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Welcome, Lu Anne Cottrill | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Solicitation Response(SR) | **Dept:** 0203 | **ID:** ESR04251900000004936 | **Ver.:** 1 | **Function:** New | **Phase:** Final | ▼ | Modified by batch , 04/26/2019

Header 📎 2

🗐 List View

| General Information | Contact | Default Values | Discount | Document Information |

Procurement Folder: 567921

Procurement Type: Central Contract - Fixed Amt

Vendor ID: VS0000018765 ⬆

Legal Name: Vertosoft LLC

Alias/DBA:

Total Bid: $40,000.00

Response Date: 04/25/2019 📅

Response Time: 23:39

SO Doc Code: CRFQ

SO Dept: 0203

SO Doc ID: CPR1900000002

Published Date: 4/19/19

Close Date: 4/26/19

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum 1 - RFQ for CAFR Prep Software

Total of Header Attachments: 2

Total of All Attachments: 2

Proc Folder : 567921

Solicitation Description : Addendum 1 - RFQ for CAFR Prep Software

Proc Type : Central Contract - Fixed Amt

Date issued	Solicitation Closes	Solicitation Response	Version
	2019-04-26 13:30:00	SR 0203 ESR04251900000004936	1

VENDOR
VS0000018765
Vertosoft LLC

Solicitation Number: CRFQ   0203   CPR1900000002

Total Bid : $40,000.00   **Response Date:**   2019-04-25   **Response Time:**   23:39:50

Comments:

FOR INFORMATION CONTACT THE BUYER

Linda B Harper

(304) 558-0468
linda.b.harper@wv.gov

Signature on File	FEIN #	DATE

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Accounting software	1.00000	EA	$40,000.000000	$40,000.00

Comm Code	Manufacturer	Specification	Model #	
43231601				

Extended Description :	Accounting software

Comments: Includes CAFR onboarding setup at no additional cost.

RFQ PROPOSAL

CRFQ CPR1900000002

Title: RFQ for CAFR Prep Software

Presented by:

Vertosoft LLC
1602 Village Market Blvd. Suite 215
Leesburg, VA 20175
DUNS# 080431574 & Cage Code: 7QV38
Certified Small Business Concern
Federal Tax ID: 81-3911287
Jay Colavita
President
Phone - 703-568-4703
Fax – 571-291-4119
Jay@vertosoft.com
www.vertosoft.com
April 26th, 2019

April 26th, 2019

Linda B Harper
Department of Administration Purchasing Division – State of West Virginia
2019 Washington ST E
Charleston, WV 25305

Dear Ms. Harper:

Vertosoft is pleased to respond to The West Virginia Consolidated Public Retirement Board's, request for quote for a Comprehensive Annual Financial Report (CAFR) Prep Solution, CRFQ CPR1900000002. Herein you will find our customized response detailing how our partner Workiva's award winning software and experienced staff will meet and exceed the requirements sought by The State of West Virginia.

Over 3,000 customers, including federal, state, city, county, special districts, and corporate customers have selected Workiva as a low risk partner to help them modernize their financial reporting process and improve the efficiencies of their organization. With over 3,000 successful implementations, we are confident we will help The West Virginia Consolidated Public Retirement Board with their reporting needs.

Vertosoft recommends The West Virginia Consolidated Public Retirement Board uses the Workiva Wdesk solution. Wdesk simplifies the data gathering, organizing, and authoring of complex business reports and presentations (like the CAFR, Budget Books, SEFA Reports, Bond Statements, and many other reports . . .), and allows The West Virginia Consolidated Public Retirement Board team to achieve the following outcomes

•   Give the department confidence that all numbers within the report are accurate and reflected correctly. Our linking functionality guarantees that when a number is updated one time the team can be 100% confident that it is correct in all affected locations of the CAFR.

•   Create a process that is repeatable year after year.

•   Allow the team to leverage the extra time to focus on analysis and the look and feel of the final document.

•   Reduce stress on the staff by speeding up the CAFR process and reducing the amount of long nights and weekends spent working on the CAFR.

Should you have any questions regarding our RFP response, please contact me directly at 703-568-4703 or via email at jay@vertosoft.com. We look forward to the opportunity to further discuss how Wdesk can help streamline The West Virginia Consolidated Public Retirement Board's CAFR process.

Very respectfully,

Jay Colavita President – Vertosoft LLC

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Vertosoft   2

West Virginia Consolidated Public Retirement Board – CRFQ CPR1900000002
Financial Reporting Software
Vertosoft Workiva Response

April 26,2019

Section 1 - Qualifications

Per section 3.1 of the RFQ, Wdesk has been used to prepare and successfully submit to GOFA well over 20 CAFRs.

The following references are submitted as per section 3.2 of the RFQ:

Reference #1
Minnesota State Retirement System
    Tim Rekow
    60 Empire Drive, Suite 300
    St Paul, MN 55103

Reference #2
Virginia Retirement System
    Vivian Shields
    9001 Arboretum Parkway
    North Chesterfield, VA 23236

Reference #3
Iowa Public Employees' Retirement System
    Darla Iverson
    7401 Register Dr
    Des Moines, IA 50321

Section 2 - Mandatory Requirements

2.1 Mandatory Contract Services Requirements and Deliverables

2.1.1   RFQ for Software and Implementation Services to Produce the Agency's CAFR.

Built for the cloud, Wdesk is a collaborative work management platform that connects documents, data, and people in new and powerful ways. Wdesk provides greater collaboration for teams working toward multiple goals, stronger document control when multiple contributors are working together, and a more productive way to manage and process large amounts of data when working with multiple sources of input. The platform has a simple and intuitive interface designed to eliminate the need for specialized or extensive training. With implementation measured in days, not months, and no costly or disruptive upgrades, Wdesk removes the burdens of traditional software platforms and offers a fresh approach to managing your data, business processes, and work. The rest of this section will focus on how Wdesk will meet and exceed the requirements for The West Virginia Consolidated Public Retirement Board.

2.1.1.1 Produce GAAP Compliant Financial Statements

By using Wdesk for the CAFR, and other financial reports, government entities can drive productivity and principled business performance for their employees and constituents while producing GAAP compliant financial statements.

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3

Wdesk meets the needs of business professionals in helping create GAAP compliant financial statements the following areas:
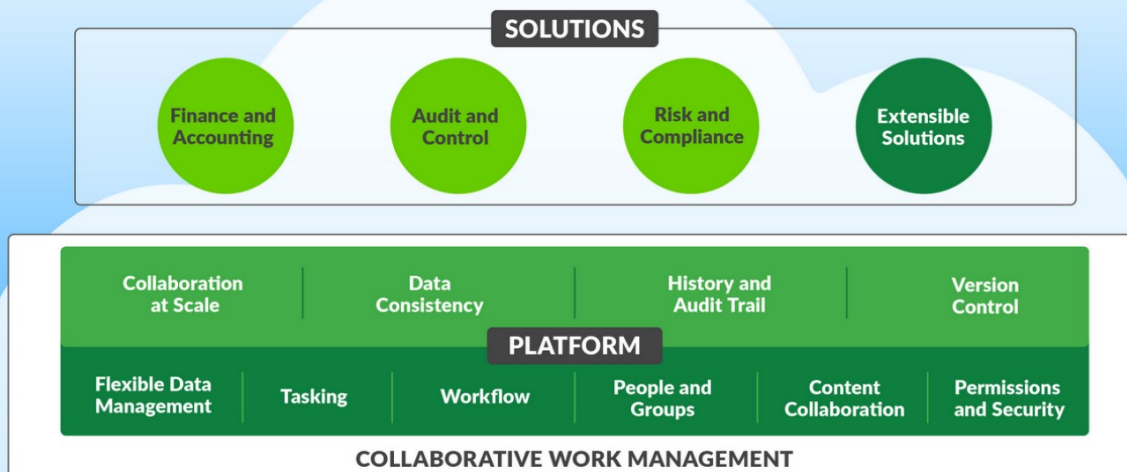
- Finance and Accounting, including:
  - Comprehensive Annual Financial Report (CAFR) and budgeting for state and local governments
  - SEC (including Section 16 and Forms 10-K, 10-Q, 8-K, N-4, N-6 and Form S-1 and related IPO readiness),
  - Canada's System for Electronic Document Analysis and Retrieval (SEDAR)
  - eXtensible Business Reporting Language (XBRL)
  - Inline XBRL
  - Digital Support Binders
  - Investor Relations including earnings call scripts and press releases
  - Data collection for financial footnotes
  - Statutory reporting
  - Financial reporting and planning
  - Global Reporting Initiative (GRI)
  - Investments Compliance
  - Integrated financial planning
- Audit and Controls including:
  - Sarbanes-Oxley (SOX) compliance and Internal Controls over Financial Reporting (ICFR)
  - Controls management
  - Model Audit Rule (MAR) compliance
    - SOX certifications
    - SOX risk assessments / RCSA (risk control self assessment)
    - SOX scoping and planning
    - Narratives and process flow chart creation / maintenance
    - Evidence / PBC management
    - Testing and electronic annotations
    - Issues management, tracking, and reporting
    - Dashboards
    - Management / Audit Committee Reports
  - Audit Planning and Management
    - Audit Risk Assessments
    - Audit Fieldwork
    - Audit Reports and Memos
- Risk and Compliance Management, including:
  - Enterprise Risk Management
    - Enterprise risk assessments
    - Risk and control mapping -- documenting coverage by pillar or category

- Risk memos and risk appetite documentation / tracking
- Management dashboards, KRI reporting, and risk heat maps
  - Board reporting and a wide range of regulatory reporting such as
    - Own Risk Solvency Assessment (ORSA)
    - Solvency II
    - Resolution and Recovery Plans (RRP)
    - Comprehensive Capital Analysis and Review (CCAR)
    - Dodd-Frank Stress Testing (DFAST)
- Operations, including:
  - Strategic business plans
  - Monthly management reports
  - Managing and tracking key performance indicators (KPIs)
  - Integrated planning
  - Environmental, Health and Safety (EHS) reporting
  - Data collection for domestic sales
  - Performance reporting
  - Employee benefit financial statements

2.1.1.2 Produce all CAFR Components with a Single Software Solution

Wdesk provides a 100% cloud based platform that delivers a single software solution that will allow the West Virginia Consolidated Public Retirement Board to produce all components of the CAFR.

2.1.1.3 Publish CAFR to PDF

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A PDF document may be created of an entire project or of any combination of documents within a project that comprise the CAFR. The PDF can then be saved or printed. Create Publish Ready PDF is an option when saving as PDF that generates a PDF version of the CAFR suitable for traditional printing. When creating a Publish Ready PDF, you can include the following options:

- Hyperlink formatting (underlines and blue text color)
- Table Cell background shading
- Leader dots in cells

2.1.1.4 Save & Review Multiple Versions Including the Final CAFR.

Wdesk gives the West Virginia Consolidated Public Retirement Board one place to control the content and the formatting of the CAFR and other financial reports. All along the way, Wdesk keeps track of changes, and revisions to the document, providing a built in audit trail and version control. Each time a change is made to a document, the user must "share" those changes in order for other users to be able to edit the changed section(s). Each time a document is "shared" a record is made of that share. This record is a full copy of the document as it existed when shared and can be accessed from the document history panel. Each share shows the name of the user that made the share as well as the time of the share, any comments made by the user when shared, if the share was saved as a milestone and the milestone name (for milestones). Each historical version can be opened at any time, and blacklines can be created between document versions to display the changes between them. These powerful features provide full auditing of documents and allow complete review across multiple versions of the CAFR, including the final version.

2.1.1.5 Support Staff to Address Issues or Technical Problems

Both Vertosoft and Workiva, are committed to our customers' success and supporting them throughout their CAFR process. Our Customer Success and Professional Services teams thrive on delivering exceptional service to all our customers. That is why we have world class satisfaction ratings. The very first thing that happens when we receive your executed contract is that you are assigned a dedicated Customer Success Manager (CSM). Customer Success Managers are trained application experts who are directly responsible for customer communication and account management. The CSM will coordinate a kickoff call with your Solutions Architect to begin the Process Audit and Onboarding. Our CSMs are available throughout the duration of the contract to address any issues or technical problems that may arise.

The Workiva Customer Success team is always on call, 24x7x365. Workiva Support includes 2-hour maximum response time. Our on-call Customer Success team includes members of our account management team and technical staff who are responsible for smooth operation of our software and hosting infrastructure. Our Customer Success Managers (CSM) are trained application experts. In addition, we employ a rapid- response paging system that ensures any system interruptions are detected instantly. Escalation procedures ensure that senior and executive management are aware of critical incidents and can assemble additional support staff as needed.

Workiva uses a dedicated account management approach for customer support. Each account has an assigned lead, called a Customer Success Manager, who is directly responsible for

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Vertosoft   6

customer communication and account management. The Customer Success Manager directs day-to-day support activity for a customer account and communicates with software quality assurance, product development, and other members of the support team to ensure timely and efficient response to customer questions, incidents, and service requests. The Customer Success Manager reports to a Customer Success Director.

Issues escalate from the Customer Success Manager, to Team and/or Senior Manager, to Director. A Customer Success Director will communicate with Software Support Engineering and Product Development leadership in response to a customer complaint, incident, or service request. The Customer Success Director will also escalate customer concerns to Workiva Senior and Executive Management as necessary depending upon the severity and pervasiveness of an issue. The turnaround time for a response is 2 hours.

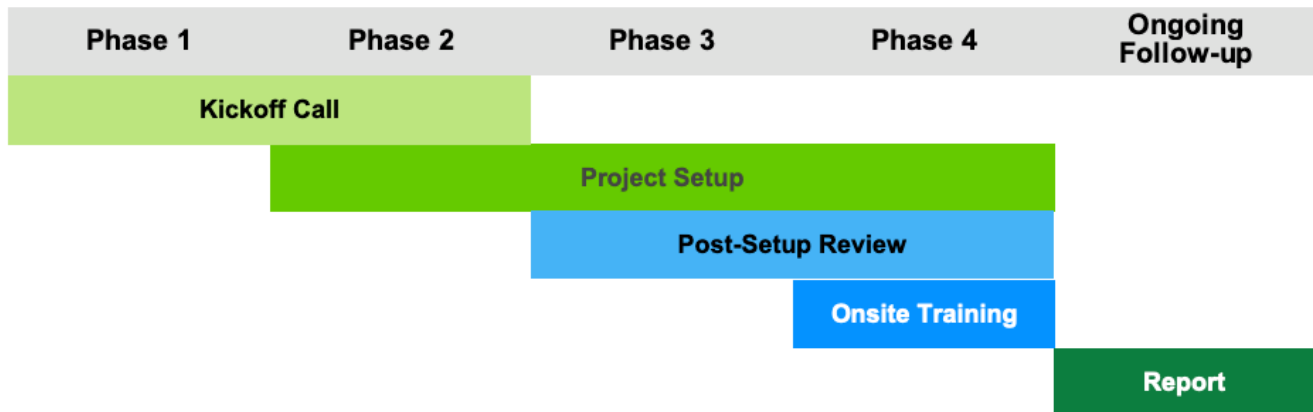### 2.1.1.6 Full First-Year Implementation of the Project

Workiva works with customers to rapidly adopt our service and adapt it to their existing process. Customers are trained and working in Wdesk on their documents within hours. Implementation varies based on the size and scope of the project, but typically that range is 30-45 days. Users will be comfortable with Wdesk's functionality and ready to take over their project at the end of the onboarding period. The easy to use interface along with dedicated support and training will ensure a smooth transition. As questions arise while users transition to business as usual, West Virginia Consolidated Public Retirement Board 's dedicated local Customer Success Manager is available for assistance or users can refer to Workiva's extensive help site with articles and videos on all Wdesk features and functionality.

As previously described in 2.1.1.5, the very first thing that happens when we receive your executed contract is that you are assigned a dedicated Customer Success Manager (CSM). Customer Success Managers are trained application experts who are directly responsible for customer communication and account management. The CSM will coordinate a kickoff call with your Solutions Architect to begin the Process Audit and Onboarding.
Customers are asked to provide Workiva with any Excel files that are used to aggregate and compute the numbers needed in the CAFR and Budget. In addition, West Virginia Consolidated Public Retirement Board will be asked to provide, if possible, the previous year CAFR and Budget in Word format. After we have all of the necessary documentation, your CSM will hold a kick off call with your team to set expectations, establish a timeline and ask initial questions on the documents that were provided. Additionally, your CSM will set up follow-up calls to facilitate document set-up in accordance with West Virginia Consolidated Public Retirement Board's needs and expectations. The West Virginia Consolidated Public Retirement Board's involvement is critical to ensure that the numbers are being linked and rolled into the document in a manner that is most concise and logical. Once set-up is complete, your CSM and a Solution Architect will come onsite for training.

Workiva is able to have The West Virginia Consolidated Public Retirement Board's annual financial report in Wdesk within 30-45 days of the issuance of the award. Having gone through the process once with the CAFR, The West Virginia Consolidated Public Retirement Board will be able set up additional reports on their own with their dedicated CSM available for guidance.

Sample Onboarding Guide

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Below is an example of the typical onboarding process.

Kickoff
- Meet your Customer Success Manager and Solutions Architect
- Schedule training for team(s)

Project Setup
- Your Customer Success Manager creates your report in Wdesk.

Process Audit
- The City of chandler will run through a 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 CSM onsite

Training
- Your CSM guides you through your new process
- You are ready to begin working

Working in Wdesk
- To ensure your success, your CSM continuously works with you
- Additional trainings are available, and your CSM will provide continuous guidance
- 24x7 Cusotmer Support is available

Post-Report Completion
- Ongoing support
- Quarterly Success Reviews (QSR) with your Vertosoft/Workiva team
- 24x7 Customer Support is available

Following this implementation period, your 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. If your team has any questions they can call your CSM, at any time for assistance.

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2.1.1.7 Licensing for a Minimum of 5 Concurrent Users

Wdesk is a 100% cloud based SaaS solution and we have provided pricing to support the minimum of 5 concurrent users.

2.1.1.8 Import and Map Data from Agency's Financial Accounting Software and other Data Bases into Software Solution

Data Integration
Wdesk makes it easy to connect and update data from your most critical systems, including desktop spreadsheets and documents, general ledgers, ERP, CRM, and other sources into the platform. Wdesk offers direct import and export capabilities, an Excel® sync add-in, APIs, and pre-built connectors.

Bidirectional data flows in connected systems and linked data within Wdesk gives you confidence in the accuracy of your data. Imports directly from source systems eliminate manual entry errors, and automated refresh ensures up- to-date data.

Wdesk Spreadsheet Connectors
Workiva offers a growing ecosystem of pre-built connectors to ERP, CRM, and HR systems, including common platforms like Dell BoomiTM, Host Analytics®, NetSuite®, Oracle®, and SAP® solutions.

Direct API access via the Data Connection Toolkit
Workiva delivers comprehensive standards-based web service APIs to support all integrations to and from the Wdesk platform. These connections would be built and maintained by the customer's IT team.

2.1.1.9 Incorporate Microsoft Office Products Including Excel, Word, PowerPoint, etc.

Wdesk documentation is fully compatible with Microsoft Office. Users can import Excel, Word and PowerPoint documents into Wdesk for collaboration. Additionally, users can export documents from Wdesk to Excel, Word, PowerPoint, or PDF format. We also support images such as .jpeg and .gif files.

2.1.1.10   Produce Financial Statements on Accrual Basis of Accounting

Wdesk allows organizations to produce financial statements on Accrual Basis of Accounting.

2.1.1.11   Produce Financial Statements that Auto-Calculate, Link, Foot and Cross-foot.

Workiva's innovative live-linking technology allow thousands of users to collaborate simultaneously on data-linked reports and documents. Within the Wdesk product platform multiple users work together to simultaneously create, review and publish data-linked financial statements which will allow source data to be updated once and that data will flow across any

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Vertosoft   **9**

designated financial report and show in the correct format. In addition, our live-linking capability have the following features:

- Linking capabilities automatically update data and text changes throughout documents and workbooks
- Multiple data points can reference the same target cell in a workbook providing a single source structure to alleviate change management pain points
- Multiple documents can be linked to the same source workbook
- Each use of data can be formatted to different number types and decimal places without affecting source data
- Links in documents can be rolled forward to new reporting periods
- Charts and tables automatically foot and cross-foot, ensuring accuracy
- Use workbook sync to define an automated process for syncing Wdesk workbooks with a specified range of cells in an Excel workbook

2.1.1.12   Capable of Adding Annotated References to any Microsoft Office Document.

Wdesk is capable of adding annotated references to any Microsoft Office Document.

2.1.1.13   Create Journal Entries and Track Adjustments for the CAFR that Dynamically Update Data Across Statements

Wdesk is capable of supporting the creating journal entries and track adjustments for the CAFR that dynamically update data across statements through Wdesk's Live Linking capability.

2.1.1.14   Systematically Handle Data Rounding to Ensure Balanced Statements

Wdesk is capable of rounding to ensure balanced statements.

2.1.1.15   Software Should Accommodate a Minimum of 5 Concurrent Users

Wdesk is a 100% cloud based SaaS solution and we have provided pricing to support the minimum of 5 concurrent users.

2.1.1.16   Provide for Multiple Users to Access the Software Solution Simultaneously Without Overriding or Conflicting Versions

Wdesk autosaves all content every 60 seconds, backing up all changes and edits to the cloud servers. If there is any disruption to your service, a hardware or network failure for instance, all edits made outside that 60 second window are accessible the next time a user logs into the application. Those changes are saved in draft mode and are therefore not accessible until shared.

Share is a unique concept to Wdesk and is a large component of the collaborative element of the application. When a user shares their edits, a new version of the document is created in the history panel and those changes are now viewable or editable by other users. Before a document is shared, the section or slide that is being edited in draft mode, displays the most

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West Virginia Consolidated Public Retirement Board – CRFQ CPR1900000002
Financial Reporting Software
Vertosoft Workiva Response

April 26,2019

current version of that section/slide without the draft changes. The application will restrict any other users from editing that section until the user with drafts shares their changes.

Each time a change is made to a document, the user must "share" those changes in order for other users to be able to edit the changed section(s). Each time a document is "shared" a record is made of that share. This record is a full copy of the document as it existed when shared and can be accessed from the document history panel. Each share shows the name of the user that made the share as well as the time of the share, any comments made by the user when shared, if the share was saved as a milestone and the milestone name (for milestones). Each historical version can be opened at any time, and blacklines can be created between document versions to display the changes between them. These powerful features provide full auditing of documents and ensures multiple users can access the report without overriding or conflicting versions.

2.1.1.17　　Provide a Full Audit Trail of Every Change Made

Within Wdesk, every change at user, cell, section and document level leaves a digital record. This feature provides a full audit trail of every change made within the report and provides users the accountability and confidence they need for critical reports such as the CAFR.

2.1.1.18　　Creates a Record of All Changes Made to a File (database) and Maintains an Audit Trail or Log of All Operations

Within Wdesk, every change at user, cell, section and document level leaves a digital record. This feature provides a full audit trail of every change made within the report and provides users the accountability and confidence they need for critical reports such as the CAFR.

2.1.1.19　　Compares, Joins, Appends and Connects Different Files from Different Sources

Wdesk provides the ability to compare, join, append and connect different files from different sources.

2.1.1.20　　Allows Users to Automatically Compare Two Versions of the Report to Visually Identify Which Elements of the Report have Changed.

Wdesk provides the ability to generate blackline reports that show the differences between any two selected revisions of a report and provides a visual indicator of which elements have changed. These blacklines can be shared with key stakeholders.

2.1.1.21　　Provide User and/or Role-Based Security

Wdesk provides both User and Role-Based Security. Wdesk offers these security controls throughout the data security lifecycle. DAM (data access management) is enforced through roles and permissions within Wdesk. These permissions apply to the creation, storage, and access of information within Wdesk, Sharing of information, utilizing FAM (file access management) also handled through user permissions through Wdesk the data remains within Wdesk and the users access the data through Wdesk.

Additional Advanced permissions that are driven from the User and Role-Based controls include:
- Distribute role-based document access and privileges for administrators, contributors and reviewers
- Set permissions at the document or section level
- Permission levels include owner, editor, viewer, and no access
- Determine which users can approve or reject proposed changes from other editors in track changes mode

2.1.1.22   Support the Review Cycle, Where Multiple Participants can Review and Comment on the Final Draft.

Wdesk provides robust commenting features for internal and external reviews. Users can respond to other users' comments in a "threaded discussion" format. Threaded discussions within commenting and the ability for comments to flow back from a "read only" review into the editable document are a unique feature set in the marketplace.

Comments can be edited, replied to, closed and deleted. Wdesk also supports directed comments and the ability to filter comments by author, status and date. In addition, read-only versions of the document can be sent out via email for review to any user or groups of users for review and comment. Comments added in these read only versions of the document show up in the editor so multiple reviews can be sent to multiple groups and the comments from those reviews can be seen in one place in the document editor.

Directed Commenting
Directed commenting allows you to direct a comment to specific users or groups of users with permissions in Wdesk with an @mention, and have them receive an email notification.

The email notification the mentioned user(s) receives contains a Go to comment button as well as a link that takes them directly to the comment in the document. The text of a comment is not included in the email to maintain confidentiality.

If you receive Directed Comment email notifications frequently, notifications can be bundled so that you receive multiple notifications at once. This Delayed Email Notification status can be turned on or off by an account admin.

2.1.1.23   Must Produce Highly Formatted Report Output

Wdesk combines word processing, linked workbooks, charts, and presentations into one application. This powerful integration allows organizations like the West Virginia Consolidated Public Retirement Board to create highly formatted reports and output them in a variety of formats to include Adobe PDF, Microsoft Word, and even Indesign.

2.1.1.24   Allows for Advanced Formatting Features within Application

Wdesk has advanced formatting features that are similar to what you would find in Microsoft Word or Adobe Acrobat. To help with formatting, you may consider creating a Style Guide to make the process quick and easy. Style Guides let you apply uniform formatting by highlighting

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the text and selecting the style you wish to apply from a drop-down menu. Only document owners can create and edit style guides, but anyone can use them. Styles can be applied to document text, document tables, and presentations.

2.1.1.25   Ensures Tables are Formatted Consistently

If you need to reuse the same text formatting options repeatedly, you may consider creating a Style Guide to make the process quick and easy. Style Guides let you apply uniform formatting by highlighting the text and selecting the style you wish to apply from a drop-down menu. Only document owners can create and edit style guides, but anyone can use them. Styles can be applied to document text, document tables, and presentations.

2.2 Contract Manager

Jay Colavita
703.568.4703
jay@vertosoft.com

Section 3 - Certification and Signature

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Vertosoft LLC

H. Jay Colavita

Jay Colavita – President

4/25/2019

703.568.4703

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

☒ Addendum No. 1	☐ Addendum No. 6
☒ Addendum No. 2	☐ Addendum No. 7
☐ Addendum No. 3	☐ Addendum No. 8
☐ Addendum No. 4	☐ Addendum No. 9
☐ Addendum No. 5	☐ Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Vertosoft, LLC
_____
Company

H. Jay Colavita
_____
Authorized Signature

4/25/2019
_____
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code* §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: _Vertosoft LLC_
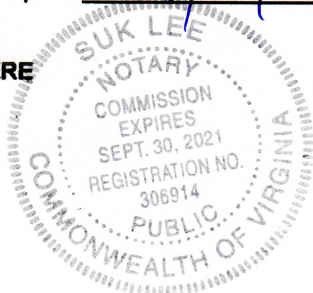
Authorized Signature: _Clint Hayes_   Date: _4/25/2019_

State of _Virginia_

County of _Loudoun_ , to-wit:

Taken, subscribed, and sworn to before me this _25_ day of _April_ , 20 _19_

My Commission expires _9/30/21_ , 20

AFFIX SEAL HERE   NOTARY PUBLIC _____

Purchasing Affidavit (Revised 01/19/2018)

SUK LEE
NOTARY
COMMISSION
EXPIRES
SEPT. 30, 2021
REGISTRATION NO.
306914
PUBLIC
COMMONWEALTH OF VIRGINIA

Exhibit A			
RFQ - Comprehensive Annual Financial Report Preparation Software/System			
Pricing Page			
Description	Quanfity	Unit Cost	Extended Cost
1st Implementation Fee, if any	1	$ -	$ -
1st Year Subscription/License Fee	1	$ 40,000.00	$ 40,000.00
2nd Year Subscription/License Fee (Optional Renewal)	1	$ 42,000.00	$ 42,000.00
3rd Year Subscription/License Fee (Optional Renewal)	1	$ 44,100.00	$ 44,100.00
4th Year Subscription/License Fee (Optional Renewal)	1	$ 46,305.00	$ 46,305.00
TOTAL BID AMOUNT			$ 172,405.00

Vendor Information	
Name:	Vertosoft LLC
Address:	1602 Village Market Blvd. Suite 215
	Leesburg, VA 20175
Phone:	703.568.4703
Email:	jay@vertosoft.com