

EXHIBIT A
SCOPE OF SERVICES AGREEMENT 2025-005
Crowe LLP

THIS SCOPE OF SERVICES AGREEMENT (“SOSA”) is made and entered into this _____ day of _____, 2025, 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 implementation services for an Enterprise Resource Planning System; 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. If the Contractor has access to the Douglas County Network systems, the Contractor and its associated personnel 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. If the Contractor has access to County facilities or systems that may contain Criminal Justice Information, the Contractor and its associated personnel must pass state and federal fingerprint and background checks prior to the start of work and access to any Douglas County facility or information system.
 - 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. Depending on access requirements, the Contractor and/or its associated personnel may be required to sign additional CJIS security addendum.
- 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 **FIVE HUNDRED**

NINETY-SEVEN THOUSAND SEVENTY DOLLARS (\$597,070.00). 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 **October 1, 2025**, 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.

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Exhibit A
Statement of Work
Number 005 Page 1 of 7

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 prototyping activities during the Configure 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 prototyping and other Configure Phase activities the County and Crowe identified new documentation 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. Credits for Requirement Requirements Removed from Scope

- Removal of 13 Integrations
- Removal of 2 Enhancements

B. Additional Requirements Added to Scope

- Addition of Position Control Functionality
- Addition of 7 Enhancements
- Addition of Expanded Integration Requirements
- Additional Conference Room Pilot (UAT) Session
- Additional Block of OCM Hours to Extend Through Revised Go-Live
- Additional On-site Travel Requested
- Project Schedule Extension
- Additional Security Hierarchical Configurations

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

2A. Credits for Requirements Removed From Scope

Throughout the project, the Crowe team and the County have identified specific requirements / areas that are either: (a) no longer required and no longer in scope; or (b) no longer being delivered using the solution originally proposed. Since these items have been removed or changed, Crowe will credit the County for the associated costs for those services as per the list below.

ID	Work Item Type	Title	Business Areas
24710	Integration	Drives	Accounts Receivable
24711	Integration	Landmark	Accounts Receivable
24712	Integration	Saddlebook	Accounts Receivable
24713	Integration	Creditiron	Accounts Receivable
24714	Integration	Tyler	General Ledger
24732	Integration	Realware	Accounts Receivable
24733	Integration	Teller	Accounts Receivable
24716	Integration	Bank Reconciliation	Cash and Bank Management
24706	Integration	Positive Pay	Cash and Bank Management
24705	Integration	ACH	Cash and Bank Management
24718	Integration	Prenote	Cash and Bank Management
24717	Integration	EFT	Cash and Bank Management
24748	Integration	ServiceNow	Human Resources
31484	Enhancement	Purchase Agreement Form	Procurement and Sourcing
24738	Enhancement	Expose Solicitation	Procurement and Sourcing

Cost Reductions

The cost reductions associated with the removal of the above items from scope, by item type, is as follows:

Removal of 13 Integrations	(\$93,000)
Removal of 2 Enhancements	(\$19,000)

Total Credit: (\$112,000)

2B. Additional Requirements added to Scope

Throughout the project, Crowe and The County have identified additional specific requirements / areas that are to be added into the scope of the implementation. Below are the types of additions identified during this processy

Addition of Position Control Functionality

The County has requested to add Position Control functionality to the scope of the implementation. Based on reviews with the County, it is assumed that Position Control functionality will encompass the following business scenarios:

ID	Work Item Type	Title	Business Areas
41882	Business Scenario	Position IDs	Accounts Receivable
41883	Business Scenario	Titles	Accounts Receivable
41884	Business Scenario	Reason Codes	Accounts Receivable
41885	Business Scenario	Job Types	Accounts Receivable
41886	Business Scenario	Position Types	General Ledger
41887	Business Scenario	Departments	Accounts Receivable
41888	Business Scenario	Personnel Action for Creating a new position	Accounts Receivable
41889	Business Scenario	Personnel action for modifying a position	Cash and Bank Management

ID	Work Item Type	Title	Business Areas
41890	Business Scenario	Create Jobs	Cash and Bank Management
41891	Business Scenario	Create Positions and submit for approval	Cash and Bank Management
41892	Business Scenario	Modify details on positions and submit for approval	Cash and Bank Management
41893	Business Scenario	Transfer workers from one position to another	Cash and Bank Management
41895	Business Scenario	Position Budgeting	Procurement and Sourcing
41896	Business Scenario	Forecast Positions	Procurement and Sourcing

Subtotal Position Control: \$36,000

Addition of Enhancements [6]

ID	Work Item Type	Title	Business Areas
25440	Enhancement	Add Vendor Address Dropdown Field to Purchase Order	Procurement and Sourcing
24712	Enhancement	Handwrite, Sealed, or Non Agenda Boolean for Payments and Invoices	Accounts Payable
24713	Enhancement	Project Contract ID Field Name Change	Projects and Grants
24714	Enhancement	Tagging Funds to Business Units	General Ledger
24732	Enhancement	MSB Workbench Revenue Recognition Reconciliation Workbench for MSB Integration	General Ledger
24733	Enhancement	Capital Projects Ownership	Projects and Grants

Subtotal Enhancements: \$70,000

Addition of Expanded Integration Requirements

ID	Work Item Type	Title	Business Areas
25440	Integration	CFMS – Additional Mapping and Log Tables	Procurement and Sourcing
24711	Integration	Sam.Gov – Additional Mapping and Log Tables	Procurement and Sourcing
N/A	Enhancement	Middleware Connection Enhancements	Data Management

Subtotal Integration Expansions: \$90,000

Additional Conference Room Pilot (UAT) Session

The County has requested to add an additional Conference Room Pilot session prior to the final UAT (End-to-End) session. It is assumed that the additional session and preparation will be delivered remotely over a 2, 8 hour day period involving the following Crowe resources:

- Project Manager
- Functional Leads (2)
- Functional Specialists (2)

Subtotal Conference Room Pilot UAT Session: \$21,000

Additional Block OCM Hours to Extend Through Revised Go-live

The County has requested an additional bucket of 120 OCM hours to be extended through the revised project Go-Live date. It is assumed that the County will expend roughly 20 hours per month through the additional months of the project. Consistent prior OCM DED's Crowe will bill for these hours in 3-month blocks. Please see the Fees and Billing Section for detail.

Subtotal Additional OCM Hours: \$30,000

Additional On-site Travel Requested

The County has requested to additional on-site travel to support project activities and involvement. The following additions to travel have been included in this SOW:

- Additional 4 on-site trips for CRP Preparation that include 2 people per trip for up to 3 days
- Additional 5 on-site trips for CRP Execution that include 2 people per trip for up to 4 days

The remaining DED's for CRP Prep and CRP Execution will be updated to reflect the addition of these trips. Please see the Fees and Billing Section for detail.

Project Schedule Extension (6 months)

The County has requested to extend the project timeline with a revised Go-Live date of July 1, 2025 (formerly January 1, 2025). This request was driven by business considerations within the County. There are 2 parts to this extension

1. Extending key members of the current project team in a limited capacity
2. Increasing project management from a 3 day/week equivalent across Greg and Victoria to a 5 day/week equivalent.

This results in the following:

- 2 Functional Leads at 6-8 hours / week
- 1 Technical Architect at 3-4 hours / week
- Client Principal at 4-5 hours / week
- Project management across Greg and Victoria combined at 5 days/ week

Cost: Project Extension (6 months): \$403,200

Additional Security Hierarchical Configurations

The County has requested additional security configuration work to align security roles to position based hierarchical roles. This request was driven by business considerations within the County.

Crowe will include an additional bucket of hours (80) to complete the requested changes.

Cost: Additional Security Configurations:\$18,000

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 **\$597,070**.

Original Milestones

#		COSTS
13	Integration Development & Testing (part 1)	\$144,000
14	Integration Development & Testing (part 2)	\$144,000
25	Conference Room Pilot Preparation (part 2)	\$136,000
26	Conference Room Pilot Preparation (part 3)	\$136,000
27	Conference Room Pilot (first month)	\$86,000
28	Conference Room Pilot (second month)	\$86,000
Total:		\$732,000

Revised Milestones

#		COSTS
13	Integration Development & Testing (part 1)	\$138,000
14	Integration Development & Testing (part 2)	\$138,000
25	Conference Room Pilot Preparation (part 2)	\$150,435
26	Conference Room Pilot Preparation (part 3)	\$150,435
27	Conference Room Pilot (first month)	\$109,000
28	Conference Room Pilot (second month)	\$109,000
Total:		\$794,870

Net Change: \$62,870

New Milestones

#		COSTS
43	Project Schedule Extension & Additional PM - October (full team)	\$56,000
44	Project Schedule Extension & Additional PM - November (full team)	\$56,000
45	Project Schedule Extension & Additional PM - December (full team)	\$56,000
46	Project Schedule Extension & Additional PM - January (PM only)	\$17,600
47	Project Schedule Extension & Additional PM - February (PM only)	\$17,600
48	Project Schedule Extension & Additional PM - March (PM only)	\$17,600
49	Project Schedule Extension & Additional PM - April (PM only)	\$17,600
50	Project Schedule Extension & Additional PM - May (full team)	\$56,000
51	Project Schedule Extension & Additional PM - June (full team)	\$56,000
52	Project Schedule Extension & Additional PM - July (PM only)	\$17,600
53	Project Schedule Extension & Additional PM - August (PM only)	\$17,600
54	Project Schedule Extension & Additional PM - September (PM only)	\$17,600
54	OCM Execution (months 13-15)	\$15,000
56	OCM Execution (months 16-18)	\$15,000
57	Additional E2E UAT Session	\$21,000
58	Additional Customizations Requirements and Design	\$26,000
59	Additional Customizations Development and Testing (part 1)	\$21,000
60	Additional Customizations Development and Testing (part 2)	\$21,000
61	Prototyping Position Control	\$12,000
Total:		\$534,200

Total Net (increase) Amount: \$597,070

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
(Client)

CROWE LLP
(Crowe)

Signed

Signed

Glendon Haney

Printed

Printed

Principal

Title

Title

Date

Date