


Exhibit D - Sole Source Justification

	SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM	Approval Date 1/1/2018
	DIVISION AND POLICY NUMBER PURCHASING	Revision Date 9/16/2022

COMMODITY OR SERVICE Town Budget Software

VENDOR EUNA Solutions, Inc.

AMOUNT OF PURCHASE \$ \$164,527 year 1, \$88K annually w/ 3% escalator each year

REQUESTORS NAME Pete Mangers, Assistant Finance Director

DEPARTMENT Finance

DEPARTMENT DIRECTOR's Approval DocuSigned by:
Trish Muller
47B105AT1C00400...

FINANCE DEPARTMENT's Approval DocuSigned by:
Trish Muller
47B105AT1C00400...

TOWN MANAGER's (or Designee) Approval Signed by:
David L. Cortiss
1BB5457CFF75414...

TOWN COUNCIL's Approval, when necessary _____

PURCHASING POLICY EXCEPTION ITEM	CHECK ONE
1. Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town of Castle Rock.	<input checked="" type="checkbox"/>
2. The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town of Castle Rock.	<input type="checkbox"/>
3. Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed.	<input type="checkbox"/>
4. Town of Castle Rock currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or Town function.	<input type="checkbox"/>

Per Municipal Code 3.02.060:

Purchases over one thousand dollars (\$1,000.00) and up to and including five thousand dollars (\$5,000.00) require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over five thousand dollars (\$5,000.00) and up to seventy-five thousand dollars (\$75,000.00) require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over seventy-five thousand dollars (\$75,000.00) require formal written sealed bids unless waived by the Town Manager for purchases up to and including two hundred fifty thousand dollars (\$250,000.00) or by Town Council for purchases over two hundred fifty thousand dollars (\$250,000.00) on the basis of sole source, emergency or unresponsive bidders.

The requesting department must provide written justification to the Finance Department for review and forward it to the Accounting Manager. **Attach additional sheets as necessary.**

The Finance Department is requesting to contract with EUNA Solutions, Inc. to procure a budgeting software. EUNA Solutions, Inc. has been awarded contract through Sourcwell (contract #060624-GTH) to provide personnel, operating, and capital budgeting tools.

<https://www.sourcwell-mn.gov/cooperative-purchasing/060624-GTH>

The Finance Department has been considering the procurement of a budgeting solution for the last few years, and has received demos from multiple vendors. EUNA's budgeting solution allows for the production of a digital budget book that is ADA compliant, budget request tracking/workflow audit trail, multi-year and scenario modeling with unlimited versions, integration with existing finance and payroll software, and the ability to export data to Excel or PowerBI for additional analysis. Modules include: Operating, Capital, Personnel Planning, Budget Book Studio, OpenBook Transparency, Performance Measures, 80+ Report configurable to the Town's needs.

EUNA's budgeting software was ultimately considered the best option based on the included functionality, price, and their customer service track record with other municipalities within Colorado.