State of Nevada
Department of Administration

Purchasing Division

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Part II - Cost Proposal	
RFP Title:	CAFR Software Replacement
RFP:	3501
Vendor Name:	Workiva, Inc.
Address:	2900 University Blvd, Ames, IA 50010
Opening Date:	01/03/2018
Opening Time:	2:00 PM

Response Provided By:

Workiva

2900 University Blvd, Ames, IA 50010

Built By wdesk

Section II - Cost Proposal

1) Implementation and Training Pricing

Workiva is pleased to provide two Implementation and Training Pricing options for the State of Nevada to consider. The State of Nevada shall choose either the Standard Implementation or the Full Implementation option, not both. The main difference between the Standard and Full Implementation will be the amount of professional hours included with setup. These hours mainly focus on the amount of linking that is setup by Workiva. Both options will include the input of data and user participation from the State of Nevada for training purposes. The majority of our customers have chosen the Standard Implementation option which is a great option and includes extensive setup and training by Workiva along with lower cost.

For both the Standard Implementation or the Full Implementation, Workiva proposes that the implementation and setup process consist of two main parts, a Process Audit and CAFR Setup. A detailed description of these two parts is shown below but will also be listed in further detail under each option as well.

Process Audit Summary

1. Evaluate (Define the scope of reporting processes)
    a. Identify and meet with stakeholders involved
    b. Define business and technical requirements for reporting process
    c. Provide recommendations for repeatable and sustainable process changes
2. Data Review
    a. Conduct thorough review of data sources and usages: including file architecture, information flow, and analysis
    b. Conduct thorough review of reporting documentation: including compliance documents, board or management presentations, and supporting documents
    c. Review data sources technical efficiency
    d. Discuss current workflow process and review technical requirements
3. Recommendations
    a. Optimized data structure that achieves repeatable and sustainable reporting
    b. Suggestions to increase reporting efficiency based upon automation of data feeds
    c. A prioritized list of the expected benefits from the identified efficiencies

CAFR Standard Setup Summary

1. Import and format main document
    a. Import document provided by Customer in .docx format (must be in .docx format).
    b. Set up document outline and break document into appropriate outline sections.
    c. Review text and tables for formatting accuracy (font style, font size, spacing, borders, shading).
    d. Set up default header and footer. Import and place graphics. Set up Table of Contents by formatting to auto generate page numbers, editing Table of Contents text to reflect current quarter and adding hyperlinks to text. NOTE: Only linked data will be rolled forward. The remainder of the document content will be as imported.
2. Workbook Sections
    a. Create workbook sections for dates and example linking.
3. Example Linking
    a. Includes example linking of Statements of Net Position, Revenue Expenses and Changes in Net Position, and Cash Flows for one of the following: Governmental Fund Financial Statements, Proprietary Fund Financial Statements, or Fiduciary Fund Financial Statements.

Option 1: Standard Implementation

Standard Implementation

Workiva works with customers to rapidly adopt our service and adapt it to their existing process such that customers immediately start to realize the benefits of working in Wdesk. Following the implementation, customers are trained and working in their document within hours. For the "Standard Implementation" typical deployment steps and time-frames are outlined below.

Cost for Standard Implementation: $10,000 (One Time Fee)

Standard document setup: Our Customer Success team will import your previously published report to Wdesk. We will create your workbooks and documents and link a sample set of data implementing our best practices for financial reporting. The first time you log in to your account, you'll be able to hit the ground running. Your Customer Success Manager (CSM) will be there every step of the way as you prepare your document. The process will flow as follows.

1. Import and format main document
   a. Import document provided by Customer in .docx format (must be in .docx format).
   b. Set up document outline and break document into appropriate outline sections.
   c. Review text and tables for formatting accuracy (font style, font size, spacing, borders, shading).
   d. Set up default header and footer. Import and place graphics. Set up Table of Contents by formatting to auto generate page numbers, editing Table of Contents text to reflect current quarter and adding hyperlinks to text. NOTE: Only linked data will be rolled forward. The remainder of the document content will be as imported.
2. Workbook Sections
   a. Create workbook sections for dates and example linking.
3. Example Linking
   a. Includes example linking of Statements of Net Position, Revenue Expenses and Changes in Net Position, and Cash Flows for one of the following: Governmental Fund Financial Statements, Proprietary Fund Financial Statements, or Fiduciary Fund Financial Statements.

Process Audit: Our Solutions Architect team will spend up to two days on-site with your reporting team. This time will allow Workiva's team to understand your data source files and how they integrate with your final report(s) in Wdesk. The Solutions Architect will provide process and data flow recommendations, best practices, outline project implementation, and provide enhanced training as needed.

1. Evaluate (Define the scope of reporting processes)
   a. Identify and meet with stakeholders involved
   b. Define business and technical requirements for reporting process
   c. Provide recommendations for repeatable and sustainable process changes
2. Data Review
   a. Conduct thorough review of data sources and usages: including file architecture, information flow, and analysis
   b. Conduct thorough review of reporting documentation: including compliance documents, board or management presentations, and supporting documents
   c. Review data sources technical efficiency
   d. Discuss current workflow process and review technical requirements
3. Recommendations
   a. Optimized data structure that achieves repeatable and sustainable reporting
   b. Suggestions to increase reporting efficiency based upon automation of data feeds
   c. A prioritized list of the expected benefits from the identified efficiencies

Option 2: Full Implementation

Full Implementation

In addition to all that is included with the Standard Implementation option, the Full Implementation includes **140 hours of additional support from a Solutions Architect**. The Solutions Architect will work to create all the workbook sections that link to their corresponding sections in the CAFR document. They will also link all tables and in-text financial values from workbook to their correct locations within the CAFR, with input provided from the State of Nevada accounting team and Workiva's Customer Success Manager. Further details provided below under Custom document setup.

Cost for Full Implementation: $40,600 (One Time Fee)

Custom CAFR document setup: Our Customer Success team will import your previously published CAFR report to Wdesk. We will create your workbooks and documents and perform 1:1 linking while implementing our best practices for financial reporting. The first time you log in to your account, you'll be able to hit the ground running. Your Customer Success Manager (CSM) will be there every step of the way. The process will flow as follows.

1. Import and format main document
   a. Import document provided by Customer in .docx format (must be in .docx format).
   b. Set up document outline and break document into appropriate outline sections.
   c. Review text and tables for formatting accuracy (font style, font size, spacing, borders, shading).
   d. Set up default header and footer. Import and place graphics. Set up Table of Contents by formatting to auto generate page numbers, editing Table of Contents text to reflect current quarter and adding hyperlinks to text. NOTE: Only linked data will be rolled forward. The remainder of the document content will be as imported.
2. Workbook Sections
   a. Create workbook sections for Customer provided CAFR document. Workbook sections will be setup using Workiva's best practice guidelines.
3. Linking
   a. Link all tables and in-text financial values within Customer provided CAFR document.
   b. Linking structure and design will be determined during the process audit.

Process Audit: Our Solutions Architect team will spend up to two days on-site with your reporting team. This time will allow Workiva's team to understand your data source files and how they integrate with your final report(s) in Wdesk. The Solutions Architect will provide process and data flow recommendations, best practices, outline project implementation, and provide enhanced training as needed.

1. Evaluate (Define the scope of reporting processes)
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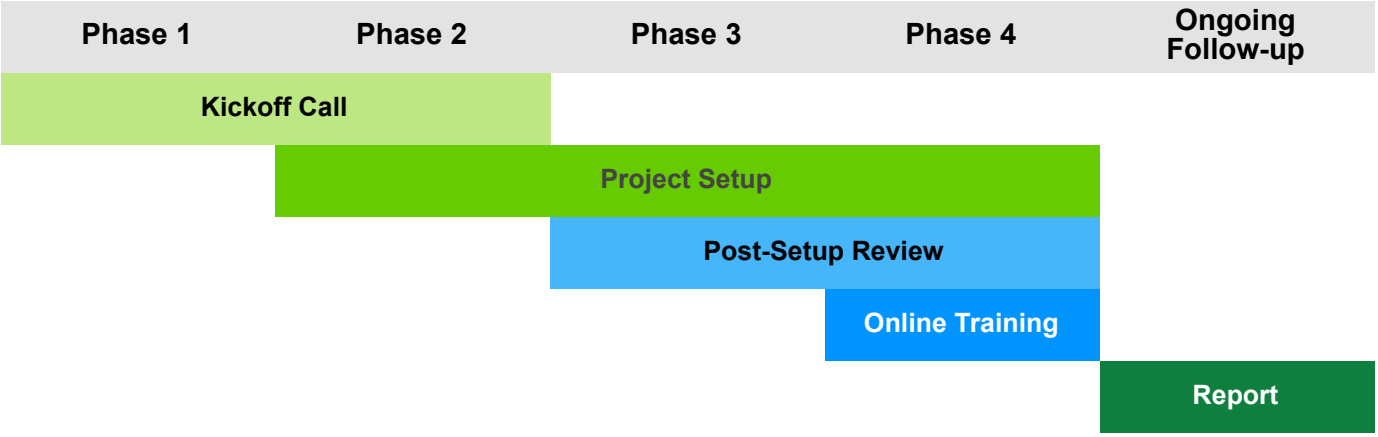
Onboarding Project Plan



**Onboarding timelines may vary depending on the scope of the project.*

Kickoff

- Meet your Customer Success Manager (CSM)
- Schedule training for team(s)
- Schedule discovery call

Process Audit

- Current process overview with your onboarding team
- Discuss your goals and expectations while working in Wdesk
- Determine a plan of action, including deliverables and timeline

Getting Started with Wdesk

- Account administrator receives a welcome email with log-in information and instructions
- Team setup
- Team completes *Getting Started* exercises
- Team goes through training with your Customer Success Manager (CSM)
- Onboarding team sets up your documents and workbook based on the implementation package that was selected and the co-created plan of action agreed upon during the Process Audit phase.

Training

- Your CSM guides you through your new process
- 1–2 hour training session on Wdesk
- You are ready to begin working

Working in Wdesk

- To ensure your success, your dedicated CSM continuously works with you
- Additional trainings are available, and your dedicated CSM will provide continuous guidance

Post-Report Completion

- Ongoing support
- Quarterly Success Reviews (QSR) with your Workiva team

Deployment Note - The actual timing of each step in the deployment process will be determined once we have a better understanding of your current process and a chance to review your documents. Typical implementation is 60 days or less and we will strive to make that period as short as possible. After this initial period, the State of Nevada's financial reporting team will be very comfortable with Wdesk's functionality and will ready to begin using Wdesk. Our easy to use interface along with our dedicated support and training will ensure a smooth transition.

2) Annual Service/Licensing Pricing

Workiva provides Wdesk as a Software as a Service (SaaS) cloud based application. Wdesk is a subscription based solution where each customer subscribes to the Wdesk Data Platform then adds appropriate user licenses based on the size of their staff and the responsibilities of the end user who works in the application. The benefit to platform pricing is that each new department using Wdesk will not need to buy the platform. Additional teams will only need to add the necessary licenses, making Wdesk affordable and scalable.

License and Seat Descriptions

Data Platform

The data platform grants account-level access to the Wdesk platform and its full suite of tools and capabilities, including data (tabular, spreadsheet and database), tasking and workflow, document management, people and group management, plus APIs and integrations. Other platform features include:

- Unlimited data links
- Retention of audit history and document revisions
- System-wide collaboration
- Ability to create groups of users
- Granular permissions system
- Cloud access via web and mobile
- Unlimited access to help content

Productivity Seats

Our license model consists of the following seat types:

Starter: Can review, comment, and approve documents. Can also sign or approve Certifications. Can also contribute documents via portal or data via data collection.

Standard: Includes Starter features in addition to the following abilities. Can create and edit documents and data, create links, and view the history of documents or data. Can be a Certification user, account administrator, and/or Workspace Administrator.

Professional: Includes Standard features in addition to the following abilities. Can manage Supporting Documents, Data Collections, and Certifications. Supporting Document management includes attaching supporting documents, requesting supporting attachments, marking up documents, and creating binders of supporting documents

The following add-on can be applied to Standard and Professional licenses to enhance their functionality.

XBRL: Can perform XBRL tagging, XBRL review, XBRL blacklines, and XBRL reports.

Premium Support

Premium Support Includes:	
Guaranteed response time	2 Hours
Dedicated Account Management Support*	Included
Emergency Filing Services	Included
Dedicated Initial and Ongoing Training	Included
Online Help and Workiva Community	Included
24/7 Hotline Support (staffed by Workiva experts)**	Included
*9am - 5pm Monday - Friday based on time zone of the nearest Workiva support center, which are located in Eastern, Central, Mountain, and Pacific time zones, as well as Central European Time.	
**If after Dedicated Account Management Support Hours, Customer will reach someone other than their assigned Customer Success Manager for no additional fee.	

Pricing: Fees begin with the Starter Package which costs $25,000 annually. The Starter Package includes the Wdesk Data Platform Subscription as well as three Professional Licenses. Additional licenses can be added to the Starter Package based on the size of your team(s). Listed below is the licensing cost associated with adding licenses to the Starter Package:

- **Starter License**: Free.
- **Standard License**: $1,300 per year per license.
- **Professional License**: $2,988 per year per license.

The breakout of the Wdesk Annual licensing cost including 24/7/365 Premium Support associated with the State of Nevada's CAFR project scope of 9 initial users is as follows:

- **Starter Package**: $25,000 - includes the Wdesk Platform Subscription and 3 Professional Licenses.
- **Additional 6 Standard Licenses for The State of Nevada's initial team:** ($1,300 x 6) = $7,800.
- **Year one licensing cost** = $32,800.
- **The State of Nevada will also incur an annual price increase not to exceed 5% for the first 5 years.**

Below, Workiva has outlined two pricing proposals that The State of Nevada will choose from. One will include Option 1 (Standard Implementation) of Workiva's Setup and Implementation options. The second will include Option 2 (Full Implementation) of Workiva's Setup and Implementation options. Both of the options below include the same platform and license subscription fees for The State of Nevada's initial 9 users.

Option 1 - Total pricing including a one time fee for the Standard Implementation option:

ATTACHMENT G - COST SCHEDULE

RFP 3501 CAFR SOFTWAWRE REPLACEMENT

Vendor: Workiva, Inc.

Reference	Description	Type	Price	Estimated Quantity	Extended Price
4.1	**Implementation and Training Pricing**				
4.1.1	Upfront Software License	One-Time	Included	1	—
4.1.2	Setup and Implementation	One-Time	$ 10,000	1	$ 10,000
4.1.3	Training	One-Time	Included	1	—
4.2	**Annual Serivce/Licensing Pricing**				
4.2.1	Annual Software License	Monthly	$ 2,733.33	60	$ 164,000
4.2.2	Annual Software Maintenance - **5% compound annual price increase**	Annually	5%	5 years	$ 7,068.61
	Estimated Contract Potential				**$ 181,068.61**

Option 2 - Total pricing including a one time fee for the Full Implementation option:

ATTACHMENT G - COST SCHEDULE

RFP 3501 CAFR SOFTWAWRE REPLACEMENT

Vendor: Workiva

Reference	Description	Type	Price	Estimated Quantity	Extended Price
4.1	**Implementation and Training Pricing**				
4.1.1	Upfront Software License	One-Time	Included	1	—
4.1.2	Setup and Implementation	One-Time	$ 40,600	1	$ 40,600
4.1.3	Training	One-Time	Included	1	—
4.2	**Annual Service/Licensing Pricing**				
4.2.1	Annual Software License	Monthly	$ 2,733.33	60	$ 164,000
4.2.2	Annual Software Maintenance - **5% compound annual price increase**	Annually	5%	5 years	$ 7,068.61
	Estimated Contract Potential				**$ 211,668.61**