
| Administrator Authored Reporting | Euna Budget's reporting infrastructure allows users to create ad hoc views which can be used as datasets when using Report Builder 3.0 for administrator authored reporting; as the data source for dashboard widgets; and as part of the ad-hoc analytics interface. Each ad hoc view requires a base "entity" (database table), which can be one of Euna Budget's native data entities; a user configured entity; or a custom built "report entity" which consolidates the data from multiple entities and presents it to the ad hoc view as a single entity ready to report on. | In scope |

2.2. Operating Module

The Euna Budget Operating module is included in this installation.

| Functional Area | Description | Statement of Work |
|------------------------------|---|--|
| Optional Features ... | <i>The following optional add-ins offer functionality necessary for very specific budgeting activities, as described. An additional license cost is associated with each add-in.</i> | |
| Strategic Planning Add-in | <p>Configuration to include strategic plans within The Customer's budgets. Self-implementation services include:</p> <ul style="list-style-type: none"> • Configuration of the system after deployment of the package; • Strategic Plan PowerPoint Presentation. <p>Guided implementation includes the above plus the following:</p> <ul style="list-style-type: none"> • Additional configuration of the system including 2 custom dashboards and 4 custom layouts • Strategic plan data import workbooks • Strategic plan training <p>If assistance is not in scope, then the package is provided as-is and The Customer is responsible for configuration and development of processes and tools. The Customer may configure the system to their needs, or request Euna Solutions assistance through a change order.</p> | Not in scope |
| Configuration ... | | |
| Import Costing Centers | <p>Configuration and data import of standard Euna Budget Operating data structures, using data supplied by The Customer in Excel® workbooks provided by Euna Solutions At a minimum, the files will contain the data necessary to:</p> <ul style="list-style-type: none"> • Create Costing Centers (for each historical and current/future budget year to be loaded); • Add Costing Centers to Departments consistent with, and shared by, the Capital budget module; • Associate Costing Centers with Funds; • Define Budget Promotion Stages. | In scope |
| Initial Data Load ... | | |
| Import Initial Budget | <p>Import the current/future Operating budget from data import workbooks:</p> <ul style="list-style-type: none"> • Create dollar budget line items at the chart of account level ... by Costing Center. | In scope: Euna Solutions will import the most recent budget with 1 years of future forecast data. Euna Solutions will repeat the import once, to accommodate a refresh prior to going live. |
| Import Historic Budgets | <p>Import prior years' Operating budgets. All prior years must have a chart of account structure that is the same, or a subset of, the initial budget. Only the amended OR the approved budget will be imported in each of these prior years, but not both.</p> | In scope: Euna Solutions will import 2 prior years' budgets. |
| Import Actuals Transactions | <p>Import Operating actuals transactions from data import workbooks.</p> | Customer task: The Customer can add their |

| | | |
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| | | historical data manually or using Euna Budget's Excel® export/import feature, or with an automated integration. |
| Import Initial Statistical Budget | Import the current/future Operating statistical budget from data import workbooks: <ul style="list-style-type: none"> • Create statistical budget line items at the statistical account level ... by Costing categorized. | Customer task: The Customer will enter their statistical budget data using Euna Budget's user interface or Excel® export/import feature. |
| Import Historic Statistical Budgets | Import prior years' Operating statistical budgets. All prior years must have a statistical account structure that is the same, or a subset of, the initial budget. Only the amended OR the approved budget will be imported in each of these prior years, but not both. | Customer task: The Customer can add their historical statistical budget data using Euna Budget's user interface or Excel® export/import feature. |
| Import Statistical Actuals Transactions | Import Operating statistical actuals transactions from data import workbooks. | Customer task: The Customer can add their historical data manually or using Euna Budget's Excel® export/import feature, or with an automated integration. |
| Integration ... | | |
| Budget Export | Automated facility to transfer the Operating module budget data from Euna Budget to The Customer's Infor Lawson general ledger at the approved budget object/costing centre level when invoked by a user. Note that this scope item is in addition to the built-in budget export, which will create a CSV file using the configured account structure suitable for import into most general ledger systems. | In scope: Euna Solutions will create no more than 1 point of integration for the approved operating budget. |
| Amended Budget Export | Automated facility to transfer individual approved amendments to the Operating module budget data, from Euna Budget to The Customer's Infor Lawson general ledger, or the other direction as required. This interface is required only in the case where The Customer requires the amended budget to be synchronized between the two systems and where the general ledger cannot be updated by re-running the full export provided in the item in the "Budget Export" item above. | In scope: Euna Solutions will create no more than 1 point of integration for the operating budget amendments. |
| Actuals Import | Automated facility to transfer actual data from The Customer's Infor Lawson general ledger to the Euna Budget Operating module at a transaction level on a daily basis when automatically scheduled; and/or on demand. Note that this scope item is in addition to the built-in actuals import which is able to read a CSV file, provided it conforms to some simple formatting requirements and the configured account structure. | In scope: Euna Solutions will create no more than 1 point of integration for the operating actual costs. |

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|-----------------------------------|--|--------------|
| Statistical Budget Export | Automated facility to transfer the Operating statistical budget data from Euna Budget to a single target system at the approved budget object/costing centre level when invoked by a user. | Not in scope |
| Amended Statistical Budget Export | <p>Automated facility to transfer individual approved amendments to the Operating statistical budget data, from Euna Budget to a single target system, or the other direction as required.</p> <p>This interface is required only in the case where The Customer requires the amended budget to be synchronized between the two systems and where the 3rd party system cannot be updated by re-running the full export provided in the item in the “Statistical Budget Export” item above.</p> | Not in scope |
| Statistical Actuals Import | Automated facility to transfer actual data from a single source system to the Euna Budget Operating statistics at a transaction level on a daily basis when automatically scheduled; and/or on demand. | Not in scope |

2.3. Personnel Planning & Budgeting Module

The Euna Budget Personnel Planning & Budgeting module is included in this installation.

| Functional Area | Description | Statement of Work |
|------------------------------|---|--|
| Initial Data Load ... | <p><i>Configuration and data import of standard Euna Budget Personnel data structures, using data supplied by The Customer in Excel® workbooks provided by Euna Solutions. At a minimum, the files will contain the data necessary to:</i></p> <ul style="list-style-type: none"> • Create positions; • Create salary grades; • Create salary grade steps; • Create modifiers (benefits); • Create employees; • Allocate employees to positions; • Allocate positions to costing centers. <p><i>For the purpose of the above, the definitions of positions, grades, grade steps, employees and modifiers shall be those found in the Euna Budget Personnel manual. The relationships between them shall be those currently supported by Euna Budget and described in the Euna Budget Manual.</i></p> | |
| Import Positions & Employees | Import from data import workbooks. | In scope |
| Import Grades & Scales | Import from data import workbooks. | In scope |
| Create Benefits (Modifiers) | <p>Create “modifiers” to generate supplementary personnel costs such as benefits, allowances, and insurance.</p> <p>Note that modifiers are not simple 2-dimensional data that can be represented in a spreadsheet. It is not possible to load modifiers in bulk from Excel® workbooks.</p> | Customer task: Euna Solutions will assist with this task until administrators have received training in modifier configuration. |

| | | |
|--|--|--|
| Import Position/Costing Center Allocations | Import from data import workbooks. | In scope |
| Integration ... | | |
| Payroll Actuals Import | <p>Automated facility to transfer actual payroll transactions at the employee/position detail level from The Customer's HR or payroll system to the Euna Budget Operating module; automatically scheduled, and/or on demand. This data may be used to replace existing GL Actuals with payroll detail or may be stored in a separate table.</p> <p>Notwithstanding items expressly referenced in the "Customizations" section of this Scope of Work; and/or other communications between Euna Solutions and The Customer to the contrary, standard limitations of this integration include, but are not limited to, the following points:</p> <ul style="list-style-type: none"> • Each distinct data source and/or output file is one point of integration; • A user interface will be created for the selective import of sections of the budget within two date ranges, no other criteria will be available; • Data in each integration point will either replace all GL actuals in the personnel GL account category or be written to a custom entity created to store the payroll actuals, but not both. | In scope: Euna Solutions will create no more than 1 point of integration for the payroll actuals. |
| HR Data Sync. | <p>Automated facility to synchronize Personnel data between Euna Budget and The Customer's HR or payroll system. This integration synchronizes:</p> <ul style="list-style-type: none"> • New, deleted, and updated employees; • New, deleted, and updated positions; • Changes in employee-position relationships; • Changes in position-costing centre relationships. <p>The integration of profiles (bargaining units), grades, steps, pay scales and benefits shall not be included unless expressly referred to in the "Customizations" section of this Scope of Work.</p> <p>Notwithstanding responses to Requests for Proposals or other communications between Euna Solutions and The Customer, the integration of custom chart field items is not included unless expressly set out in the "Customizations" section of this Scope of Work.</p> | In scope: Euna Solutions will create no more than one integration for Employees, one for Positions, and one for Position Allocations. |

2.4. Capital Module

The Euna Budget Capital module is included in this installation.

| Functional Area | Description | Statement of Work |
|-------------------------------------|---|---|
| Configuration ... | | |
| Import Projects | <p>Configuration and data import of standard Euna Budget Operating data structures, using data supplied by The Customer in Excel® workbooks provided by Euna Solutions. At a minimum, the files will contain the data necessary to:</p> <ul style="list-style-type: none"> • Create Projects (including closed projects where historical budget is to be loaded); • Add Projects to Departments consistent with, and shared by, the Operating budget module; • Define Project Promotion Stages. <p>The configuration data may optionally contain data necessary to:</p> <ul style="list-style-type: none"> • Define Asset Categories & Asset Types; • Define Project Regions; • Define a Single Set of Project Ranking Metrics. | In scope |
| Initial Data Load ... | | |
| Import Initial Budget | <p>Import the current/future capital budget from data import workbooks:</p> <ul style="list-style-type: none"> • Create dollar budget line items with GL Accounts and Funds ... by Project. | <p>In scope:</p> <p>Euna Solutions will import the most recent budget with 5 years of future forecast data. Euna Solutions will repeat the import once, to accommodate a refresh prior to going live.</p> |
| Import Historic Budgets | <p>Import prior years' capital budgets. All prior years must have a chart of account structure that is the same, or a subset of, the initial budget. Only the amended OR the approved budget will be imported in each of these prior years, but not both.</p> | <p>In scope:</p> <p>Euna Solutions will import 2 prior years' budgets.</p> |
| Import Actuals Transactions | <p>Import capital actuals transactions from data import workbooks.</p> | <p>Customer task:</p> <p>The Customer can add their historical data manually or using Euna Budget's Excel® export/import feature, or with an automated integration.</p> |
| Import Initial Statistical Budget | <p>Import the current/future capital statistical budget from data import workbooks:</p> <ul style="list-style-type: none"> • Create statistical budget line items at the statistical account level ... by Project | <p>Customer task:</p> <p>The Customer will enter their statistical budget data using Euna Budget's user interface or Excel® export/import feature.</p> |
| Import Historic Statistical Budgets | <p>Import prior years' capital statistical budgets. All prior years must have a statistical account structure that is the same, or a subset of, the initial budget. Only the amended OR the approved budget will be imported in each of these prior years, but not both.</p> | <p>Customer task:</p> <p>The Customer can add their historical statistical budget data using Euna Budget's user interface or Excel® export/import feature.</p> |

| | | |
|---|---|--|
| Import Statistical Actuals Transactions | Import capital statistical actuals transactions from data import workbooks. | Customer task: The Customer can add their historical data manually or using Euna Budget's Excel® export/import feature, or with an automated integration. |
| Integration ... | | |
| Budget Export | <p>Automated facility to transfer the Capital module budget data from Euna Budget to The Customer's Infor Lawson general ledger or project system at the approved budget object/costing centre level when invoked by a user.</p> <p>Note that this scope item is in addition to the built-in budget export, which will create a CSV file using the configured account structure suitable for import into most general ledger systems.</p> | In scope: Euna Solutions will create no more than 1 point of integration for the approved capital budget. |
| Amended Budget Export | <p>Automated facility to transfer individual approved amendments to the Capital module budget data, from Euna Budget to The Customer's Infor Lawson general ledger or project system, or the other direction as required.</p> <p>This interface is required only in the case where The Customer requires the amended budget to be synchronized between the two systems and where the general ledger cannot be updated by re-running the full export provided in the item in the "Budget Export" item above.</p> | In scope: Euna Solutions will create no more than 1 point of integration for the capital project budget amendments. |
| Actuals Import | <p>Automated facility to transfer actual data from The Customer's Infor Lawson general ledger or project system to the Euna Budget Capital module at a transaction level on a daily basis when automatically scheduled; and/or on demand.</p> <p>Note that this scope item is in addition to the built-in actuals import which is able to read a CSV file, provided it conforms to some simple formatting requirements and the configured account structure.</p> | In scope: Euna Solutions will create no more than 1 point of integration for the capital project actuals. |
| Statistical Budget Export | Automated facility to transfer the Capital statistical budget data from Euna Budget to a single target system at the approved budget object/costing centre level when invoked by a user. | Not in scope |
| Amended Statistical Budget Export | <p>Automated facility to transfer individual approved amendments to the Capital statistical budget data, from Euna Budget to a single target system, or the other direction as required.</p> <p>This interface is required only in the case where The Customer requires the amended budget to be synchronized between the two systems and where the 3rd party system cannot be updated by re-running the full export provided in the item in the "Statistical Budget Export" item above.</p> | Not in scope |

| | | |
|----------------------------|--|--------------|
| Statistical Actuals Import | Automated facility to transfer actual data from a single source system to the Euna Budget Capital statistics at a transaction level on a daily basis when automatically scheduled; and/or on demand. | Not in scope |
|----------------------------|--|--------------|

2.5. Reserved

2.6. Performance Measures

The Euna Budget Performance Measures module is included in this installation.

This section of the SoW relates only to the configuration of the system. Unless explicitly included as a consulting activity (above), it is The Customer's responsibility to plan, design, and roll-out the performance measurement program(s).

| Functional Area | Description | Statement of Work |
|------------------------------|---|---|
| Configuration ... | | |
| Measure Categories and Units | Configuration of Performance Measures Categories and Units, establishing those lookup values within the system. | In scope: Euna Solutions will, with the help of The Customer, determine and configure the Performance Measures Categories and Units, establishing those lookup values within the system. |
| Initial Data Load ... | | |
| Measures | Configuration of the initial set of performance measures. | In scope: Euna Solutions will import the initial set of performance measures, to a limit of 4 hours of consulting. |
| Scorecards | Configuration of the initial set of performance measurement scorecards and including them on dashboards. | In scope: Euna Solutions will, with the help of The Customer, create the initial set of scorecards, to a limit of 4 hours of consulting. |
| Integration ... | | |
| Measure Actuals Import | Automated facility to load actual data from The Customer's 3rd party data collection systems to the Euna Budget performance measures module on a scheduled basis; and/or on demand. Users can add measure actuals data not available through an automated interface through the user interface or using Excel® export/import. | Not in scope: Users will enter measure actuals data using the user interface or Excel® export/import. |

2.7. OpenBook and Budget Book Studio

A subscription for Euna Solutions' "OpenBook" cloud service for data transparency is included in this implementation. This subscription includes the "Budget Book Studio" add-in.

| Functional Area | Description | Statement of Work |
|---|--|--|
| Configuration ... | | |
| System Administration | General configuration of OpenBook Core to set the look-and-feel, captions, and add users. | Customer task: As a customer task, The Customer will leverage Euna Solutions' training material and reasonable assistance of Euna Solutions' PM or consultant to understand the administration options. |
| Configuration of Euna Budget | Configure ad hoc views in Euna Budget as a convenient source of source of OpenBook Core data. | In scope: Euna Solutions will, with the help of The Customer, configure up to 3 ad hoc views as a source of data for OpenBook Core. The Customer is able to configure as many additional ad hoc views as required. |
| Configuration of OpenBook Core Visualizations | The Customer is able to add multiple "visualizations" of their data to their OpenBook site. Each dataset is displayed according to a template selected from a library of visualization styles. The Customer is also able to add their own stories with "spotlights" and "highlights". | In scope: A Euna Solutions consultant will assist in configuring OpenBook Core "Vizualizations" and "Stories" to a limit of 10 hours of consulting time (additional services can be purchased at Euna Solutions' standard hourly rate). |
| Configuration of Budget Book Studio | <p>The Customer is able to add multiple budget books to their OpenBook site following their approval workflow in "Budget Book Studio". Budget books are built with a customer defined layout of data tables, reports, paragraphs of text, images, charts, and can embed OpenBook's "highlights" and "spotlights". Euna Solutions services include:</p> <ul style="list-style-type: none"> • Training, including an optional introduction for newcomers to OpenBook. • Review source budget data: account groups, funds, and departments. • Configuration of a Budget Book to support these structures.(Note: Budget Book is not suitable for arbitrary data mapping, complex (re)calculation of values, and/or reporting of budget using roll-ups and segments other than those by which the budget is built and managed in Euna Budget.) • Creation of "views" in Euna Budget. * • Configuration & testing of data integration from Euna Budget. * • Configure standard content and assist with requested changes to standard format. • Guidance on completing tasks, including: | In scope: A Euna Solutions consultant will assist in configuring the first budget book, over a period not exceeding 8 weeks to a limit of 40 hours of consulting time (additional services can be purchased at Euna Solutions' standard hourly rate). |

| | | |
|--|---|---|
| | <ul style="list-style-type: none"> o manual input of values deemed non-automatable; o insertion of unstructured data from files such as images, maps, award certificates, and charts; o sharing experience of layout and content options. • Miscellaneous configuration and content authoring assistance. <p>* Where the source system is not Euna Budget, The Customer is responsible for providing clean, well-organized data in CSV file for upload.</p> | |
| Content Authoring and Editorial Services | Authoring text and generating image (photo, graphic, map, chart, etc.) content for budget book(s). | Customer task |
| Integration ... | | |
| Import from Euna Budget | Connection of OpenBook to Euna Budget, through a shared API key, and the publication of ad hoc views for seamless import of data into OpenBook from Euna Budget. | In scope |
| Import from CSV Files | Initial and ongoing population of datasets through the import of .CSV files. | Customer task: As a customer task, The Customer will leverage Euna Solutions' training material and reasonable assistance of Euna Solutions' PM or consultant to load and configure datasets from CSV files. |

2.8. Training

| Functional Area | Description | Statement of Work |
|--------------------------|--|-------------------|
| Online Resources | Euna Solutions maintains a substantial library of online training courseware. Having signed up with a valid Customer email address, all material is available to all users during and after the implementation. | |
| Training Approach | <p>Euna Solutions' standard training model is to train the trainers/advanced users within The Customer's organization in all implemented aspects of the application. Training is a blend of online courseware and “live” training, either in a classroom (if in scope, see “Training Location” below) or via a web conference. In the case of video training Euna Solutions' PM will field outstanding questions after the scheduled viewing.</p> <p>Where a specialist trainer is “In Scope” below this might be as a follow-up to a video or presentation of the entire course.</p> | |
| Training Schedule | <p>Euna Solutions' PM will help determine at which point in the implementation the delivery of training is most appropriate. The Customer may prefer to receive some or all of their training in the early stages of the implementation, in the knowledge that such training will need to be carried out using a generic training database. Alternatively, The Customer may choose to wait until the implementation is substantially complete in order to be trained on their own instance of Euna Budget.</p> <p>Having received train-the-trainer training, the Customer is responsible for training the end users, except where explicitly included in scope (below).</p> | |

| | | |
|--|--|--|
| Training Location | <p>* Note that this item relates only to location of training and does not confer training in addition to those items scoped below.</p> <p>On-Site Training: Is not included.</p> <p>Remote Training: All training provided by Euna Solutions will be delivered using web conferencing tools. Attendees are able to participate in the training from multiple locations using their own computer, or in a conference room with shared screen (their own computer is recommended). Audio is provided by telephone or the computer's own audio facilities. These sessions may be recorded upon request, with the unedited recording provided to The Customer for storage and dissemination using their own media repository.</p> | |
| Instructional Videos/eLearning Courseware | Instructional on-boarding videos tailored to The Customer's process (one per module) or full eLearning courseware (covering all modules) aimed at end-users. This material will show general system usage, and how to enter and query budgets. | Not in scope |
| Train-the-Trainer Training Sessions | <p>Training trainers, as well as advanced users and application administrators, in the modules, features, and processes implemented. Sessions may cover the following topics:</p> <ul style="list-style-type: none"> • Administration • Administrator Authored Reporting • Operating Module • Personnel Planning Budgeting Module • Capital Module • Performance Measures Module <p>Euna Solutions' PM will work with The Customer's project lead to ensure this training is focused where needed.</p> <p>Training for the following occur as part of their implementation process and is NOT part of this scope item:</p> <ul style="list-style-type: none"> • OpenBook • Budget Book | <p>In scope: This scope of work includes up to 6 training sessions including preparation time.</p> |
| Train-the-User Training Sessions | Training end-users to use the modules, features, and processes implemented. | Customer task |

2.9. Reserved

2.10. Reserved

2.11. Customizations

2.11.1. Custom Business Rules (CBRs), Modifiers, User Interface

This Statement of Work does not include the development of customizations.

Customizations not listed here can be accommodated upon receipt and acceptance of a change order, which will include a specification and may include an estimate for the work to be charged on a time & materials basis at the applicable rate.

2.11.2. Custom Reports, Custom Ad Hoc Entities and Custom Dashboards

This Statement of Work does not include the development of custom reports or ad hoc entities.

Custom reporting and dashboard requirements not listed here can be accommodated upon receipt and acceptance of a change order, which will include a specification and may include an estimate for the work to be charged on a time & materials basis at the applicable rate.

2.11.3. Specifications

Before Euna Solutions undertakes any customizations described herein, as well as integrations with other systems, and data imports, The Customer and Euna Solutions shall prepare and sign-off on the detailed specifications (“Specifications”) for the work to be performed.

2.11.4. Change Orders

Any changes to the agreed specifications, including changes requested by The Customer within the warranty period, shall be the subject of a new change order and the work to be carried out thereunder shall be separately quoted, agreed, and billed and shall not be included as part of this Statement of Work.

2.11.5. Warranty

Once completed the custom work shall be warranted by Euna Solutions in accordance with the “Technical Support Services” section of the Software License Agreement.

3.0. Project Management

3.0.1. Euna Solutions Project Management Responsibilities

1. Coordinating the development of the project plan in consultation with The Customer project manager and team members.
2. Ensure the timely execution of Euna Solutions' deliverables.
3. Ensuring that members of The Customer team are sufficiently educated in the Euna Budget application understand the implications of initial design decisions.
4. Providing The Customer with timely and detailed descriptions of the items identified as "Customer task" within this SoW, along with their expected completion dates.
5. Providing regular progress status reports to the key team members.
6. Advising The Customer of the impact on the expected delivery dates of any Euna Solutions or Customer deliverable is advanced or delayed.
7. Tracking issues through an issue log.
8. Author and coordinate the approval of change order estimates, and the execution of the deliverables approved.

3.0.2. The Customer Project Management Responsibilities

1. Running The Customer's project according to The Customer's norms, standards, practices, and protocols.
2. Acting as primary communication point with the Euna Solutions PM.
3. Providing definitive responses to the Euna Solutions PM on all decision points.
4. Ensuring the timely execution of The Customer's deliverables, as identified within this SoW, and advising the Euna Solutions PM of expected completion dates.
5. Ensuring that implementation training material is reviewed in a timely manner.
6. Ensuring that change orders contain a full specification of the changes required.
7. Ensuring that customizations are fully specified and documented.
8. Ensuring that all Customer team members have a clear understanding of their responsibilities to the project.
9. Approving (sign-off) Euna Solutions deliverables.

3.0.3. Project Planning

1. The project plan will be prepared by the Euna Solutions project manager in consultation with The Customer's project manager and team members.
2. The project planning phase will determine whether Euna Budget modules are to be implemented serially or in parallel and, if serially, the order of module implementation.
3. The implementation of each Euna Budget module will involve the following stages:
 - a. An overview of, and training in, the module and the ways in which the module can be extended by configuration and customizations.
 - b. A determination of how best to configure and, if necessary, customize the module to meet the objectives of The Customer.
 - c. An overview of the advantages and, if present, disadvantages of the proposed configuration and customizations.
 - d. Documentation of the agreed configuration and customizations.
 - e. The preparation of data import templates consistent with the agreed configuration and customizations.
 - f. The completion by The Customer of the data import templates.

- g. The import by Euna Solutions of the data import templates.
- h. Customer approval of the imported Euna Budget structures and data.
- i. The creation of custom report entities to support The Customer's reporting, where such reporting is not readily available within Euna Budget's natural data model.
- j. Training in the creation of (ad hoc) views, and ad hoc print reports using Microsoft Report Builder 3.0.
- k. Determination of custom reporting requirements that cannot be met by the standard reports and the use of the out-of-the-box ad hoc reporting features.
- l. The preparation of change orders and specification for any custom reports not detailed in this Statement of Work.
- m. The development by Euna Solutions of any required custom reports, whether detailed in this Statement of Work or added to the scope through a change order.
- n. The testing and acceptance of custom reports and report views.
- o. The deployment of custom reports and report views.
- p. The development of an integration strategy for updating the Euna Budget database with actual result data from the financial system and the passing of budget data into the financial system.
- q. The development by The Customer of the integration components (queries, intermediate tables, file output/input etc.) which are required to access actual data from the financial system/HR System and update the financial system with budget data.
- r. The development by Euna Solutions of:
 - i. integration components which transform budget data prior to updating the financial system;
 - ii. integration components which transform actual result data prior to updating the Euna Budget database;
 - iii. integration components required to initiate the execution of integrations.
- s. The deployment of all integration components.
- t. The testing and acceptance by The Customer of the integration components.

4. Customer Resources

1. The requirement for Customer resources is variable with:
 - a. The duration of the project.
 - b. The degree of internal Customer consultation.
 - c. The level of internal Customer agreement.
 - d. The number of customizations.
 - e. The familiarity of Customer staff with their General Ledger, ERP, HR, and other 3rd party systems.

EXHIBIT B
(Budget Order Form follows behind)

Euna Order Form

Prepared for:

Fort Bend County
Richmond, TX 77469
United States

Sourcewell Member #90084

Prepared by:

Euna Solutions, Inc.
Russell Bews
russell.bews@eunasolutions.com

Sourcewell Contract #060624-GTH

PRICE QUOTE

Quote Expiry Date: September 19, 2025

Subscription Term: 3 years

Annual Subscriptions

| Euna Budget Pro Software Framework (Includes software, maintenence, support, & hosting) | Quantity | Price | Customer Price |
|--|-----------|-------|----------------|
| Operating Module | Unlimited | | |
| Personnel Module | Unlimited | | |
| Capital Module | Unlimited | | |
| Performance Measures | Included | | |
| Allocations | Included | | |
| Statistical Ledger | Included | | |
| OpenBook Transparency | Included | | |
| Budget Book Studio | Included | | |

Recurring Annual Fees: ~~\$121,600.00~~ \$97,767.00

One-Time Professional Services

| Euna Budget Pro Implementation Services (Per Statement of Work) | Quantity | Price | Customer Price |
|---|----------|-------|----------------|
| Design, Planning, Analysis, Project Management, Installation, Data Load & Verify, Training, IT Services | Included | | |
| Consulting Services – BPI | Included | | |
| Integrations with Infor (6) & Workday (3) | Included | | |

Non-Recurring Fees: ~~\$146,500.00~~ \$104,703.00

Year 1 Total: ~~\$273,350.00~~ \$202,470.00

ORDER NOTES

Fees By Year:

- Year 1 – \$202,470.00
- Year 2 – \$100,700.01
- Year 3 – \$103,721.01
- Total Contract Value – \$406,891.02

Terms of Payment:

- Annual Subscriptions
 - Annual subscription begins on Acceptance Date
 - Due 100% upon Order Form Acceptance Date (Net 30) and annually in advance for future years
 - Subject to a 3% increase beginning year 2
- One-Time Services
 - 25% due the earlier of software installation or 30 days from Contract Effective Date
 - 25% due the earlier of historical (Operating) budget available for validation or 60 days from Contract Effective Date
 - 25% due the earlier of (Operating) actuals import integration configuration created & tested or 90 days from Contract Effective Date
 - 25% due the earlier of completion of training or 120 days from Contract Effective Date
- Applicable sales tax extra. Above pricing in USD.

ACCEPTANCE

Fort Bend County

Signature: _____

Name: _____

Title: _____

Acceptance Date: _____

Terms and Conditions

Unless otherwise stipulated in [Order Notes and Terms of Payment](#), the Customer hereby agrees to order the products and/or services outlined above at the prices indicated, and acknowledges it has read, understands and agrees to be bound by the terms and conditions detailed at [Sourcewell Contract #060624-GTH](#).

All remittance advice and invoice inquiries can be directed to billing@eunasolutions.com.