

No-Cost Change Order Form

Request Submission Information:

Euna Solution Name	Euna Budget Pro
Customer Name	City of Columbus, OH
Name of Authorized Requestor	Alicia Holloway
Project Name	BPI - Columbus, City of, OH - BP, ENT
Contract Number	NA
Change Order Number	01
Submission Date:	May 15, 2026

This Change Order is based on current project assumptions, resource availability, and pricing in effect as of the Submission Date. Timely review and execution are recommended to avoid potential impacts to scope, schedule, resource allocation, or pricing that may result from project changes or delays in approval.

High Level Impact Assessment:

Impacted Element	High Level Description of Change Impact
Scope	No change to contracted scope; a proof-of-concept configuration and data load will be completed for an initial subset of three departments prior to full data load, with full implementation proceeding upon customer validation.
Schedule	Significant delay anticipated, with active implementation work restarting mid- to late-July 2026 pending the City's completion of a chart of accounts rework. Proof of concept set to wrap up by November 2026, followed by remainder of implementation running until May/June 2027.
Resource	No change to resource allocation; the proof-of-concept sequencing is accommodated within the existing project team.

Detailed Change Summary:

This change order makes three categories of modification to the contract: payment milestone restructuring, a subscription term extension, and a change to delivery sequencing.

Payment Milestones

Milestone #1 has been invoiced and paid in full and is not affected by this change order. Milestone #2 has been invoiced and will not be recalled; however, the parties agree that payment is due upon completion of the operating actuals import integration, provided that at least one department has been loaded into the system for testing purposes. The remaining milestones are amended as follows:

- **Milestone #3:** 25% due upon customer validation of strategic budgeting configuration for initial set of three departments
- **Milestone #4:** 20% due upon validation of operating data load for all departments
- **Milestone #5:** 5% due on the earlier of final customer acceptance or 30 days of continuous use in a production environment

Subscription Term Extension

As a goodwill accommodation, Euna Solutions is extending the City of Columbus's annual subscription by six months at no charge. The City's next annual subscription fee, originally due November 10, 2026, will instead be due May 10, 2027. This extension is provided to allow the City adequate time to complete the chart of accounts reorganization necessary to support strategic budgeting across all departments. This reorganization is a City-side prerequisite and is outside the scope of Euna's contracted deliverables.

Delivery Sequencing

Prior to full data load, a proof-of-concept configuration and data load will be completed for an initial subset of three departments across all three modules. Following customer validation that the configuration meets the City's requirements, the remaining departments and data will be loaded to complete the implementation. The restart of active implementation work is anticipated for mid- to late-July 2026, pending the City's completion of a chart of accounts rework required to support their intended level of strategic budgeting. Once the revised chart of accounts is finalized, the initial department subset will be loaded into BPro for evaluation, with subsequent deliverables proceeding sequentially through validation gates before the full data load is undertaken.

All other scope, deliverables, milestones, pricing, and terms remain unchanged.

Pricing, Terms and Conditions

This Change Order reflects a zero-dollar (\$0) adjustment to the total contract value. This Change Order applies solely to the delivery of Euna Solutions products and professional services described herein and shall not alter any other terms of the Master Services Agreement between Euna Solutions ("Euna") and the Customer or any applicable Statement(s) of Work ("SOW") (collectively, the "Governing Documents"). Except as expressly modified by this Change Order, all pricing, terms, and conditions of the Governing Documents remain in full force and effect. All work authorized under this Change Order is governed by the terms and conditions of the Governing Documents. In the event of a conflict between this Change Order and the Governing Documents, the Master Services Agreement shall control unless expressly stated otherwise herein.

Payment Terms

As this Change Order does not modify the total contract value, no additional payment is due upon execution. Modified payment terms have been outlined above, modifying them from the original Governing Documents.

Approvals

By signing below, both parties authorize this Change Order and agree to the scope modifications defined herein. No work outside the scope of this Change Order will be performed. This Change Order is governed by the Governing Documents and will be incorporated into the applicable SOW(s) if the change affects contractual terms such as scope, timeline, or deliverables. If a separate formal amendment to the Governing Documents is required, the parties agree to execute such amendment; however, this Change Order shall remain a binding authorization for the changes described herein unless and until such amendment is executed.

Client Authorized Signature: _____

Client Authorized Printed Name: _____

Title: _____

Date: _____

Client Authorized Signature: _____

Client Authorized Printed Name: _____

Title: _____

Date: _____

Client Authorized Signature: _____

Client Authorized Printed Name: _____

Title: _____

Date: _____

Euna Authorized Signature: _____

Euna Authorized Printed Name: _____

Title: _____

Date: _____