



ORDER FORM

Order #: 03312025
Expiry Date: 4/11/2025

Euna Solutions, Inc.
363 W. Erie St., Floor 7
Chicago, IL 60654
Rep Name: Rahaf Bataineh
Rep Email:
Rahaf.bataineh@eunasolutions.com

Canyon County
1115 Albany St
Caldwell, ID, 83605
United States

Start Date: 06/01/2025

End Date: 05/31/2026

Subscription Term: 5 years

SaaS Subscription	Licenses	Total Price
Euna Budget Framework – All Modules		\$20,000
Operating Licenses	Unlimited	Included
Personnel Planning & Budgeting Licenses	Unlimited	Included
Capital Project Planning Licenses	0	* Not Included
Unlimited Read Only Licenses	Unlimited	Included
Performance Measures	Unlimited	*Not Included
Allocations	Unlimited	Included
Statistical Ledger	Unlimited	Included
Care + Standard	Included	Included, \$7,600 annually for 2 years
ROSA	Included	\$2,500
Recurring Annual Fee(s) Sub-Total		\$30,100.00
Implementation Services (Per Scope of Work)	Units	Total Price
Planning & Analysis, Installation, Data Load & Verify, Accounting Integration, Training, and Project Management.	1	\$5,000.00
Non-Recurring Fee(s) Sub-Total		\$5,000.00
TOTAL YEAR 1 PRICE		\$35,100.00

Currency: USD
Billing Cycle: Annual
Payment Terms: Net 30
Data Location: United States

Order Notes:

- 5% annual increase on year 2 YOY during the 5 year agreement to account for inflation, system upgrades and ongoing support.
- Includes Implementation, training, unlimited projects, support and cloud storage. 12 years of historical data to be brought over
- Applicable taxes extra.



- **Terms of Payment:**

- Software Subscription:
 - Due 25% upon Contract Effective Date (Net 30)
 - Due 75% upon project start date (Net 30)
 - Due 100% annually future years.
- Professional Services:
 - Due 100% upon project start date.

Please complete the questions below:

Accounts Payable Contact:

Name: Kyle Wilmot, County Controller

Email: kyle.wilmot@canyoncounty.id.gov

Customer Signature:

Name: See attached signature page

Title:

Date:

TERMS & CONDITIONS

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 [End User License Agreement | Euna Solutions](#) except as modified below (the "Agreement"). The modifications set forth below shall take precedence over conflicting terms in the the Agreement:

1. Section 10(b) is amended to add the following clause: "*Customer may cancel this Agreement, without penalty, up to sixty (60) days after written notice of a fee increase.*"
2. Section 10(f) shall be replaced with the following clause: "*Non-Appropriation: In order to comply with the requirements of Article VIII, Section 3 of the Constitution of the State of Idaho, the EUNA understands and agrees that the CUSTOMER may cancel this Agreement for any fiscal year when the necessary funds for fulfillment of this Agreement are not budgeted for, and appropriated by, the CUSTOMER. The CUSTOMER may, solely at its option, at the end of any fiscal year of the CUSTOMER, cancel this Agreement, without penalty, if the CUSTOMER determines not to budget or appropriate funds from revenues legally available to it, for the goods and services contracted. CUSTOMER's fiscal year shall commence on the 1st day of October of each year and shall terminate on the 30th day of September of the following year.*"

All remittance advice and invoice inquiries can be directed to support@Euna.com. Please feel free to contact us if you have any questions. THANK YOU FOR YOUR BUSINESS!



Hosting, Maintenance and Technical Support Services

- (A) **Hosting Services.** Euna shall provide technical support and the associated hardware infrastructure to maintain the various Euna databases in a hosted environment. This includes performance tuning, database backups, disaster recovery availability, applying software upgrades and patches at the direction of the Subscriber, performing 24X7 server monitoring. Hosting Services do not include:

- I. Testing customizations during an upgrade
- II. Restoring a database backup required because of a Subscriber error
- III. Migrating data or reports among instances (example: from training or testing to production)

Euna may at its sole discretion, periodically make reasonable modifications or changes to the Hosting Services provided.

Subscriber is responsible for ensuring that its personnel have sufficient training to attain and maintain competence in the operation of the Software.

Technical support relating to the Hosting Services is available through Euna's normal business hours, Monday through Friday, 8:00am through 8:00pm, Eastern Standard Time on Business Days. Extended coverage is available for an additional fee. Euna will provide an initial response to all properly submitted support requests within two (2) business hours of initial submission.

- (B) **Product Maintenance.** On an as-available basis, Euna will provide enhancements, modifications or upgrades to the Software as Euna may from time to time make available to its Subscribers generally ("**Updates**") but excluding any New Product (a "**New Product**" being a solution which, in Euna's determination and subject to general industry standards, does not replace the Software licensed hereunder.) Updates do not include:

- I. Platform extensions including product extensions to (i) different hardware platforms; (ii) different windowing system platforms; (iii) different operating system platforms
- II. New applications
- III. Services associated with the application or installation of Updates

If requested, Euna will provide assistance in the testing of any site-specific customizations. Euna will provide a quote for any required rework associated with customizations resulting from the upgrade.

- (C) **Technical Support Services.** Euna will provide phone and e-mail based technical support of a reasonable nature as described herein. A technical support incident or problem is a single user defined problem seeking resolution. It must be related to the original intent and design of the software. Technical Support Services include the support of Euna supplied integrations that have not been modified by the Subscriber. Each Technical Support Service incident is deemed closed when a remedy, workaround, or recommendation for the installation of a current maintenance release has been offered, and a commercially reasonable effort has been made to restore operation to the original intent and design of the Software. Technical Support Service does not include:

- I. Custom programming services;
- II. On-site support;
- III. Subscriber developed interfaces, API interactions, or customizations;
- IV. Subscriber developed reports;
- V. End-User training or re-training;
- VI. Subscriber hardware or network issues;
- VII. Correction of data issues derived from user error or Software misuse;



- VIII. Changes to Euna developed custom reports or Permitted Customizations (including Euna supplied custom business rules or customized user screens) that are outside the scope of the accepted specification, scope of work, or authorized change requests;
- IX. Corrections to Euna developed custom reports or Permitted Customizations beyond six (6) months from the date of delivery (the upgrade protection period); and
- X. Changes to integration functionality made necessary due to Subscriber server modifications/replacement, or changes by upgrades or changes to the integrated financial system software or hardware.

Euna may at its sole discretion, periodically make reasonable modifications or changes to the Technical Support Services and/or Product Maintenance Services provided.

Subscriber is responsible for ensuring that its personnel have sufficient training to attain and maintain competence in the operation of the Software.

Technical Support Service is available through Euna's normal business hours, Monday through Friday, 8:00am through 8:00pm, Eastern Standard Time on Business Days. Extended coverage is available for an additional fee.



Scope of Work (SOW)

System Hosting

Server

Production & Test Instances of Euna Budget

Euna will install a production instance of Euna Budget in a cloud hosted environment, as per the signed hosting agreement. The implementation will be carried out directly on the "production" system.

A second system, for testing, will be created by copying the production system on request. Euna will service a reasonable number of such copies, at the discretion of the Euna project manager. Euna reserves the right to delete test systems left unused for an extended period of time. In such a case, The Customer may have a test system reinstated when needed, by requesting a copy of the current production system.

Client Software

The Customer will provide user workstation environments as follows:

- Supported web browsers - Internet Explorer 11 or newer, Microsoft Edge, Firefox latest release, Chrome latest release.
- Microsoft Excel® 2007 or newer (required for data export/import).

Project Management & Analysis

Euna and The Customer agree that the implementation of Euna Budget is a shared responsibility. Neither Euna nor The Customer is expected to have resources available to mitigate timeframe slippage caused by the other party. Delays on the part of The Customer, including putting the project on temporary hold or changes in project personnel, may result in a Change Order to cover the cost of restart, rework, rescheduling, and retraining.

Euna Project Lead

Euna will assign a lead analyst/project manager, hereafter referred to as the "PM", to lead the implementation on Euna's behalf. The PM will carry out most project management, analysis, and configuration activities. They will engage other Euna staff to fulfill deliverables according to need.

All work with the Euna PM will be carried out "off-site" and contact will be via email, telephone, video conference, and remote desktop sharing. A SharePoint repository will be provided by Euna for housing project documentation and exchanging data load spreadsheets.

The project management responsibilities of Euna's PM are as follows:

- a) Coordinate the development of the project timeline with The Customer's project manager.
- b) Ensure the timely execution of Euna's deliverables.
- c) Ensure that members of The Customer team are sufficiently educated in the Euna Budget application to understand the implications of design decisions.
- d) Advise The Customer of expected completion dates for "Customer task" identified within this SoW.
- e) Advise The Customer of the impact if any Euna or Customer deliverable is advanced or delayed.
- f) Track and communicate issues through an "issue log".
- g) Author, and coordinate the approval of, change orders.

The Customer's Project Lead

The Customer will assign a resource as their project lead. This person may be a project manager or senior member of the budget office/financial team. The role and responsibilities of this resource are as follows:

- a) Act as primary communication point with the Euna PM.
- b) Provide definitive responses to the Euna PM on all decision points.
- c) Ensure the timely execution of The Customer's deliverables, as identified within this SoW.
- d) Advise the Euna PM of expected completion dates for these tasks.



- e) Ensure that implementation training material is reviewed in a timely manner.
- f) Ensure that all Customer team members have a clear understanding of their roles and responsibilities in the implementation.
- g) Ensure that all Customer team has sufficient understanding of the product and the implementation to make their decisions and complete their deliverables.
- h) Approve (sign-off) on Euna deliverables.
- i) Certify that change orders contain a full specification of the changes required.

The Customer will have access to training materials, such as videos, online in the Euna Academy.

Data Loading

The Customer is encouraged to load the data, under the guidance of the Euna PM and supporting implementation material. This approach is the best means to full understanding in the shortest possible time.

Where the Euna PM needs to load data on The Customer's behalf (where noted in the Scope of Implementation Services below), the data must be provided to Euna in Excel workbooks; and must be "clean", consistent, and complete. The Euna PM is not responsible for cleaning data, will not load data "piecemeal", and will not repeatedly load data in order to repair issues and/or add missing information. Further data loads/reloads can be performed by The Customer using the software's user interface.

Integrations

Integrations are the automation of data exchange between Euna and 3rd party systems. This will use files transferred to/from an SFTP or FTPS server provided by Euna, except where alternatives are explicitly noted as options in the Scope of Implementation Services below.

Euna 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. Alternatively, manual exports and imports are a practical way to transfer data.



Scope of Implementation Services

Limitation of Obligation

The services described in this section must be delivered within 10 weeks contiguous to implementation and will be deemed delivered in full thereafter, with no further obligation by Euna to deliver such services.

Euna Budget Configuration & Shared Components

Function, Feature, or Service	Description	Scope
Initial Data Load of Chart of Account Data	<p>Configuration and data import of the following Euna standard data structures:</p> <ul style="list-style-type: none"> • Division/Department hierarchy. • Fund Categories and Funds. • Account Categories and Expense and Revenue GL Accounts. • Other COA dimensions. <p>Euna will work with The Customer to determine the most efficient and effective manner to acquire this data from their PowerPlan database.</p> <p>This data will be imported into Euna based on existing structures found in the PowerPlan database.</p>	<p>In scope:</p> <p>All reasonable data required to support a chart of accounts, roll-ups, additional chart categorizations, budgets, and actuals.</p>
Budget Process Configuration	<p>Define and configure the statuses, stages, snapshots, additional fields, forms, grids, and change request types required to support all fundamental budgeting processes.</p> <p>The implementation assumes centralized budgeting and a standard budget development process along the lines of base budget, to department request, through budget office review, and council/board approval.</p> <p><i>The Customer is able to increase the complexity of the budget process beyond this simple model, using the software's user interface, following training.</i></p>	<p>In scope:</p> <p>Euna and The Customer will work cooperatively to define and configure all fundamental budgeting processes.</p>
Application Level Security	<p>Configuration of user accounts and role-based security, modelling a standard "pipeline" budget development and management process.</p> <p><i>The Customer is able to increase the complexity of security beyond this simple model using the software's user interface following training.</i></p>	<p>In scope:</p> <p>It is important that The Customer understands the security configuration.</p> <p>Euna's IM will provide advice, instruction, discuss configuration strategies, and create "template" security roles.</p>
Project Management, Configuration & Analysis	<p>The fixed price cost includes overhead of project management and analysis by the IM during implementation.</p> <p><i>Should implementation project management and consulting be required beyond the scoped period, additional time may be purchased at Euna's standard services rate.</i></p>	<p>In scope:</p> <p>Service provided until all other services are delivered or 10 weeks contiguous from project kick-off, whichever occurs first.</p>

Operating Module

The Operating module is In scope.

Function, Feature, or Service	Description	Scope
Configuration & Initial Data Load		

Euna will work with the customer to determine the most efficient and effective manner to acquire this data from existing systems.		
Import Costing Centers	<p>Configuration and data import of standard Euna Operating data structures. At a minimum, the data will be sufficient 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. • Associate Costing Centers with Funds, if applicable. • Define Budget Promotion Stages. 	In scope
Import Budgets	<p>Import multiple years of Operating budget:</p> <ul style="list-style-type: none"> • Create dollar budget line items with GL Accounts (or The Customer's equivalent thereof) ... at the Costing Center level. <p>The budgets must be imported in year order from oldest to newest. <i>* If budgets change after the initial data load, the client can update it directly within the system.</i></p>	<p>In scope: 2 prior years + current fiscal year budgets, for no more than 2 PowerPlan scenarios.</p> <p>The Customer can be trained to import additional years at their discretion (there is no system restriction).</p>
Integrations		
Budget Export Integration	<p>Interface to export the adopted budget from Euna into The Customer's general ledger system.</p> <p>Data can be extracted into a text ("CSV") file, an Excel® workbook, or through a RESTful API call to a Euna ad hoc view.</p> <p>The implementation allows for a reasonable number of simple automated transformations such as basic filtering, field concatenation or splitting, flipping revenue signs.</p> <p><i>* If a custom integration is required (for example to accommodate dynamic mapping of data due to legacy systems or non-normalized GL Account structures) then please discuss adding this for a one-time set-up fee.</i></p>	In scope: 1 point of budget export integration.
Budget Amendments Export Integration	<p>Interface to transfer individual approved amendments to the Operating budget, from Euna Budget to The Customer's general ledger, or the other direction as required.</p> <p>This interface is required only in the case where amendments must 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> <p><i>* If this integration is required, then please discuss adding this for a one-time set-up fee.</i></p>	Not in scope
GL Actuals Import Integration	<p>Interface to copy/import financial Actuals into the Euna Operating module from The Customer's general ledger system.</p> <p>This interface can be automated to run on a schedule.</p> <p>Data to be imported will need to be in a standard "CSV" formatted file with the following required fields/columns, in the order listed.</p> <ol style="list-style-type: none"> 1. AccountStructure 2. TransactionDate 3. Amount <p>Additional fields/columns may be added, upon the discretion of The Customer, as long as they follow Euna Budget's format.</p> <p>Actuals can be individual transactions or monthly balances by account structure.</p>	In scope: 1 point of actuals import integration.

	<p>The implementation allows for a reasonable number of simple automated transformations such as flipping revenue signs or date formats.</p> <p>Transactions will be imported provided that the data element can be unambiguously matched to a pre-existing record (for example costing center, fund and GL account). An exception report is provided for data elements which cannot be matched. The import integrations will not create accounts, or segments of the account, in the case that the account or segment does not already exist in Euna.</p> <p><i>* If a custom integration is required (for example to accommodate dynamic mapping of data due to legacy systems or non-normalized GL Account structures; or to read the actuals using a Web API) then please discuss adding this for a one-time set-up fee.</i></p>	
Optional Features	<p>The following optional add-ins offer functionality necessary for very specific budgeting activities, as described. If "Not in scope" then these features are not part of the purchased Euna package.</p>	
Allocations & Calculations	<p>The Euna Budget Allocations add-in, to automatically transfer specific budget lines to multiple costing centers. If the Capital module is in scope then budget lines can also be allocated to projects.</p>	<p>In scope: Shared task: The Customer will receive assistance from the Euna IM to create a subset of the required allocations & calculations which can then be referenced by The Customer to create the full required set.</p>
Statistical Ledger Add-in	<p>The Euna Budget Statistical Ledger add-in, to budget for non-general ledger and non-monetary values, rates and quantities (within costing centers). Also provides a convenient source of non-monetary data for the Performance Measures module.</p>	<p>In scope: 2 prior years + current fiscal year budgets, for no more than 2 PowerPlan scenarios. The Customer can be trained to import additional years at their discretion (there is no system restriction).</p>

Personnel Planning & Budgeting Module

The Personnel Planning & Budgeting module is In scope.

Function, Feature, or Service	Description	Scope
<p>Configuration & Initial Data Load</p> <p>The Euna IM can extract employee data (hired date, position, class, events), calculation types, employee class templates for a single PowerPlan fiscal year and scenario, from the PowerPlan database. Alternatively, The Customer can provide the following data in Excel workbooks.</p> <p>The Euna Personnel module is not loaded or used for <u>historical</u> fiscal years. It will be configured only for one fiscal year which should be either:</p> <ul style="list-style-type: none"> Current fiscal year: The Customer will be able to verify the structure by "publishing" the Salaries to their current budget and making a comparison, but the position/employee data will be stale by one year and will need updating when rolling to the new budget year. 		

- New budget year (first year for which a new budget is being built using Euna).

Note that once in the system all salaries data is rolled with the Operating budget when creating a new budget year. It does not need to be reloaded, simply updated to match the current state.

Import Positions & Employees	Load the lists of Employees and associated data; and Positions and their associated data (including incumbent Employee).	In scope
Import Grades & Scales	Load the list of Grades and their associated data, and any contracted pay Scales (hourly by "Step"), if applicable.	In scope
Configure Benefits ("Modifiers")	Create "modifiers" to generate supplementary personnel costs such as benefits, allowances, payroll taxes, and insurance. 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. The Euna system is pre-loaded with example modifiers that The Customer may find useful to use as-is, or for copying and editing to generate the supplementary personnel costs appropriate to their organization. <i>*While most supplementary personnel costs can be configured and auto-calculated using "modifiers", on occasion the rules and arithmetic of certain costs cannot be modelled and either need to be manually calculated and entered by The Customer or accommodated through custom modifiers which can be added to the implementation for a one-time setup fee.</i>	Shared task: The Customer will receive assistance from the Euna IM to create a subset of the required modifiers which can then be copied and edited by The Customer as many times as needed to create the full required set.
Import Position/Costing Center Allocations	Load the "allocation" of Positions to the Costing Centers, to assign payroll costs of those Positions. Each Position may be split between multiple Costing Centers. Within each Costing Center, all payroll costs are consolidated to the account string level. You may also choose to configure the system such that it splits the costs to a more detailed level.	In scope

Training

The following list details the proposed training. The IM and The Customer will determine the final training plan. Topics may be swapped to receive more of one and less of another, provided that the total amount of training does not exceed the proposed plan.

Training Topic	Description	Scope
Implementation	A Euna Budget Implementation Guide, along with a Project/Milestone Plan, identifies all steps involved in the implementation process. This guide references pre-recorded training videos, job aids, etc. After which a IM will address Customer questions and provide advice as needed.	Customer task
Administration	Training in Euna Budget administration is delivered via a series of training courseware, such as pre-recorded videos, after which a IM will address Customer questions and provide advice as needed.	Customer task
Allocations	Training in Euna Budget's Allocations feature is delivered via a pre-recorded training video, after which an IM will address Customer questions and provide advice as needed.	Customer task
Change Request	Training in Euna Budget's Change Requests feature is delivered via a pre-recorded training video, after which an IM will address Customer questions and provide advice as needed.	Customer task
Statistical Ledger	Training in Euna Budget's Statistical Ledger feature is delivered via a pre-recorded training video, after which an IM will address Customer questions and provide advice as needed.	Customer Task



Operating Module	Training in the use of Euna Budget's Operating module is delivered in one "live" training session. This session can be recorded and made available online to your users only.	In scope
Personnel Planning & Budgeting	Training in the use of Euna Budget's Personnel Planning & Budgeting module is delivered in one "live" training session. This session can be recorded and made available online to your users only.	Included
Performance Measures	Training in Euna's Performance Measures module is delivered via a series of pre-recorded training videos, after which an IM will address Customer questions and provide advice as needed.	Customer Task

Customizations

Custom Business Rules (CBRs), Modifiers, User Interface

This SoW does not include the development of customizations. Customizations can be accommodated upon receipt and acceptance of a change order and will extend the implementation timeline.

Custom Reports and Report Entities

This SoW does not include the development of custom reports or report entities. Custom reporting can be accommodated upon receipt and acceptance of a change order.

Change Orders

Any changes to the agreed scope, including changes requested by The Customer within the warranty period of customizations, shall be the subject of a new change order and the work to be carried out thereunder shall be separately estimated, agreed, and billed. Euna and The Customer must draw up an agreement of design detail and cost estimate before Euna undertakes any customizations.

The work shall be billed on a time and materials basis at the contracted rate in effect at the time of estimation. Should The Customer require a more detailed design and estimate, this can be prepared, however the investigation will be billable as the design of customizations is a significant part of the work.



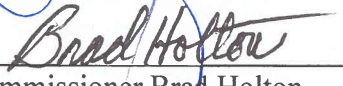



Warranty

Once completed, any custom work shall be warranted by Euna in accordance with the "Technical Support Services" section of the Euna Software License Agreement.

DATED this 8th day of May, 2025.

BOARD OF COUNTY COMMISSIONERS

- ☒ Motion Carried Unanimously
☐ Motion Carried/Split Vote Below
☐ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 _____ Commissioner Leslie Van Beek	 _____	_____	_____
 _____ Commissioner Brad Holton	 _____	_____	_____
 _____ Commissioner Zach Brooks	 _____	_____	_____

ATTEST: RICK HOGABOAM, CLERK

By: 

Deputy Clerk