Part IA – Technical Proposal	
RFP Title:	CAFR Software Replacement
RFP:	3501
Vendor Name:	Thales Consulting Inc.
Address:	980 Ninth St. 16th Floor, PMB 1604 Sacramento, CA 95814
Opening Date:	01/03/2018
Opening Time:	2:00 PM

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VENDOR INFORMATION SHEET FOR RFP 3501

Vendor Shall:

A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 shall be used for development of the contract;

B) Type or print responses; and

C) Include this Vendor Information Sheet in Section III of the Technical Proposal.

V1	Company Name	Thales Consulting Inc.
V2	Street Address	980 Ninth Street, Sixteenth Floor, PMB 1604
V3	City, State, ZIP	Sacramento, CA 95814

V4	Telephone Number		
	Area Code: 906	Number: 273-2880	Extension:

V5	Facsimile Number		
	Area Code: 530	Number: 654-3381	Extension:

V6	Toll Free Number		
	Area Code:	Number:	Extension:

V7	***Contact Person for Questions / Contract Negotiations, including address if different than above***
	Name: Joseph Stimac
	Title: President
	Address: 205 S. Front Street Suite 2H, Marquette, MI 49855
	Email Address: jstimac@thales-consulting.com

V8	Telephone Number for Contact Person		
	Area Code: 530	Number: 979-1648	Extension:

V9	Facsimile Number for Contact Person		
	Area Code: 530	Number: 654-3381	Extension:

V10	***Name of Individual Authorized to Bind the Organization***	
	Name: JOSEPH STIMAC	Title: PRESIDENT

V11	Signature ***(Individual shall be legally authorized to bind the vendor per NRS 333.337)***	
	Signature:	Date: 12/11/2017

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" **shall not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a "trade secret" as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' technical and cost proposals become public information.

In accordance with the submittal instructions of this RFP, vendors are requested to submit confidential information in separate files marked "**Part IB Confidential Technical**" and "**Part III Confidential Financial**".

The State shall not be responsible for any information contained within the proposal. If vendors do not comply with the labeling and packing requirements, proposals shall be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that shall be in an open meeting format, the proposals shall remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act shall constitute a complete waiver and all submitted information shall become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information.

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part IB – Confidential Technical Information			
YES		NO	X
Justification for Confidential Status			

Part III – Confidential Financial Information			
YES	X	NO	
Justification for Confidential Status			
We are a privately owned company.			

THALES CONSULTING INC.
Company Name

Joseph Stimac
Signature

JOSEPH STIMAC
Print Name

12/11/2017
Date

This document shall be submitted in Section IV of vendor's technical proposal

ATTACHMENT B – VENDOR CERTIFICATIONS

Vendor agrees and shall comply with the following:

(1) Any and all prices that may be charged under the terms of the contract do not and shall not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.

(2) All proposed capabilities can be demonstrated by the vendor.

(3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.

(4) All proposal terms, including prices, shall remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, shall remain in effect throughout the contract negotiation process.

(5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals shall be made in good faith and without collusion.

(6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion shall be in writing and included in the proposal at the time of submission.

(7) Each vendor shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict shall be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest shall automatically result in the disqualification of a vendor's proposal. An award shall not be made where a conflict of interest exists. The State shall determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

(8) All employees assigned to the project are authorized to work in this country.

(9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.

(10) The company has a written policy regarding compliance for maintaining a drug-free workplace.

(11) Vendor understands and acknowledges that the representations within their proposal are material and important, and shall be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

(12) Vendor shall certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.

(13) The proposal shall be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

THALES CONSULTING INC.
Vendor Company Name

Vendor Signature

JOSEPH STIMAC
Print Name

12/11/2017
Date

This document shall be submitted in Section IV of vendor's technical proposal

SCOPE OF WORK

Vendor proposal shall include all narrative details and documentation necessary to demonstrate the solution meets listed requirements, goals, and objectives; and vendor can meet implementation and training requirements.

2.1 CURRENT CAFR

The current State of Nevada CAFR can be found at: http://www.controller.nv.gov/FinancialReports/CAFR_Download_Page.html

2.2 PROJECT TIMELINE

Phase 1: May 1, 2018 - August 1, 2018	Phase 2: August 1, 2018 - September 1, 2018	Phase 3: September 1, 2018 - September 30, 2018
Complete Implementation Process	**Training**	**Going Live**
Set up CAFR in CAFRONLINE	On-Site -- Two Weeks	Set up FY17/18 database for use
Map ALL Financial Statements	Resolve variances from published CAFR in	Import an interim GL extract
Format Statements and Text	Set up CAFRlators throughout document	Live CAFR is ready for use
Provide draft to the State for review (including mappings)	Complete government wide statements and set up GASB 34 entries	
Milestones	**Milestones**	**Milestones**
FY 16/17 CAFR is 90% replicated in CAFRONLINE	Users understand the mapping process and how to add/edit/delete line items	Users are independenty working in CAFRONLINE
Draft has been handed off to the State	Adjustment best practices, including set up of GASB 34 entries	New GL data is identified
Training has been scheduled	Users know how to update beginning balances	
	Basic & advanced formatting best practices in document editor	
	Users know how to add/edit/delete CAFRlators	
	Users know how to update & format tables and understand the table editor	
	CAFR output form CAFRONLINE matches FY16/17 published CAFR	

2.3 SOFTWARE REQUIREMENTS

Creating a CAFR is a complex, group effort. One complexity arises from the fact that there has not been a single Microsoft application that can handle both the compilation of the financial reports and the text formatting and editing required to produce the complete CAFR document. As a result of this fragmented approach, there can be many manual updates and opportunities for error. Thales Consulting Inc. has developed CAFRONLINE to solve this problem. CAFRONLINE is a web application that combines the functions of a financial database and a word processor. Governments can use it to create a complete, well formatted CAFR. Through this integration, CAFRONLINE makes the process of creating the CAFR more efficient.

CAFRONLINE is offered as software as a service solution. It runs online through Internet Explorer. There are no server components the local government needs to install or maintain locally. Wherever there is an Internet Explorer browser and a connection to the internet, CAFRONLINE can be used.

Being cloud-based, collaboration is simplified. Unlike trying to collaborate with stand-alone MS Office files, there are no version control issues and users in multiple locations can work on the CAFR simultaneously. Edits update in real time. Any client can export a draft in .pdf and .doc formats. Multiple users can be in various sections of the CAFR at once. For example, someone can be in the MD&A, another in the Governmental Balance Sheet and another in the Proprietary Cash Flows. Additionally, since CAFRONLINE is installed on our servers, there is no software maintenance and minimal IT involvement at the Government. As part of the annual service, Thales Consulting upgrades the software and backs up your data daily.

CAFRONLINE has two basic types of modules: financial statements and the document editor. You can generally think of the financial statements as replicating most of the work currently being done in Excel to create the financial statements. The financial statements are derived directly from the Trial Balance utilizing the financial database. The document editor is used to prepare the Word portions and creates any part of the CAFR that isn't created by the financial statements

The financial statements in CAFRONLINE are generated and formatted for publication by a financial database. The CAFR is too complex for spreadsheet solutions which is why we choose a database to efficiently manage the trial balance. This database stores the trial balance, unique formatting, adjustments, and classifications. Classifications dictate where the funds, departments and accounts will appear on the financial statements. Since classifications are stored in the database, there is a greater consistency in reporting from year to year.

As part of our annual service fee, we will extract the data from the trial balance exported from the Government's GL system or the client will have the ability to upload a GL extract directly into CAFRONLINE. For self-importing, we do require the Trial Balance be in a specific format in order to extract the data and upload it into CAFRONLINE consistently. There will not be a live connection to GL tables but a report extract from the GL. Once the Trial Balance is imported, portions of the chart of accounts that already existed in previous years will retain their mappings and the client can then map new items and perform analytics on variances or identify items that require further research. CAFRONLINE does a number of analytics of the financials for you including whether a fund balances, whether the ending fund balance on the balance sheet reconciles to the ending fund balance on the revenue/expenditure statements, and row by row variance analysis vs last year including trial balance backup for both years.

The concept of an adjustment in CAFRONLINE is broader than that used in the day to day accounting in the GL. The only way a user can change their numbers on CAFRONLINE financial statements is by changing the trial balance amounts flowing to a particular amount (by re-importing a new trial balance, or changing how the trial balance is mapped to the statement) or posting an adjustment to move money between amounts. After the trial balance has been imported, users post various adjustments, including reclassifications (cases where the chart of account is inconsistent with the presentation in the financials), audit adjustments (items auditors find and thus gets posted in the GL and CAFRONLINE), and government-wide adjusting entries to build up the two government-wide statements. Any changes made to your financial statements, through classifications or adjustments, update immediately and are recorded in the user log. Clicking on an amount in the financial statements displays the trial balance detail and adjustments rolling up to that amount. All of these features make the financial statements transparent.

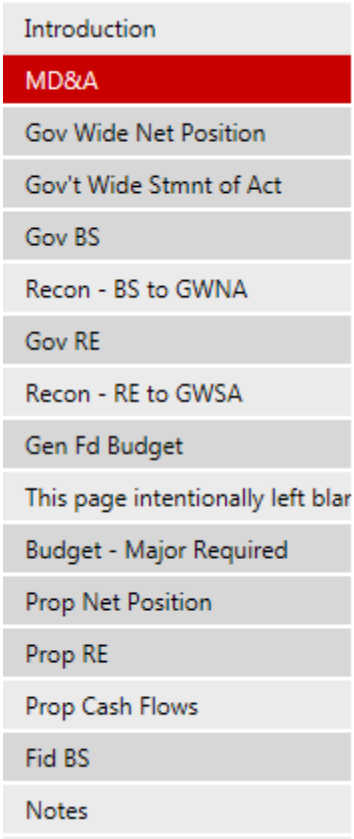
The financial database has the ability to link amounts from the financial statements to the document editor. We call these linked amounts CAFRLATORS (CAFR + calculator). Using CAFRLATORS, you can create portions of the text that will update automatically when the financial statement amounts are adjusted. CAFRLATORS access current year and prior year data, and can be added, subtracted, multiplied and divided.

We issue new user logins for every fiscal year. Logins are according to the following sequence {*Fiscal Year of the report_government name_user name*}. A single login will always have access to the prior year within that database. This simplifies prior year analytics and comparison reporting. For example, the 2016 trial balance is view-only from the 2017 login.

In our descriptions of the software, we use the terms fund, department, and account. While different GL systems have different names, we use these terms in a broad sense. The term fund is usually clear but governments may refer to this as a sub fund or business unit, etc. By "department," we mean the item(s) used from the sequence in the chart of accounts to map the expenditures and revenues by function. What we call a "department," may be referred to as a cost center, function, program, or a combination of these. The easiest way to think of what we call an account code is what in the chart of accounts that refers to Cash. For any of these terms, fund, department, and account, we can use one or more items from the chart of accounts to map to the CAFR.

In the following pages, we highlight the main features and concepts of CAFRONLINE.

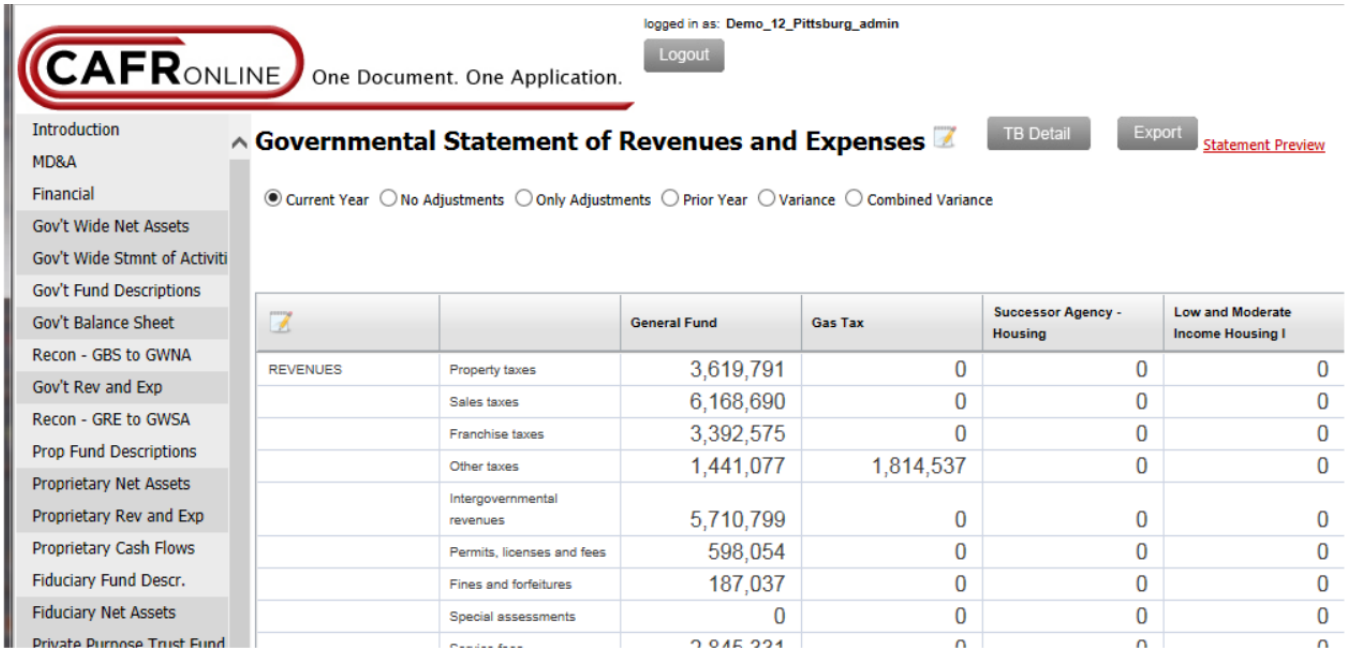
The **Main Menu** is on the left starting with "Introduction". This is the table of contents of the CAFR, in order from top to bottom. Users can click on items in this menu to access each CAFR section. The lighter grey items in the main menu are edited through our cloud-based document editor. The darker grey items are financial statement sections. Any section can be made read only, which will be highlighted in red. A read only section allows access to that section but the save feature is disabled so the whole CAFR is transparent. (See the MD&A image below for when a document section is set to read only access.)



Financial Statements – Financial statements are written from a database and are meant to provide the State with an efficient, easy way to review and produce the portions of the CAFR that roll-up from the trial balance. All budget to actual schedules, most fund financial statements, and the government-wide statements are considered financial statements. All financial statements create publishable documents in .pdf and .doc format and conform to GASB pronouncements. Adjustments can be posted to the trial balance within CAFRONLINE. (See image below for how the working financial statement grid looks in CAFRONLINE).

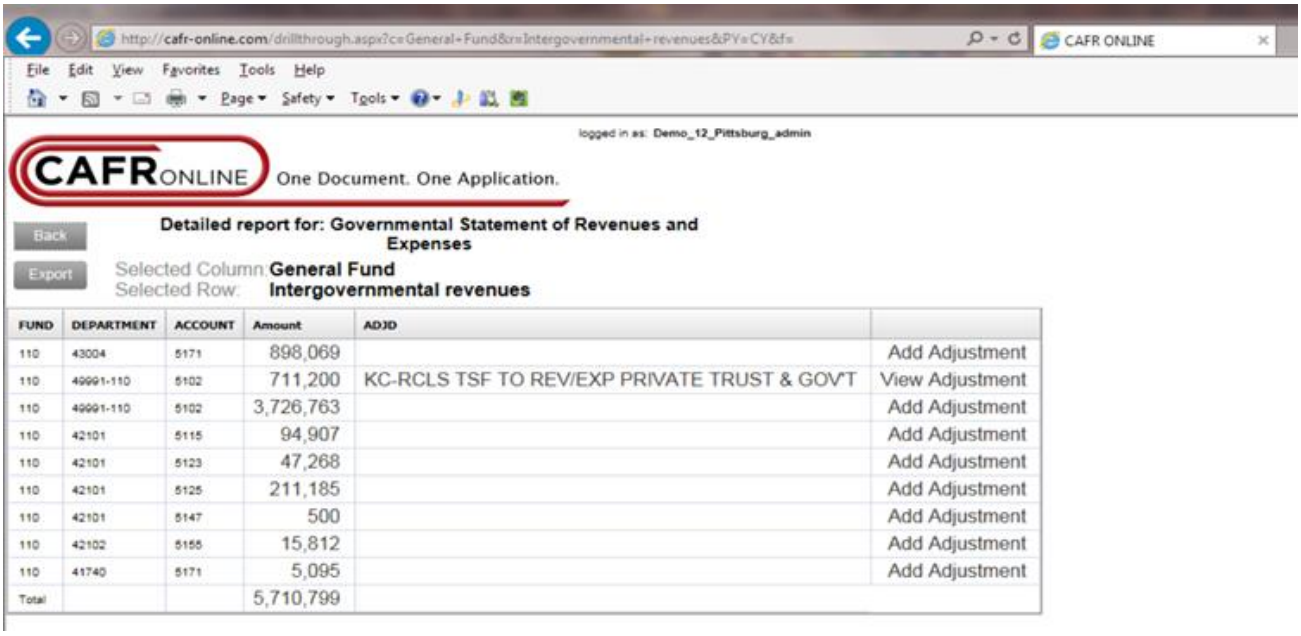
The radio buttons above the statement grid provide analytics. The "No Adjustments" radio button will provide the statement grid with only the original trial balance data that was imported into CAFRONLINE. The "Only Adjustments" button will allow users to view the grid with only adjustments that have been posted within the software. The "Prior Year" radio button allows users to quickly see their data from the previous fiscal year. Since all databases store two years of data, prior year and current year, this functionality allows for quick access for comparing the two years. The "Variance" and "Combined Variance" radio buttons show the year over year change. The "Variance" takes the prior year data and "maps" them to the current year mappings. The "Combined Variance" maps the prior year data on the prior year mappings.

The "TB Detail" button provides the client with the drill-down detail for every amount in the Governmental Revenue and Expenditures Statements, including the combining statements and exports it to Excel. The detail includes the original trial balance and any adjustments made in CAFRONLINE. This is really convenient when your auditors are requesting back-up.



		General Fund	Gas Tax	Successor Agency - Housing	Low and Moderate Income Housing I
REVENUES	Property taxes	3,619,791	0	0	0
	Sales taxes	6,168,690	0	0	0
	Franchise taxes	3,392,575	0	0	0
	Other taxes	1,441,077	1,814,537	0	0
	Intergovernmental revenues	5,710,799	0	0	0
	Permits, licenses and fees	598,054	0	0	0
	Fines and forfeitures	187,037	0	0	0
	Special assessments	0	0	0	0

In all of the financial statements, clicking on the amount in the grid will present the trial balance detail. If there are any adjustments posted within CAFRONLINE, these adjustments will also be shown in the detail. The adjustments look distinct (see "ADJD" column below) from the original trial balance on any of the drill downs.

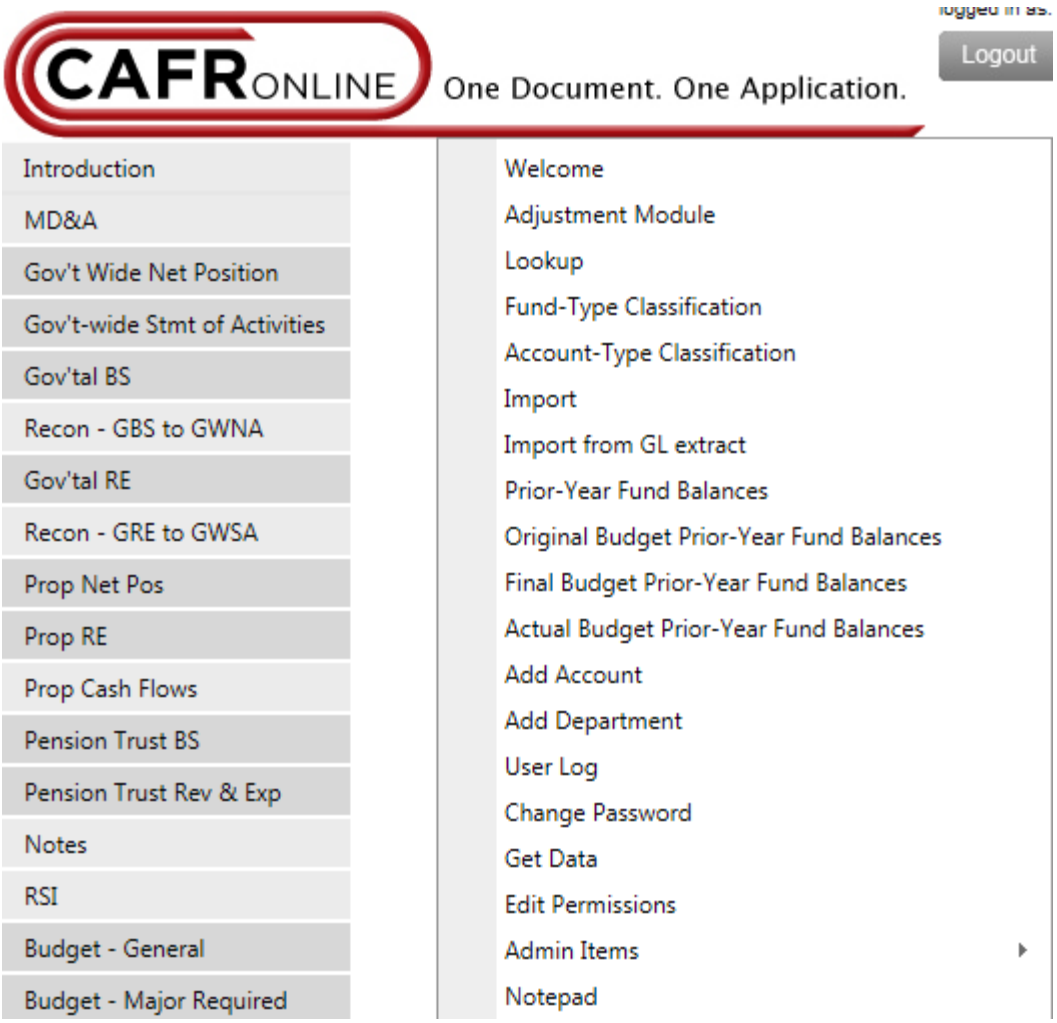


FUND	DEPARTMENT	ACCOUNT	Amount	ADJD	
110	43004	5171	898,069		Add Adjustment
110	49991-110	5102	711,200	KC-RCLS TSF TO REV/EXP PRIVATE TRUST & GOV'T	View Adjustment
110	49991-110	5102	3,726,763		Add Adjustment
110	42101	5115	94,907		Add Adjustment
110	42101	5123	47,268		Add Adjustment
110	42101	5125	211,185		Add Adjustment
110	42101	5147	500		Add Adjustment
110	42102	5155	15,812		Add Adjustment
110	41740	5171	5,095		Add Adjustment
Total			5,710,799		

The financial database within CAFRONLINE will be used to produce all of the statements currently utilized by the State of Nevada:

- Government-wide Statement of Net Position
- Government-wide Statement of Activities
- Governmental Funds Balance Sheet
- Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances
- Proprietary Funds Statement of Net Position
- Proprietary Funds Statement of Revenues, Expenses and Changes in Net Position
- Fiduciary Funds Statement of Net Position
- Fiduciary Funds Statement of Changes in Net Position
- Discreetly Presented Component Units Combining Statement of Net Position
- Discreetly Presented Component Units Combining Statement of Activities
- Budgetary Comparison Schedule – General Fund and Major Special Revenue Funds
- Non-Major Governmental Funds Combining Balance Sheet
- Non-Major Governmental Funds Combining Statement of Revenues, Expenditures and Changes in Fund Balances
- Non-Major Special Revenue Funds Combining Balance Sheet
- Non-Major Special Revenue Funds Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
- Other Non-Major Governmental Funds Combining Balance Sheet
- Other Non-Major Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
- Non-Major Enterprise Funds Combining Statement of Net Position
- Non-Major Enterprise Funds Combining Statement of Revenues, Expenses, and Changes in Fund Net Position
- Internal Service Funds Combining Statement of Net Position
- Internal Service Funds Combining Statement of Revenues, Expenses and Changes in Fund Net Position
- Fiduciary Funds Combining Statement of Net Position
- Fiduciary Funds Combining Statement of Changes in Fiduciary Net Position
- Fiduciary Funds Combining Statement of Fiduciary Assets and Liabilities – Agency Funds

One Document Menu – Near the logo is the "One Document" menu. The uses of this menu vary per project; sometimes the entity uses it a lot, sometimes not at all. We, at CAFRONLINE, use the menu frequently during the implementation and annual service to assist the client. This menu is administrative in nature as it provides access to features commonly used by Support but can be accessed by clients if they want control over these menu items.



When a user chooses "Welcome" from the "One Document" menu, they will be taken back to the welcome page. This is convenient when you are in the adjustment module, for example.

The "Adjustment Module" takes users to the adjustment module without going directly from the financial statement detail page.

The "Lookup" option is where you can get the complete trial balance or the trial balance for just one Fund. It can also be used to find all the specific instances of a particular account or department.

The "Import" allows CAFRONLINE Support or trained users to upload the trial balance. The "Import from GL extract" allows the Government to upload their TB directly from a saved file from their GL system.

The “Fund-Type Classification” and “Account-Type Classification” are used after a new trial balance is imported in order to map the new Funds and Accounts to their respective type.

The “Prior-Year Fund Balances,” “Original Budget Prior-Year Fund Balances,” “Final Budget Prior-Year Fund Balances,” and “Actual Budget Prior-Year Fund Balances” allows users to edit their beginning fund balances found on Revenue and Expense Statements. These amounts automatically roll-over from year to year but sometimes edits are necessary.

Sometimes, a new account or department needs to be created for financial statement presentation purposes within CAFRONLINE; that is where the “Add Account” and “Add Department” feature comes into play.

The “User Log” tracks what changes have been made to the CAFR.

The “Edit Permissions” menu allows an administrator to assign particular users or parts of the CAFR access.

When a login is initially set up, the password is very cryptic. If a user would like to change their password, they can choose “Change Password” from the menu options. CAFRONLINE does have password requirements.

The “Get Data” menu offers more transparency and exports to Excel. The options can provide the user with additional trial balance and mapping details in additional formats.

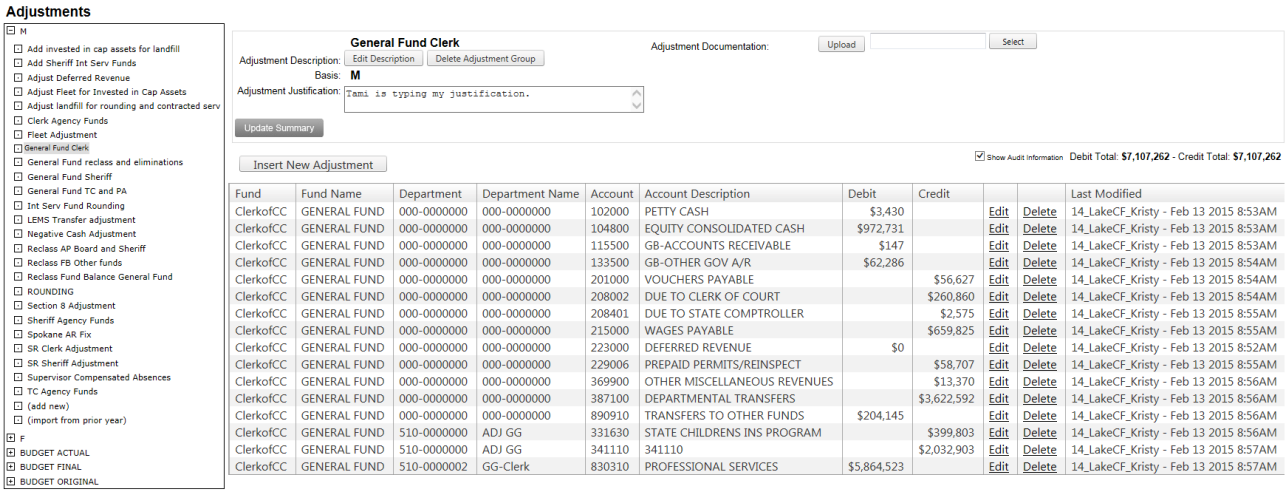
“Admin items” are used exclusively by CAFRONLINE Support.

The “Notepad” is a document editor section that is not linked to the CAFR. It’s a great place to practice using the document editor without affecting any sections of the published document. It’s also a great place to put notes or calculations that carry-forward from year to year.

<u>Adjustment Module</u> – The Adjustment Module can be accessed by clicking "Add Adjustment" or "View Adjustment" when looking at the detail behind an amount on the financial statement or through the "One Document" menu.

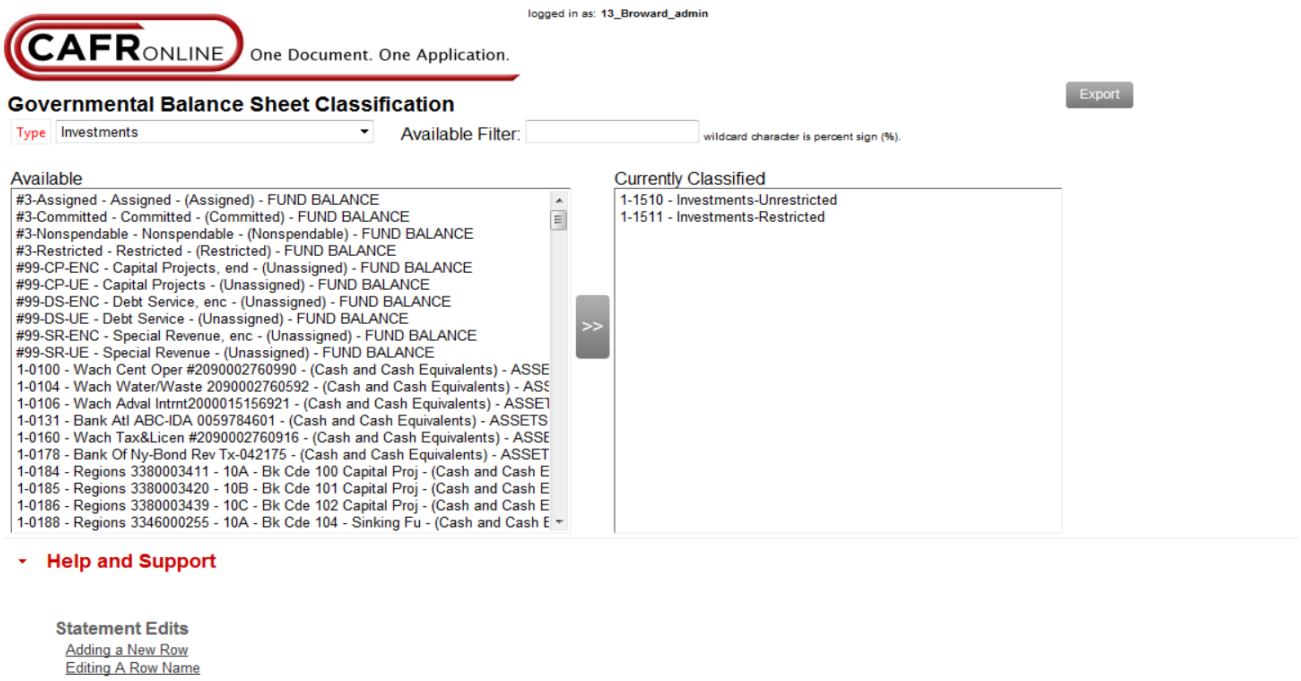
In the left panel, under "**Adjustments"**, are the various types of adjustments. The M type will adjust the Governmental, Proprietary and Fiduciary statements. The F type only affect the Government-wide statements, this is where conversion entries are posted. The Budget Actual, Budget Final and Budget Original adjustment types only adjust those columns on the appropriate budget statements.

The adjustment groups (see below "**General Fund Clerk"**) can be deleted as a group, uploaded as a group through Excel or copied from the prior year. Individual adjustment rows can be edited or deleted. Documentation can be uploaded into CAFRONLINE for viewing by other users. If the "Show Audit Adjustment" box is checked, the last column "Last Modified" will appear. This column shows who and when the adjustment was made within CAFRONLINE. In the "Adjustment Justification" panel, a user can add text for internal documentation. Individual adjustments can be edited or a new adjustment can be made by clicking "Insert New Adjustment" button.

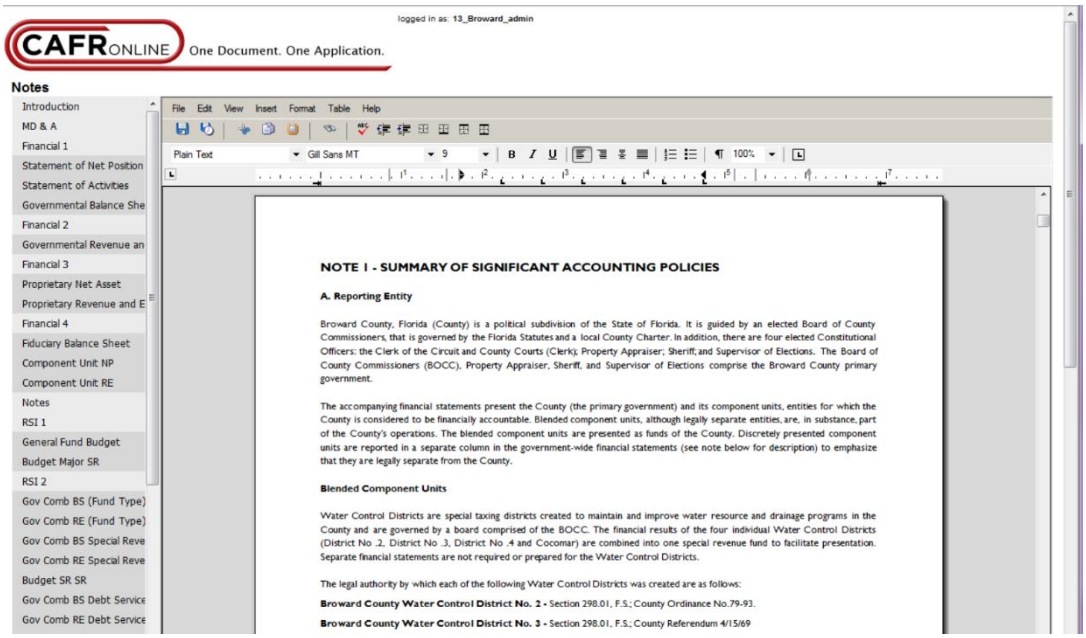


Classifications – The classifications module makes editing and changing trial balance groupings easy and transparent. By clicking on a row description on the statement grid, the classifications module opens, illustrating the chart of accounts being mapped to that row. (An image of the classification module is shown below.) The "Type" drop down menu currently has "Investments" selected. All of the line items from the governmental balance sheet are included in this drop down menu. By clicking on the red "Type", you can add, delete, edit, or re-order the line items on the governmental balance sheet. The Available panel contains every applicable account/GL code related to the governmental balance sheet. Any account that could be mapped to "Investments" is in the Available panel. All accounts that are currently mapped to "Investments" are in the Currently Classified panel. To map an item to "Investments", the user would click the account(s) in the Available panel and then click the double-arrow, which would move the selected item(s) to Currently Classified panel.

The gray "Export" button can be found throughout the software and will take relevant information from that page and export it to Excel. On this page, the "Export" button will export all of the governmental balance sheet groupings to Excel.



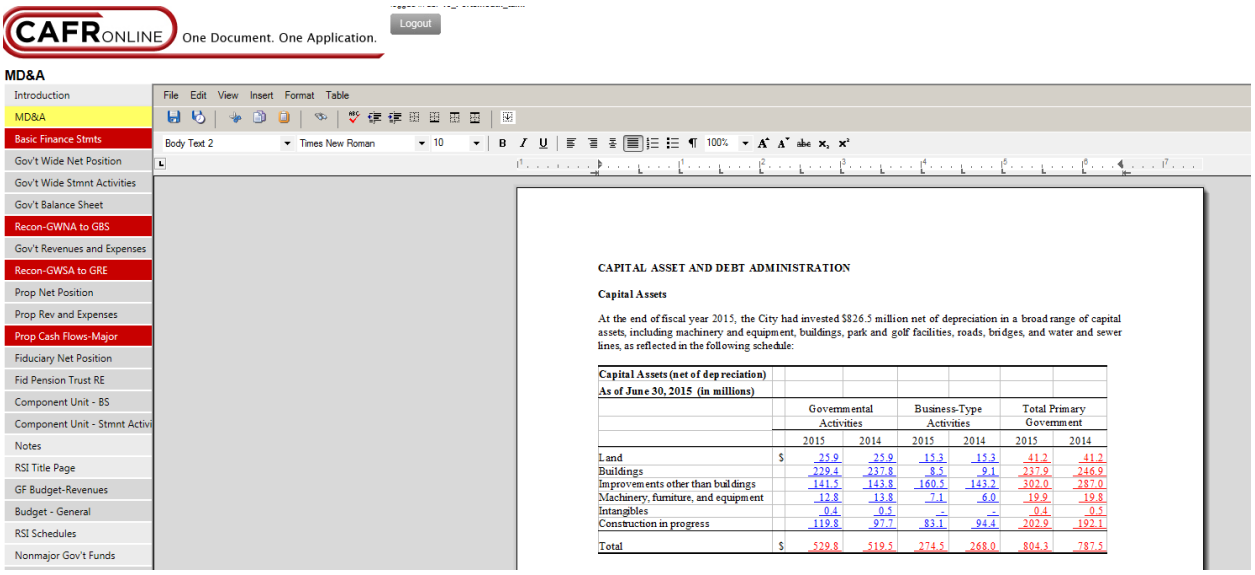
Document Editor – The Document Editor is a proprietary feature that is a blend of Microsoft Word and Microsoft Excel-like functionality. The document editor is used to prepare the Microsoft Word-like portions of the CAFR document like the Table of Contents, Notes, MD&A, Statistical Section, etc. The document editor can link directly back to the financial statements using the CAFRLATOR functionality. Bar Graphs and Pie Charts can be inserted in any document section as needed. The document sections have an automated check in/out policy. Only one user has editing functionality in each document section at a time. Document sections can be separated to accommodate client work flow to help ensure that users can access the sections they frequently work on. Additionally, document sections can be made read only through the "Permissions Module". (An image of the document editor is shown below.)

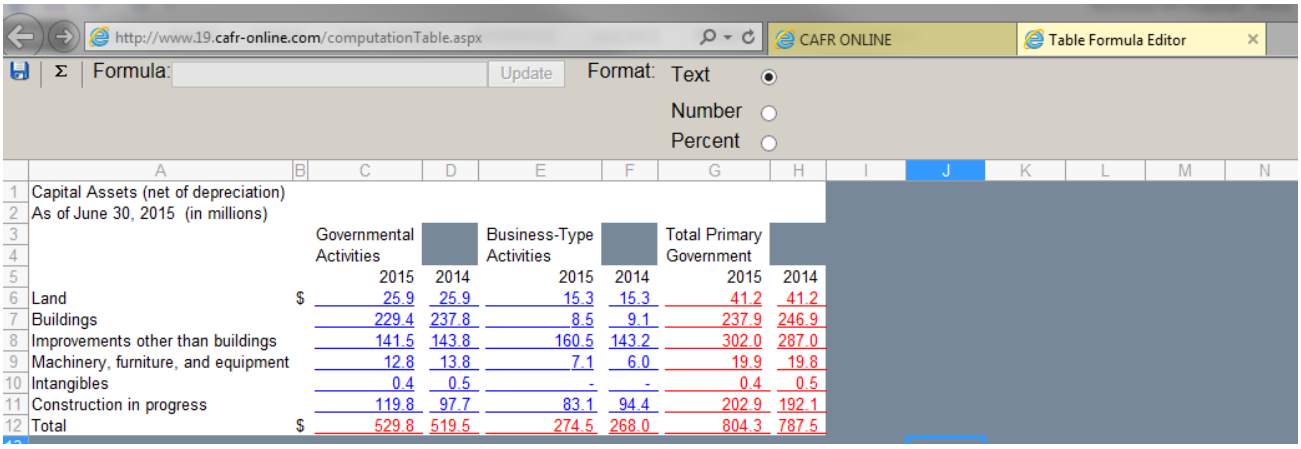


The financial reports that will be prepared in the document editor currently utilized by the State of Nevada:

- Reconciliation of Governmental Fund Balances to Statement of Net Position
- Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities
- Statement of Cash Flows – Proprietary Funds
- Combining Statement of Cash Flows – Non-Major Enterprise Funds
- Combining Statement of Cash Flows – Internal Service Funds
- Combining Statement of Changes in Assets and Liabilities – Agency Funds

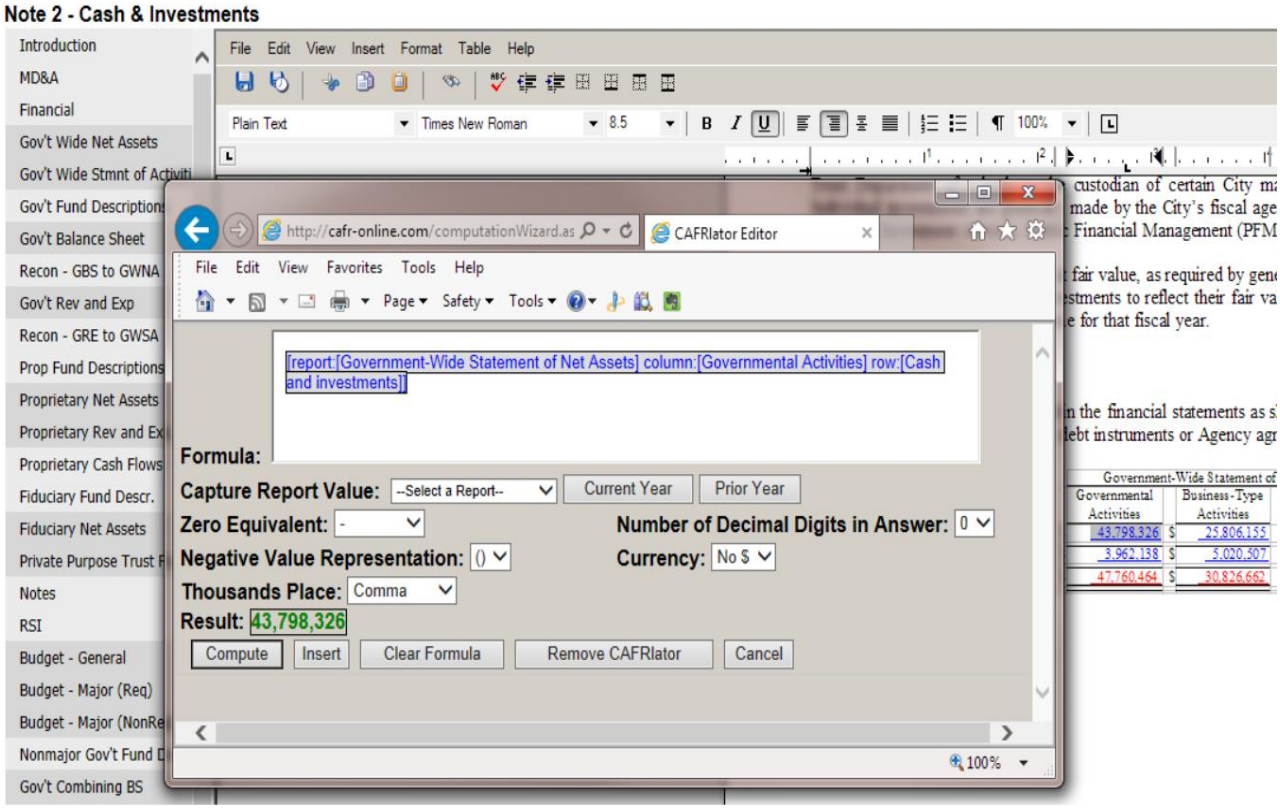
Tables – Tables in CAFRONLINE are a mixture of Microsoft Word and Microsoft Excel functionality. This allows Excel-like data entry and use of formulas, yet maintains complete control over how the tables are formatted/exported for publication within the full CAFR document. Within CAFRONLINE, formulas are red and CAFRLATORS are blue but upon export, those amounts will be black font. (Images of a table and the table opened within the document editor are shown below.) A client can create a table through the menus within the document as needed.





CAFRLATORS – A CAFRLATOR is a proprietary feature allowing fields on the financial statements to be used in a calculated formula. CAFRLATORS can be inserted within text or tables and store references to the financial statements within the document editor. This allows for automatic updating when amounts change within the financial statements. Excel formulas can be written using a mixture of CAFRLATORS and hard coded/hand entered amounts in tables. CAFRLATORS directly link to the current year and the immediate prior year financial amounts. Multiple CAFRLATORS can be referred to when computing an amount presented in the text or tables. For example, CAFRLATORS can be used to present the percentage change from one year to the next. (An image of a CAFRLATOR (blue numbers) can be found in the document editor image shown below.)

The image below shows the detail of a CAFRLATOR, which is linking to the Government-wide Statement of Net Assets. In the text, the $43,798,326 was double clicked on to open the CAFRLATOR editor, which shows the source of this amount. CAFRLATORS can be formatted in a variety of ways: how to display a zero, have up to 5 decimal places, how to display a negative, commas or a dollar sign.



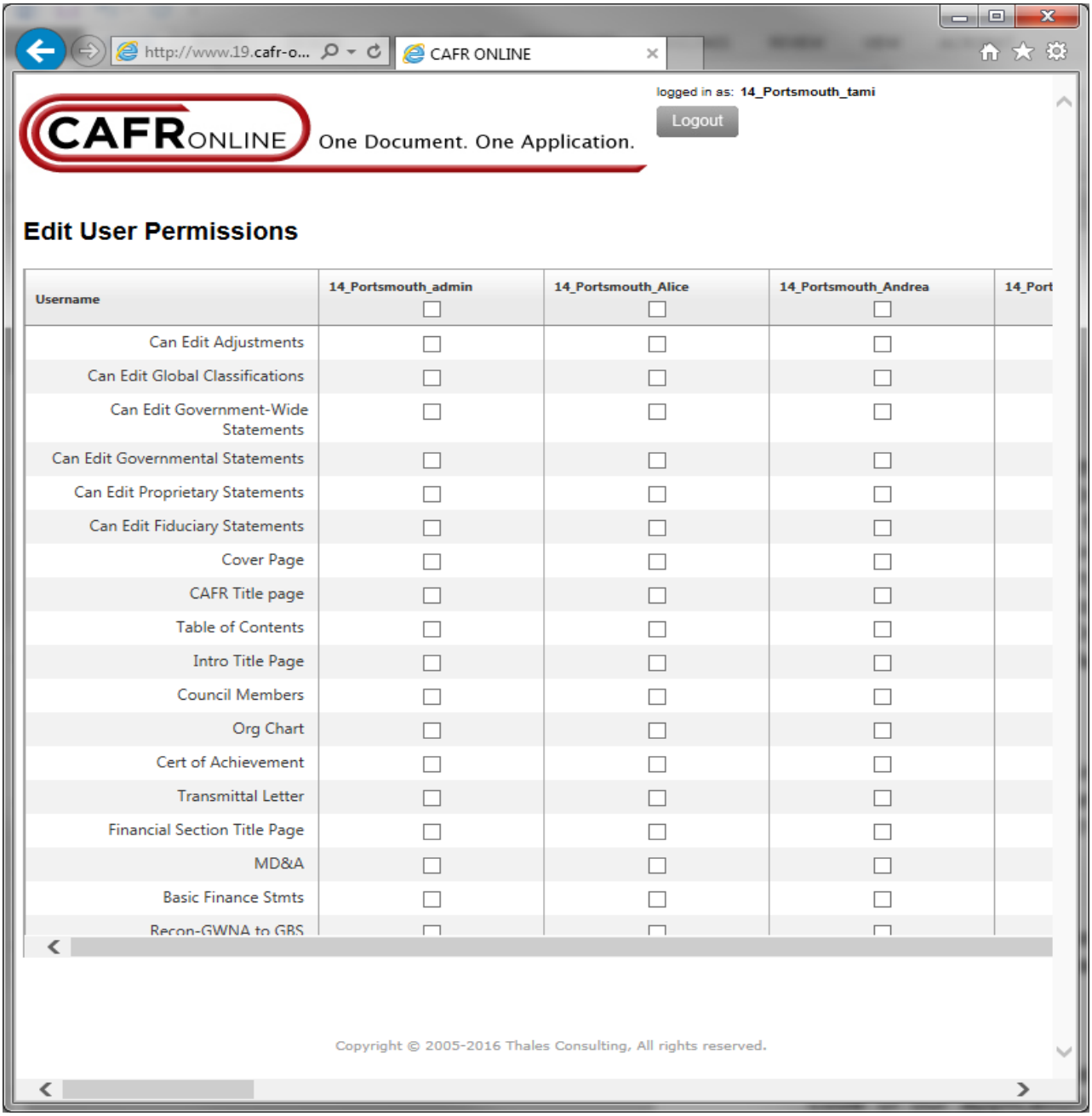
User Log – The software has the ability to provide a complete audit trail for any items that affect financial statements or document sections by viewing the User Log. The User Log within CAFRONLINE tracks when a document has been saved, by whom and at what time/date. The User Log also catalogs any changes that affect the financial statements, including all adjustments and changes to classifications. (An image of the User Log is shown below.) In the Type column, "I" is insert of a new item (admin added a new adjustment), "D" is the deletion of an existing item (admin deleted a line item that was no longer needed), "U" is the update of something that's not new (admin changed the mappings for an account from one line to another), and "L" is a log-in or out. The entire user log can be exported to Excel at any time.

User Log

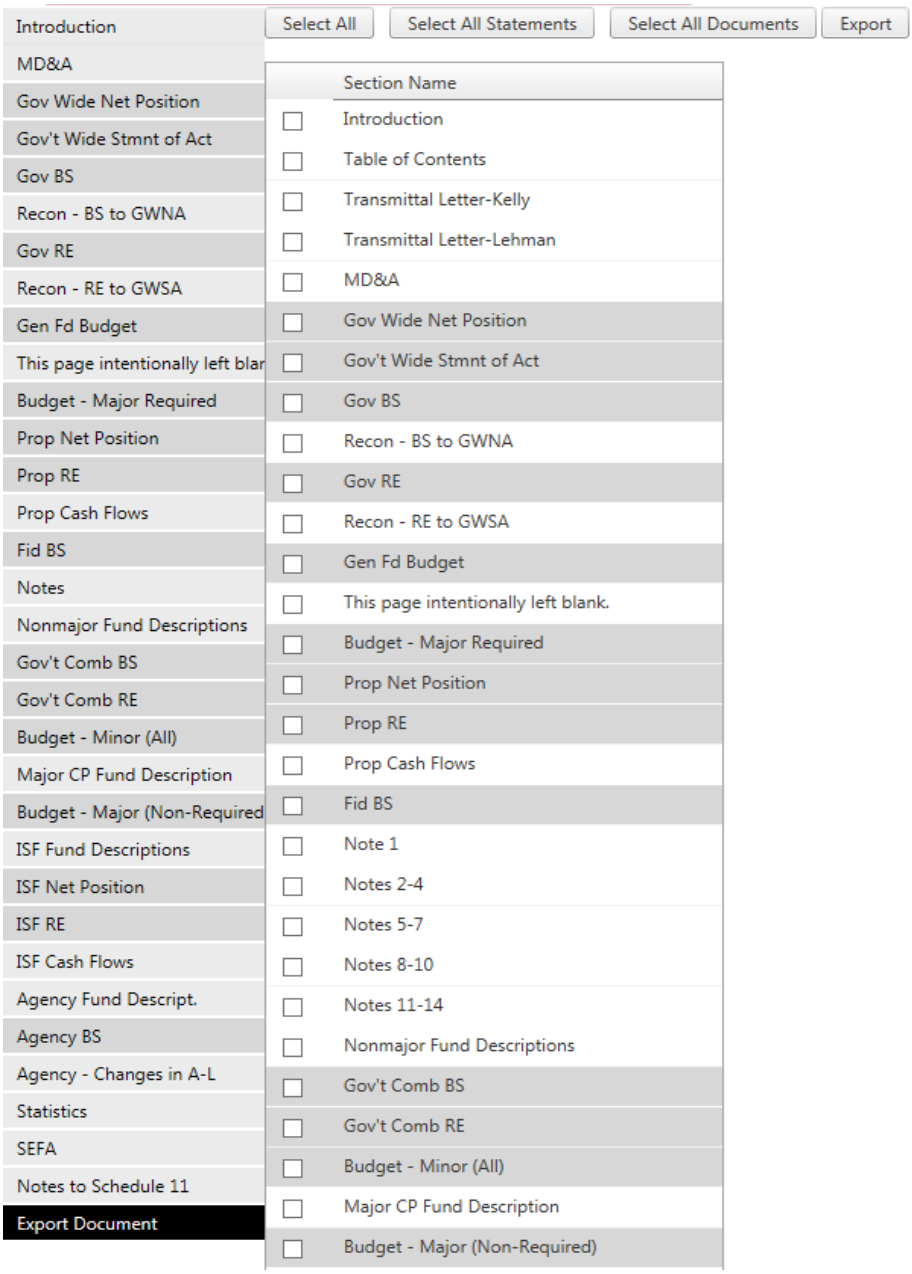
Export

Type	Date	User	To	From
All		All	All	All
U	1/26/2016 1:02:52 PM	Demo_14_LakeCF_admin	MD&A	Check In
U	1/26/2016 1:02:46 PM	Demo_14_LakeCF_admin	MD&A	Document Saved
U	1/26/2016 1:02:35 PM	Demo_14_LakeCF_admin	Table Saved	Table Editor
U	1/26/2016 1:02:20 PM	Demo_14_LakeCF_admin	Table Opened	Table Editor
U	1/26/2016 1:02:17 PM	Demo_14_LakeCF_admin	Table Saved	Table Editor
U	1/26/2016 1:01:03 PM	Demo_14_LakeCF_admin	Table Opened	Table Editor
U	1/26/2016 12:59:39 PM	Demo_14_LakeCF_admin	Table Opened	Table Editor
U	1/26/2016 12:59:38 PM	Demo_14_LakeCF_admin	MD&A	Check Out
U	1/26/2016 12:59:25 PM	Demo_14_LakeCF_admin	0010 | 0 | 102000 | 1.00	ROUNDING | M
I	1/26/2016 12:59:19 PM	Demo_14_LakeCF_admin	0010 | 0 | 102000 | 0.00	ROUNDING | M
V	1/26/2016 12:59:08 PM	Demo_14_LakeCF_admin	Governmental Balance Sheet	Statement Preview
D	1/26/2016 12:58:57 PM	Demo_14_LakeCF_admin	Description: Restricted Cash ;Index: 12	Edit Governmental Balance Sheet Descriptions
U	1/26/2016 12:58:50 PM	Demo_14_LakeCF_admin	Classification To Cash	Gov-Accounts '104800'
V	1/26/2016 12:58:42 PM	Demo_14_LakeCF_admin	Governmental Balance Sheet	Statement Preview
L	1/26/2016 12:58:06 PM	Demo_14_LakeCF_admin	Log In	Log In

Permissions Module – CAFRONLINE has a permissions module that grants or denies access to specific sections or functionality in the CAFR report. The edit permissions module allows the State administrator to assign access rights to sections and individual users of the CAFR. It is possible to set a user to have read-only access for the entire report, which is a common setting for auditor logins. (An image of the Edit Users Permissions is shown below.) If a section is read only, the user has full access to all features but are simply not allowed to save anything.



Export Document – After you have prepared your CAFR, you will need to export it from CAFRONLINE. At the very bottom of the CAFR main menu on the left is the "Export Document" button. By clicking the "Export Document" button, a grid with check-boxes will be brought up. On the grid, you can check individual boxes or as a time saver there are buttons at the top. "Select All" will check every box; "Select All Statements" will check only statements; "Select All Documents" will check only document portions. The Statements are in light gray for ease of differentiation. When you have chosen what you would like to export from CAFRONLINE, click the "Export" button. The CAFR will be viewable as a PDF or Word Document. Full exports, on average, take five minutes.



2.4 IMPLEMENTATION AND TRAINING

The vendor shall provide an implementation and training team.

2.4.1 The implementation team is responsible for setting up the current Chart of Accounts, fund structure, and all report templates used to produce the CAFR.

2.4.2 The implementation shall recreate the previously published CAFR, including formatting the financial statements in accordance with current GASB reporting standards.

2.4.3 Training shall commence upon completion of the software implementation and be completed in accordance with ***Section 2.1, Project Timeline.***

IMPLEMENTATION & TRAINING TEAM	
Team Member	*Title*
Mr. Joseph Stimac	CEO
Mrs. Megan Johnson	Implementation Manager
Mrs. Tami Boal	Sales and Training Manager
Ms. Caitlin Short	Customer Support Assistant

This team will be responsible for the software implementation and be completed in accordance with ***Section 2.1, Project Timeline***.

COMPANY BACKGROUND

3.1 VENDOR INFORMATION

3.1.1 Vendors shall provide a company profile in the table format below.

Question	Response
Company name:	Thales Consulting Inc.
Ownership (sole proprietor, partnership, etc.):	S Corporation
State of incorporation:	CA
Date of incorporation:	March 31, 2004
# of years in business:	13
List of top officers:	Joseph Stimac, CEO
Location of company headquarters, to include City and State:	980 Ninth St. 16th Floor, PMB 1604, Sacramento, CA 95814
Location(s) of the office that shall provide the services described in this RFP:	205 S. Front St Suite 2H Marquette, MI 49855
Number of employees locally with the expertise to support the requirements identified in this RFP:	0
Number of employees nationally with the expertise to support the requirements in this RFP:	5
Location(s) from which employees shall be assigned for this project:	205 S. Front St Suite 2H Marquette, MI 49855

3.1.2 A Nevada-based business may apply for a five percent (5%) preference on its proposal. This preference may apply if a business has its principal place of business within Nevada. This preference cannot be combined with any other preference, granted for the award of a contract using federal funds, or granted for the award of a contract procured on a multi-state basis. To claim this preference a business must submit a letter with its proposal showing that it qualifies for the preference.

3.1.3 **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state shall register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

3.1.4 The selected vendor, prior to doing business in the State of Nevada, shall be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS76. Information regarding the Nevada Business License can be located at http://nvsos.gov.

Question	Response
Nevada Business License Number:	Will acquire upon award
Legal Entity Name:	Thales Consulting Inc

Is “Legal Entity Name” the same name as vendor is doing business as?

Yes	X	No	

If “No”, provide explanation.

3.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes		No	X

If “Yes”, complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	
State agency contact name:	
Dates when services were performed:	
Type of duties performed:	
Total dollar value of the contract:	

3.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	X

If “Yes”, please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person shall be performing or producing the services which you shall be contracted to provide under this contract, you shall disclose the identity of each such person in your response to this RFP, and specify the services that each person shall be expected to perform.

3.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor’s ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP shall also be disclosed.

Does any of the above apply to your company?

Yes		No	X

If “Yes”, please provide the following information. Table can be duplicated for each issue being identified.

Question	Response	
Date of alleged contract failure or breach:		
Parties involved:		
Description of the contract failure, contract breach, or litigation, including the products or services involved:		
Amount in controversy:		
Resolution or current status of the dispute:		
If the matter has resulted in a court case:	Court	Case Number
Status of the litigation:		

3.1.8 Vendors shall review and provide if awarded a contract the insurance requirements as specified in ***Attachment D, Insurance Schedule for RFP 3501.***

If awarded the contract the insurance requirements as specified in Attachment D, Insurance Schedule for RFP 3501 will be met.

3.1.9 Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

CAFRONLINE was designed to streamline the production of the CAFR (Comprehensive Annual Financial Report). Having the entire document centrally located not only eliminates version control issues, but being web-based improves collaboration, which clients say provides the flexibility to add more resources to meet their deadlines.

Our knowledgeable support team has worked on hundreds of CAFR's with our clients. You not only get our software but a CAFR partner every year to assist in early implementing GASB pronouncements, discussing best practices, or brainstorming ways to improve the process next year, and all at no extra charge. Our support team are experts in the software and the CAFR compilation process. Please see our website's testimonial page as evidence of this.

We structure projects to optimize the CAFR creation process. We are willing to train users on any aspect of the software, but our default approach is to streamline the project by having the support team retain functions that come up infrequently. Prompt service when our clients are under deadline is a hallmark of our service team. With the commonly used features intuitive to use and this streamlined project structure, the State will not have to dedicate weeks to on-site implementation and training. All our users have seen a significant reduction in the time it takes to compile the CAFR.

CAFRONLINE is an application focused on one thing; creating the CAFR. One byproduct of that is our application is intuitive to use. The financial statements in CAFRONLINE require little training for those familiar with their CAFR. Controlling how the chart of accounts is rolling up to the financial statements, viewing backup, and posting adjustments are all done through mouse clicks. Furthermore the formatting of the financial statements, once set up during implementation, requires only minor adjustments from year to year and is completely covered by our annual support agreement. Because end users do not need to learn the formatting variables of our statements, training time is significantly reduced. Our clients tell us the time saved from not having to format their Excel spreadsheets every year is significant.

The document editor replicates the narrative portions of the CAFR including the MD&A, Note disclosures, statistical tables etc. Ironically, the document editor, which most prospective clients think should be the easier component of the two, actually requires he most training because we are blending the functionality of MS Word and MS Excel and the user is responsible for all the formatting. The document editor has the ability to link amounts from the financial statements. We call these linked amounts CAFRLATORS (CAFR + calculator). Using CAFRLATORS, you can create portions of the text that will update automatically when the financial statements change.

Our software and support is backed up by our invoicing policy. We always invoice six months after the fiscal year end so your CAFR is well under way or even completed by the time you are invoiced. We have been implementing this software for the past ten years which gives us the confidence to be able to invoice on these generous terms. In fact, we are the only company in this market who has consistently grown our user base over that entire time. Financial reporting for governments is our entire business and we are very proud of that.

We wrote this software specifically for governmental fund accounting. As a result, the transparency of the financial reports are intuitive and clear; even the government-wide. The hosted, web based architecture of CAFRONLINE allows us to provide a cost effective solution. Our software, knowledgeable support, and price point demonstrate we are the high value, low risk CAFR reporting solution.

3.1.10 Provide a brief description of the length of time vendor has been providing services described in this RFP to the public and/or private sector.

As the owner of Thales Consulting Inc., Joe Stimac has acquired extensive technical knowledge through implementing CAFRONLINE and working on local government financial reporting projects since 2002. Three of the four members on our support team have been with us six or more years and during that time, grown into positions of increased responsibility. Five full time employees work at Thales Consulting Inc. See our resumes for more details. CAFRONLINE was first implemented in 2006.
There are over sixty local governments using CAFRONLINE.

Everyone at the company plays a role in our support team. Mr. Stimac is ultimately responsible for oversight of the project and coordinates efforts between implementation, training, software development, and support. Megan is the implementation manager and will be the main point of contact at the start of the project. Tami is our training manager. Everyone, including Caitlin, play a role in continued support including afterhours support. Holly is our programmer and assists in providing support, new feature implementation, and software fixes. We implement our own software and would not be partnering with any third parties on this engagement. Megan, Tami, and Holly have all been with the company at least six years and therefore been instrumental in our rapid growth over the past couple of years. As a result, they have facilitated the use of CAFRONLINE on hundreds of CAFR's.

3.1.11 Financial information and documentation to be included in accordance with ***Section 8.5, Part III – Confidential Financial Information***.

Please see PDF Section III - Confidential Financial Information for financial information

3.2 SUBCONTRACTOR INFORMATION

Subcontractors are defined as a third party, not directly employed by the contractor, who shall provide services identified in this RFP. This does not include third parties who provide support or incidental services to the contractor.

3.2.1 Does this proposal include the use of subcontractors?

Yes		No	X

REFERENCES

Entity Name:	Broward County, FL
Contact Name:	Susan Friend
Email Address:	SFRIEND@broward.org
Phone Number:	(954) 357-7140
Entity Name:	North Slope Borough, AK
Contact Name:	Fadil Limani
Email Address:	Fadil.Limani@north-slope.org
Phone Number:	(907) 646-8208
Entity Name:	Clark County, WA
Contact Name:	Mitchell Kelly
Email Address:	Mitchell.Kelly@clark.wa.gov
Phone Number:	(360) 397-2310 Ext 4706

Vendors have received and will be submitting Attachment E, Reference Questionnaire directly to the State.

PROPOSED STAFF RESUME FOR RFP 3501

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Thales Consulting Inc.***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***X***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Mr. Joseph Stimac***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***CEO***		
# of Years in Classification:	***15***	**# of Years with Firm:**	***15***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Mr. Joseph Stimac has been a local government consultant since 1998. He enjoys challenging projects and has extensive experience in local government financial reporting and software application development. He was formerly a manager at Maximus Inc and founded Thales Consulting in 2002. Mr. Stimac received a B.S. in Accounting from Aquinas College (1995) and an M.A. in Analytic Philosophy from the Claremont Graduate School (1997). In 2014, he was selected for the Goldman Sachs 10,000 small businesses program. In 2015, Thales Consulting Inc. was selected as one of the twenty most promising government technology companies by CIO Review magazine.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

During his first two years as a consultant for Maximus Inc., Mr. Stimac participated in completing cost allocation plans and State Controller Reports. Before departing, he had been promoted to Manager.

In August of 2002, Mr. Stimac founded Thales Consulting Inc. Since then, Mr. Stimac has developed a cost accounting program for MGT of America which prepares OMB-A 87 reports for hundreds of governments. He also authored www.acopeb.com; which is GASB 45 software for small agencies.

Mr. Stimac created CAFRONLINE which completed its first pilot in 2006. Since then, CAFRONLINE has been implemented in local governments in fourteen states. Mr. Stimac has utilized these financial reporting programs to provide solutions and consulting services to hundreds of local governments.

Goldman Sachs 10,000 Small Businesses is a selective executive MBA type program run by the Goldman Sachs nonprofit foundation as a way to help small businesses grow in the United States. About two thousand business leaders have graduated from this program to date.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Joe received a B.S. in Accounting from Aquinas College (1995) and an M.A. in Analytic Philosophy from the Claremont Graduate School (1997).

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name:	Erika Langhans, CPA
Title:	Controller, Finance Department
Organization:	City of St. Petersburg, FL
Phone Number:	(727) 892-5652
Email:	Erika.Langhans@stpete.org
Name:	William Spinelli
Title:	Controller
Organization:	City of Orlando, FL
Phone Number:	(407) 246-2165
Email:	William.spinelli@cityoforlando.net
Name:	Rick Mikesic
Title:	Accounting Manager
Organization:	Unified Government of Wyandotte County/Kansas City, Kansas
Phone Number:	(913) 573-8046
Email:	rmikesic@wycokck.org

PROPOSED STAFF RESUME FOR RFP 3501

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Thales Consulting Inc.***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***X***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Mrs. Megan Johnson***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Implementation Manager***		
# of Years in Classification:	***4***	**# of Years with Firm:**	***6***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Megan joined Thales Consulting in 2011 as a consultant. She is the manager of CAFRONLINE. Her role as manager has allowed her to work extensively on multiple implementations and with a large variety of Governmental Entities. When Megan first started at Thales, CAFRONLINE was implemented in only 4 states. Since 2011, we have expanded to 14 states, including Alaska, and currently work with 45 governments. Megan has gone on-site for training for both new implementations and additional training requested by clients. She has been involved in over 50 implementations to date. She is passionate about providing a high level of client support. When new features are being written, Megan assists with the testing and development.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

During her first 2 years, Megan worked largely on implementing new clients and training new and existing clients on CAFRONLINE. She also began entering data into the California Cities Financial Transactions Report for over 100 cities. The conference logistics are all managed by Megan.

In 2013, Megan assumed additional responsibilities and was promoted to CAFRONLINE implementation manager. She sees the CAFRONLINE projects through from start to finish. She improved client training and support. Megan also assists with the completion of the California Cities Financial Transactions Report. Megan began training on the government wide statements. She learned the mappings and reconciliation conversion and has helped current clients complete. Invoicing and accounts receivable is also handled by Megan. She contributed to the creation of the help & support section within CAFRONLINE.

Our client base roughly doubled in 2015, and Megan improved the organization of our projects to ensure completion and continued growth of CAFRONLINE. We began standardizing our training methods and implementation procedure.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Megan received a B.S. in Marketing from Northern Michigan University in 2008.

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name:	Fadil Limani
Title:	Deputy Director of Finance
Organization:	North Slope Borough, AK
Phone Number:	(907) 646-8208
Email:	Fadil.Limani@north-slope.org
Name:	Donna Collins
Title:	President
Organization:	Milestone Professional Services, Inc
Phone Number:	(352) 408-4949
Email:	donna@milestoneps.com
Name:	Kim Lorbacher
Title:	Accounting & Reporting Manager
Organization:	Wake County, NC
Phone Number:	(919) 856-6128
Email:	Kim.Lorbacher@wakegov.com

PROPOSED STAFF RESUME FOR RFP 3501

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Thales Consulting Inc.***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***X***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Mrs. Tami Boal***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Sales and Training Manager***		
# of Years in Classification:	***1***	**# of Years with Firm:**	***6***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Tami joined Thales Consulting in 2011 as a consultant. She has worked extensively on multiple client implementations and with a large variety of Governmental Entities. Tami prepares almost one hundred financial reports for various Special District entities in the State of California per year. Tami is one of two main support contacts for Thales Consulting. She assists with email and phone support, as well as training new clients.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

In the first year with Thales Consulting, Tami inserted text and mapped financials to assist in the implementation of CAFRONLINE clients. She also assisted Mr. Stimac with the preparation of California Street and Special District Reports. When new features are being written, Tami assists with testing and designing. In 2012, Tami began training on extracting and transforming general ledger exports for both CAFRONLINE clients and California City Financial Transactions Reports. She continued with CAFRONLINE client support, implementations and annual services. Thales Consulting expenditure bookkeeping is performed by Tami.

Her third year at Thales Consulting brought more responsibility in the form of preparing all trial balance imports. She also began training clients on the document editor and the fund financials. The Help Section within CAFRONLINE was written

In 2014, Tami began preparing all imports for CAFRONLINE. She prepares over 80 Special District reports independently. In 2015, she began presenting demonstrations of CAFRONLINE and is the Sales and Training Manager. She provides all new and current clients with training.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Tami received a B.S. in Accounting from Northern Michigan University in 2007.

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name:	Adam Segal
Title:	Assistant Finance Director
Organization:	City of Dania Beach, FL
Phone Number:	(954) 924-6800 Ext 3620
Email:	asegal@daniabeachfl.gov
Name:	Ron Cox
Title:	Financial Reporting Coordinator
Organization:	Louisville/Jefferson County Metro Government, KY
Phone Number:	(502) 574-5831
Email:	Ron.Cox@louisvilleky.gov
Name:	Deidra Joseph
Title:	Assistant Finance Director
Organization:	City of Lakeland, FL
Phone Number:	(863) 834-6262
Email:	Deidra.Joseph@lakelandgov.net

PROPOSED STAFF RESUME FOR RFP 3501

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Thales Consulting Inc.***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***X***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Miss Holly Girardin***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Computer Programmer***		
# of Years in Classification:	***7***	**# of Years with Firm:**	***7***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Holly Girardin has been working as a computer programmer since her graduation from John Carroll University in 2010, when she received her B.S. in Computer science. Holly likes writing computer code and really enjoys finding ways to improve the users' CAFRONLINE experience.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Holly's first year at Thales Consulting was spent working with the lead programmer learning the company's code base, focusing on ASP.Net development with JavaScript. After the lead programmer resigned in July of 2011, Holly became the lead programmer and took over the responsibilities formally held by the last senior developer.

Holly worked alongside Mr. Stimac to re-design the user interface for CAFRONLINE. The document structure was re-arranged to make it more intuitive for users to see where everything would go within their final CAFR and the financial statements were enhanced to give the users variance data that showed the difference between the current-year and prior-year, as well as the option to view the statement data with only adjusting journal entries or only general ledger data. The first draft of the AFR module for CAFRONLINE was also implemented. Additionally, Holly merged the Broward County code-base into the CAFRONLINE code-base.

Holly has spent a large portion of her time creating and refining new financial statements for clients in states that Thales Consulting previously had not had clients in before. Additionally, the SCR code was combined into the CAFRONLINE code-base, to allow easier updating. Holly worked on a major update of the document editor (adding in new features and fixing bugs), and also worked on the new audit logging feature of CAFRONLINE that allows users to back-track and see who made which changes. Holly worked to improve the CAFRONLINE export times by changing the way that the table formatting was applied to a method that takes less time. She also changed up the code that adds headers to financial statement to be "smarter" and less dependent on other factors. She also implemented Mr. Stimac's architecture change for the site to allow it to be split across multiple servers, thus making it faster.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

John Carroll University in 2010, when she received her B.S. in Computer science

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name:	Dana Zimmer
Title:	Finance Specialist Senior
Organization:	Multnomah County, OR
Phone Number:	(503) 988-7326
Email:	Dana.Zimmer@multco.us
Name:	Mark Abrahams
Title:	President
Organization:	The Abrahams Group
Phone Number:	(508) 788-9172
Email:	bettergov@aol.com
Name:	David Glasser
Title:	Finance & Administrative Services Director
Organization:	City of Albany, CA
Phone Number:	(510) 528-5733
Email:	DGlasser@albanyca.org

PROPOSED STAFF RESUME FOR RFP 3501

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Thales Consulting Inc.***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***X***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Ms. Caitlin Short***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Customer Support Assistant***		
# of Years in Classification:	***1.5***	**# of Years with Firm:**	***1.5***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Caitlin joined Thales Consulting in 2016 as a consultant. She has worked extensively on implementing the narrative/text portions of new CAFRONLINE clients. She has formatted and mapped financial statements.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

In the first year with Thales Consulting, Caitlin has inserted text, formatted statements and mapped financials to assist in the implementation of CAFRONLINE clients. She continues to offer client support, work on implementations, and provide annual services to current clients. She has also assisted in the preparation of California City Financial Transaction Reports.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Caitlin received a B.S. in Accounting/Computer Information Systems from Northern Michigan University in 2016.

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name:	Gayle Mosher
Title:	Debt Manager
Organization:	City of Portsmouth, VA
Phone Number:	(757) 393-8831 Ext 6205
Email:	mosherg@portsmouthva.gov
Name:	Kelli Munroe
Title:	Accountant, Senior
Organization:	Pinal County, AZ
Phone Number:	(520) 866-6275
Email:	Kelli.Munroe@pinalcountyaz.gov
Name:	Michelle Wickham
Title:	Accountant III
Organization:	Jackson County, OR
Phone Number:	(541) 774-6539
Email:	wickhamc@jacksoncounty.org

OTHER INFORMATION MATERIAL

Environment and Architecture

The web front end is ASP.net and JavaScript and is comprised of multiple projects mostly written in vb.net. The optimal end user configuration is a computer with a modern processor, and enough RAM to run any version of Microsoft Edge or Google Chrome and Microsoft Office (any version). A fast internet connection is preferred. Sometimes, we need to work with a government's information technology department to whitelist our site on their firewalls. While not required, it is optimal if the user has a .pdf viewer installed in order to view the exported results of this application.

CAFRONLINE is a software as a service (SasS) solution and is hosted in a SAS 70 compliant data center in Phoenix Arizona. Our software is only offered as a hosted solution. We lease dedicated servers from Codero (www.codero.com). All our servers are behind a Cisco firewall. We do not use server virtualization in any way. Clients are run in separate application pools which allows us to run multiple clients on a single server. Upon authentication, CAFRONLINE is utilizing HTTPS SSL, so all information is encrypted in transit.

All financial information and formatting for the financial statements are stored in MSSQL Server databases. Each client and each fiscal year for that client is stored in a separate database. The databases have *checkdb* run on them every night and statistics and indexes are maintained regularly.

Flat files are used to store portions of the document editor text. All databases and client files are automatically backed up nightly from 1am to 3am Pacific Standard Time. We wrote our own backup software which has been in use since 2008. We do not use third party backup programs because we could not manage where the data would be ultimately stored. The nightly backups are written to two separate hard drives. Weekly, a backup is downloaded to an offsite hard drive in Cleveland, Ohio. Interim backups are done on document editor files on a file by file basis if the file size changes by more than 25%. Our backups are used extensively for testing new versions of the website.

Remote administrative access to the servers is very restricted. Only two IP addresses are allowed remote access through the firewall. Administrative passwords are at least 12 characters and must contain upper case, lower case, a symbol and not contain any words. Administrative passwords are changed every three months. Only two people know the passwords at any given time.

The largest surface area for attack is the website itself. As a result, we have password requirements of all of our users, including our own administrative logins. All user passwords must be at least 8 characters in length, must include 1 number and must contain 1 symbol. Passwords are automatically reset annually or on a timeline consistent with a client's security policy. All logins from all users are logged in the user log and elsewhere. The passwords are encrypted in the database. Our source code is backed up to three different hard drives in two locations weekly and four different drives in three locations monthly.

All of our clients receive the same version of the software including any new features, which is covered under their annual service fee. We have a major feature release each year. We release minor features/fixes about twice a month. Updates are pushed live around midnight EST or when there is no user activity in off hours.

Being web based, our software is designed to accommodate concurrent users working on the same report. Bandwidth usage has never been an issue. No third party tracking or advertising networks are used in the solution.

Service Level Agreement

All of our clients get the same service level agreement. Our uptime is very good, being down only a few minutes outside of scheduled maintenance windows the past twelve months due to some network issues. This affected only some of our users and was a network problem, not a problem with our leased servers being unavailable. Our server uptime is monitored as a service at our datacenter in Phoenix and we get email notifications if they become unresponsive.

We are prepared for a number of disaster scenarios. In the event a hard drive crash, daily backups are written to two separate hard drives on the same server. While working with Codero to get another box running, we could move the backup data to one of our other servers and have that client up and running in a different subdomain within a few hours at most. The same could be done in the case of a code push that wasn't performing properly. We could move a user back to a subdomain that was running the old code.

The ransomware disaster scenario is our most challenging threat. If ransomware was executed on one of our servers, we would likely have to rely on the weekly backup we bring down to a local hard drive resulting in the possible loss of a weeks' worth of work. The source code, in addition to being in a code repository, is backed up to Blu-ray along with a monthly backup of all client data. If ransomware was executed on one our development computers, we would rely on our bit bucket repository, the monthly Blu-ray, other development machines, and/or other external hard drives.

To date, we have never had a disaster scenario. The closest we have come is we have had hard drives start to show errors in the logs which prompted us to work with Codero to take an image and swap out the new drive during our maintenance hours. We check various error logs, auditing, and check database health daily.

Maintenance hours are generally in the middle of the night but in rare cases we have notified users that the maintenance hours will start earlier and are given a couple days' notice. All of these cases have been outside of normal business hours (the maintenance might start at say 8pm or during the weekends). Users are notified in advance of holidays in which support is not available in advance with reminders put up on the website. Because fiscal year ends are staggered throughout the country not all of our clients are active at the same time. Since we work closely with our clients, we try to flex around their deadlines.

CAFRONLINE databases over four years old are generally not upgraded but we retain the scripts to do so and have provided long term clients with 8+ years of logins upon request and at no extra charge. Generally logins two or three years old remain active and are then archived based on their fiscal year end.

Account Management and Access; Account Authentication

Passwords can only be reset manually by an admin at Thales Consulting Inc. A request for a new password can be made at the homepage which notifies support at Thales Consulting Inc. We then verify that the request is for an actual user and from an email at the correct government's domain. We then reset the password and provide it to the user. The user is encouraged to change the password again at this point but it is not always required. Forced reset of passwords can be set up at an interval consistent with the government's SLA.

Each authenticated user is a separate session. Concurrent users is not an issue in a web based environment.

Security and Auditing

TLS 1.2 is the default, preferred setting and used if it is supported by the browser. SSL 1,2 and 3 have been disabled on our servers.

It is worth noting that if you go to our website it is not https until a user enters a correct username. Then we pass on that user to a secure subdomain where they then enter their password. The password is then checked against the database on that server under https.

In the event of termination, we will provide all the backup, mapping etc from our databases to assist in transition to the new system. Most of this mapping information will be available to the end users without our assistance. For narrative portions, the MS word export from our system will be used.

State of Nevada
Department Administration
Purchasing Division
515 E. Musser Street, Suite 300
Carson City, NV 89701

Brian Sandoval
Governor

Jeffrey Haag
Administrator

SUBJECT:	Amendment 1 to Request for Proposal 3501
RFP TITLE:	CAFR Software Replacement
DATE OF AMENDMENT:	12/21/2017
DATE OF RFP RELEASE:	11/29/2017
OPENING DATE:	01/03/2018
OPENING TIME:	2:00 PM
CONTACT:	Gideon Davis, Purchasing Officer

The following shall be a part of RFP ***3501.*** If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment. You need not re-submit an entire proposal prior to the opening date and time.

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1. Is it your expectation that the vendor will group all accounts and reconcile to previously published values?

   Yes.

   a. Approximately how many accounts will need to be grouped?

      For the general accepted accounting principles (GAAP) based financial statements, there are approximately 5,700 general ledger accounts (balance sheet accounts, revenue sources, and objects) and approximately 100 funds. In addition, there are 130 agencies that are used to determine reporting at the functional level.

   b. Are there currently groupings in CGI that will line up exactly with the CAFR groupings/roll-ups?

      There are some groupings in CGI that line up with the CAFR groupings/roll-ups, but not exactly.

2. Is the State looking for near-exact replication of prior year CAFR or are they interested in redesign of sections of the report where improvements can be made to reduce maintenance and improve usability?

   Yes, the State is looking for a near-exact replication of the prior year CAFR; we will need flexibility for future Governmental Accounting Standards Board (GASB) implementations.

3. The RFP assumes the response is from the software vendor. This will not be the case for us. The software will be purchased directly from the manufacturer. Implementation, training and after-care

services are provided solely by an authorized consultant. The RFP response shall be submitted by the consultant, not the vendor. Should the software vendor be identified as a subcontractor? This did not seem appropriate as the software will be purchased from them directly and not resold by the consultant.

The Agency is looking for a complete solution, including software, implementation, training and ongoing support with this RFP. We see no reason to include a software vendor as a subcontractor, and we can purchase the software directly from a manufacturer as part of the comprehensive solution. The software should be quoted separately and detailed in the RFP as a required purchase directly from the manufacturer as part of the overall quote.

4. In Section 10.3.8.1:
   a. Would a selected CAFR tool be considered a "legacy" application or a "newly developed application"?

      The selected CAFR tool is a "newly developed application" as it does not currently exist on State systems.

   b. What is definition of sensitive information?

      The terms "sensitive information" and "sensitive data" are synonymous and can be used interchangeably. For State data security requirements Vendors should refer to NRS Chapter 603A, Security of Personal Information.

   c. What is definition of sensitive data and how is this different that sensitive information?

      See answer to question 4.b.

ALL ELSE REMAINS THE SAME FOR RFP 3501.

Vendor must sign and return this amendment with proposal submitted.

Vendor Name: THALES CONSULTING INC.

Authorized Signature: [signature]

Title: PRESIDENT Date: 12/25/2017

This document must be submitted in the "State Documents" section of vendors' technical proposal.