

**EXHIBIT A**  
**SCOPE OF SERVICES AGREEMENT 2026-07**  
**Crowe LLP**

**THIS SCOPE OF SERVICES AGREEMENT** (“SOSA”) is made and entered into this 12th day of January, 2026, by and between the **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, STATE OF COLORADO** (the “County”), and **Crowe LLP**, authorized to do business in Colorado (the “Consultant”). The County and the Consultant are collectively referred to herein as the “Parties”.

**RECITALS**

**WHEREAS**, the Parties entered into an active Master Services Agreement dated July 9, 2024, (the “MSA”) for the Consultant to perform services for the County governed and executed through Scope of Services Agreements (SOSA); and

**WHEREAS**, the County would like the Consultant to provide enhancements to Microsoft Dynamics configurations; and

**WHEREAS**, the County has budgeted and appropriated the necessary funds to satisfy the financial obligations set forth in this SOSA.

**NOW, THEREFORE**, for and in consideration of the premises and other good and valuable consideration, the Parties agree as follows:

- 1. MASTER SERVICES AGREEMENT:** This SOSA is subject and subordinate to the terms and conditions specified in the MSA, executed between the Parties.
- 2. CYBERSECURITY REQUIREMENTS:**
  - a. The Contractor(s) shall complete the Douglas County Cyber Security Awareness training prior to the start of work and access to any Douglas County facility or information system. This training is issued up to four (4) times per year.
  - b. The Contractor must pass state and federal fingerprint and background checks prior to the start of work and access to any Douglas County CJJ facility or information system. The Douglas County Justice Center, located at 4000 Justice Way in Castle Rock, CO 80109, is an example of a county CJJ facility
  - c. To complete the required fingerprinting, the Contractor and/or its associated personnel must set up vendor accounts with the Colorado Bureau of Investigations (CBI) at <https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/new-accounts>. The Contractor shall be responsible for assigning all associated personnel to the account and complying with the section (b) fingerprint requirements under the CBI process.
  - d. The Contractor agrees and acknowledges it shall adhere to the CJIS security policy.
- 3. SCOPE OF WORK:** All services described in Exhibit 1, attached hereto and incorporated herein, shall be performed by the Consultant.
- 4. MAXIMUM CONTRACT LIABILITY:** Any other provisions of this SOSA notwithstanding, in no event shall the County be liable for payment under this for any amount in excess of **SIXTEEN THOUSAND TWO HUNDRED DOLLARS AND ZERO CENTS (\$16,200.00)**. The County is not

under obligation to make any future apportionment or allocation to this SOSA. Any potential expenditure for this SOSA outside the current fiscal year is subject to future annual appropriation of funds for any such proposed expenditure.

5. **TERM:** It is mutually agreed by the Parties that the term of this SOSA shall commence as of 12:01 a.m. on **January 9, 2026**, and terminate at 11:59 p.m. on **September 30, 2026**. This SOSA and/or any extension of its original term shall be contingent upon annual funding being appropriated, budgeted and otherwise made available for such purposes and subject to the County's satisfaction with all products and services received during the preceding term.
6. **COUNTY EXECUTION OF AGREEMENT:** This SOSA is expressly subject to and shall not be or become effective or binding on the County, until execution by all signatories of the County.

(Remainder of Page Intentionally Blank)

**Exhibit A**  
**Statement of Work**  
Number 006 Page 1 of 3

**1. Client/Contract:**

**Douglas County**

This Statement of Work outlines the additions to the scope of the Douglas County ("the County") Enterprise Resource Planning System and Services resulting from conference room pilot prep (CRP) activities during the Validation Phase. This Statement of Work is subject to the County Master Services Agreement for Enterprise Resource Planning System and Services ("the Contract") with Crowe LLP, effective July 9, 2024. The terms of the Contract are hereby incorporated into this Statement of Work.

**2. Description of Services and Tasks**

During CRP Prep and other Validation Phase activities the County and Crowe identified new enhancements that the County has requested to be added to the scope of the project as noted below. The breakdown of this Statement of Work includes the following:

**A. Additional Requirements Added to Scope**

- Vendor Portal – Designated Field Update Changes – Power automate
- Vendor Portal – Bank Account Update – Custom Alert on Batch Job

Crowe will perform design and develop the additional scope items consistent with the original Statement of Work.

**3. Assumptions**

1. The County will make resources available to assist with design decisions, and to review and approve the functional designs associated with the new changes being added to scope. It is assumed these activities will take place within the mutually agreed upon revised timeframes for the project.
2. The County will make resources available to answer questions during development and assist with testing the changes that were added to scope. It is assumed that the County will test the changes within **10 days** of Crowe deploying the change to a test environment, or a mutually agreed upon timeframe between Crowe and the County.
3. No additional post-implementation support hours have been factored into this change.
4. The Crowe Project Manager will integrate the work of this SOW into the Master Project Plan, including any of the standard project management artifacts and communication tools disseminated on a regular basis (status report, etc.).

#### 4. Fees and Billing

Based on discussions with the County, Crowe will provide the services described in this Statement of Work for an increase of our original contracted amount of **\$16,200**.

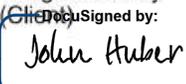
- The completion of the development, along with the County's testing within the County's acceptance testing environment, will serve as the completion criteria for each change.
- Crowe will bill the County monthly for each of the changes as they are completed.

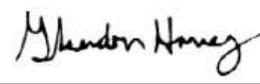
#### Additional Enhancement Scope

DevOps ID		COSTS
55325	Vendor Portal - Bank Account Update - Custom Alert on Batch Job	\$8,100
55327	Vendor Portal - Designated Field Update Changes - Power Automate	\$8,100
<b>Total:</b>		<b>\$16,200</b>

#### 5. Authorization:

If the services to be performed by Crowe and the terms of this Statement of Work as described above are acceptable, please provide authorization to proceed by returning one copy of this document signed by the appropriate official of the County.

Douglas County  
Signed by:    
A705DA1426E9438...  
Signed  
John Huber  
Printed  
Chief Information Officer  
Title  
1/12/2026  
Date

CROWE LLP  
(Crowe)  
  
Signed  
Glendon Haney  
Printed  
Principal  
Title  
1/6/2026  
Date

**IN WITNESS WHEREOF**, the County and the Consultant have executed this Contract as of the date in the first paragraph on the first page.

Signed by:  
**By:** Glendon Haney  
80B4F0294207422...

**Printed Name** Glendon Haney

**Title:** Principal

**Date:** 1/12/2026

**BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF DOUGLAS**

DocuSigned by:  
*John Huber* DS  
*MW*  
BY: A705DA1426E9438...

**John Huber**

**Chief Information Officer**

DATE: 1/12/2026

**APPROVED AS TO FISCAL CONTENT:**

Signed by:  
*Christie Guthrie*  
BY: C371FCD771FC4CD...

**Christie Guthrie**

**Finance Director**

DATE: 1/12/2026

**APPROVED AS TO LEGAL FORM:**

Signed by:  
*Arielle Denis*  
BY: E31A124B1829457...

**Arielle Denis**

**Assistant County Attorney**

DATE: 1/12/2026

**APPROVED AS TO INSURANCE REQUIREMENTS:**

Signed by:  
*Megan Datwyler*  
BY: 33306CF4545540A...

**Megan Datwyler**

**Risk Manager**

DATE: 1/12/2026

## Certificate Of Completion

Envelope Id: 3B204F60-B37B-4173-AFCA-9BD74493A438

Status: Completed

Subject: Please DocuSign: Crowe SOSA 2026-07 \$16,200

Contract Type: Public Services Agreement

Tuition Reimbursement Application:

Source Envelope:

Document Pages: 6

Signatures: 6

Envelope Originator:

Certificate Pages: 6

Initials: 2

Susan Woodruff

AutoNav: Enabled

100 Third St.

Envelopeld Stamping: Enabled

Castle Rock, CO 80104

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

swoodruff@douglas.co.us

IP Address: 67.135.160.252

## Record Tracking

Status: Original

Holder: Susan Woodruff

Location: DocuSign

1/9/2026 5:21:41 PM

swoodruff@douglas.co.us

## Signer Events

Mike Wise

mwise@douglas.co.us

Deputy Director, Application Services

Douglas County Government, Colorado

Security Level: Email, Account Authentication (None)

## Signature

Signature Adoption: Pre-selected Style

Using IP Address: 67.135.162.252

## Timestamp

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Viewed: 1/12/2026 12:57:01 PM

Signed: 1/12/2026 12:57:11 PM

### Electronic Record and Signature Disclosure:

Accepted: 10/8/2019 11:14:11 AM

ID: 944047ae-f7e2-459a-af4f-2961adc4a6ee

Glendon Haney

glendon.haney@crowe.com

Principal

Security Level: Email, Account Authentication (None)

Signed by:

80B4F6294287422...

Signature Adoption: Pre-selected Style

Using IP Address: 159.246.20.2

Sent: 1/12/2026 12:57:13 PM

Viewed: 1/12/2026 12:59:48 PM

Signed: 1/12/2026 1:00:07 PM

### Electronic Record and Signature Disclosure:

Accepted: 8/15/2025 7:27:36 PM

ID: c41d9643-648b-46a8-98ad-d5779998f25d

John Huber

jhuber@douglas.co.us

Chief Information Officer

Douglas County Government, Colorado

Security Level: Email, Account Authentication (None)

DocuSigned by:

A705DA1426E9438...

Signature Adoption: Pre-selected Style

Using IP Address: 67.135.162.224

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Viewed: 1/12/2026 1:52:02 PM

Signed: 1/12/2026 1:52:57 PM

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Amy Williams

awilliam@douglas.co.us

Paralegal

Douglas County Colorado

Security Level: Email, Account Authentication (None)

**Completed**

Using IP Address: 67.135.162.224

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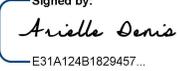
### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

**Signer Events**

Arielle Denis  
 adenis@douglas.co.us  
 Assistant County Attorney  
 Security Level: Email, Account Authentication  
 (None)

**Signature**

Signed by:  
  
 E31A124B1829457...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 67.135.162.252

**Timestamp**

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 Signed: 1/12/2026 4:38:05 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Megan Datwyler  
 mdatwyler@douglas.co.us  
 Risk Manager  
 Security Level: Email, Account Authentication  
 (None)

Signed by:  
  
 33306CF1515540A...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 216.160.166.148  
 Signed using mobile

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 Signed: 1/12/2026 4:48:19 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 1/12/2026 4:48:06 PM  
 ID: b5be6ce6-0028-4c1b-9c62-8d75834d6ce6

Craig Kronhart  
 ckronhart@douglas.co.us  
 Security Level: Email, Account Authentication  
 (None)

**Completed**  
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 Signed: 1/12/2026 5:01:15 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Christie Guthrie  
 cguthrie@douglas.co.us  
 Finance Director  
 Security Level: Email, Account Authentication  
 (None)

Signed by:  
  
 C371FCD771FC4CD...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 67.135.162.252

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 Signed: 1/12/2026 6:15:50 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Amy Williams  
 awilliam@douglas.co.us  
 Paralegal  
 Douglas County Colorado  
 Security Level: Email, Account Authentication  
 (None)

**Completed**  
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**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Carbon Copy Events	Status	Timestamp
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Meredith Gilbert  
mgilbert@douglas.co.us  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**COPIED**

Sent: 1/9/2026 5:27:44 PM

Susan Woodruff  
swoodruff@douglas.co.us  
Business Services, IT  
Douglas County  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 4/23/2025 11:22:36 AM  
ID: d77cd777-1598-49b9-b6b0-5ab979988ef5

**COPIED**

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Viewed: 1/13/2026 3:35:46 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	1/13/2026 10:50:24 AM
Completed	Security Checked	1/13/2026 10:50:27 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Carahsoft OBO County of Douglas, CO:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [joleson@douglas.co.us](mailto:joleson@douglas.co.us)

### **To advise Carahsoft OBO County of Douglas, CO of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [joleson@douglas.co.us](mailto:joleson@douglas.co.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [joleson@douglas.co.us](mailto:joleson@douglas.co.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [joleson@douglas.co.us](mailto:joleson@douglas.co.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO County of Douglas, CO as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO County of Douglas, CO during the course of your relationship with Carahsoft OBO County of Douglas, CO.