



STAFF REPORT

DATE: August 25, 2026

FROM: Nathan Cooke, Executive Director

BY: Ivan Ramirez, Finance Manager

TO: CONFIRE Administrative Committee

SUBJECT: Software Subscription Agreement with Euna Solutions, Inc.

Recommendation

Approve a software subscription agreement with Euna Solutions, Inc. for operating budgeting, personnel budgeting, and budget book software, for a 36-month subscription term anticipated to begin approximately January 1, 2027 through December 31, 2029, in a total not-to-exceed amount of \$120,650.

Background Information

As part of an ongoing effort to modernize CONFIRE's financial processes and improve transparency in the budgeting process, staff evaluated software solutions for budget development and budget book publication. Currently, staff rely primarily on spreadsheets, Microsoft word, and similar tools to develop the annual operating budget and prepare CONFIRE's budget book. While these tools have served CONFIRE's needs for many years, they are not ideally suited for collaboration, version control, workflow management, and tracking changes throughout the budget development process. As CONFIRE continues to grow, dedicated budget book software will better support the agency's evolving operational and financial management needs.

Staff conducted a competitive evaluation of three software products and received demonstrations for two. As part of the evaluation, staff considered pricing, functionality, technical requirements, and the ability of each product to meet CONFIRE's business needs. Euna Solutions, Inc. (Euna) was determined to provide the solution that best meets CONFIRE's budgeting and budget publication requirements.

Euna's software is also available through a nationally competed Sourcewell cooperative purchasing contract. CONFIRE is a Sourcewell member and has adopted the use of Sourcewell contracts, allowing the agency to utilize the competitively procured contract to satisfy CONFIRE's applicable competitive purchasing requirements.

The total cost of the Euna solution is \$120,650, consisting of \$29,600 in one-time implementation costs and \$30,350 in annual subscription fees for a 36-month subscription term. Implementation will begin following the issuance of a purchase order and coordination of a project start date with Euna. The 36-month software subscription will commence upon completion of implementation and is currently anticipated to begin approximately January 1, 2027, and continue through December 31, 2029.

Financial Impact

Sufficient appropriation is currently available within the CONFIRE Operations and EMS budgets to absorb the 2026-27 costs of \$59,950. Staff will continue to monitor the budget throughout the fiscal year and will return to the Board of Directors if a budget adjustment becomes necessary.

Attachments

- Euna Solutions Budget (Pro) Quote # 00016672