

# State of West Virginia

**Technical Proposal for WV Executive  
Budget Books Automation Software  
System for the State Budget Office  
CRFP 2300000001**

**workiva**

Presented by:

02/01/23 12:24:36  
WV Purchasing Division

Vertosoft

Vertosoft, LLC  
1602 Village Market Blvd., Suite 215  
Leesburg, VA 20175  
P: (571) 707-4130  
F: (571) 799-9560  
David Ball, Senior Director  
[david.ball@vertosoft.com](mailto:david.ball@vertosoft.com)

*David Ball*

February 2, 2023  
VALID FOR 90 DAYS

## Confidentiality Statement

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February 2, 2023

State of West Virginia  
Attn: Joseph E. Hager III  
2019 Washington St E  
Charleston, WV 25305

Dear Mr. Hager and the Purchasing Division,

Vertosoft, as the Authorized Government Reseller for Workiva and FH Black (FHB), is pleased to respond to the State of West Virginia's request for proposal, CRFP 0703 BUD2300000001, for an Executive Budget Books Automation Software System. We recommend the Workiva platform as your software solution.

The Workiva platform simplifies complex work by bringing people, data and process into one tool. It is a multi-business reporting solution that enables collaboration, streamlines financial reporting, and creates efficiencies in reporting workflows.

Over 4,300 customers, including higher education, federal, state, city, county, special district, and corporate customers partner with Workiva as a low-risk software solution to improve efficiencies within their organizations and modernize financial reporting. Over 115 public sector agencies use the Workiva platform to produce their ACFR and over 150 agencies to produce their Budget Book, management and other annual financial reports and statements.

We are excited about the prospect of working with you. Should you have any questions regarding our response, please contact me directly at (571) 707-4130 or via email at [david.ball@vertosoft.com](mailto:david.ball@vertosoft.com).

Best,

David Ball  
Senior Director  
(571) 707-4130 | [david.ball@vertosoft.com](mailto:david.ball@vertosoft.com)

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## 4.2. PROJECT GOALS AND MANDATORY REQUIREMENTS

*The State Budget Office is seeking to license a secure cloud-based software as a service to streamline the production of the Governor's Executive Budget Books. Vendor should describe its approach and methodology to providing the service or solving the problem described by meet the goals/objectives identified below. Vendor's response should include any information about how the proposed approach is superior or inferior to other possible approaches.*

### 4.2.1. Goals and Objectives

*The project goals and objectives are listed below.*

#### 4.2.1.1 CREATING THE BUDGET BOOKS

*Agency will have an automated and streamlined process for creating the budget books. The desired outcomes could include dynamic linking that reduces manual updates, especially for last-minute changes; a consolidated and user-friendly platform for the Budget Book data; streamlined workflow with all contributors and staff; and to have the Budget Books assembled in one platform, with the capability to export to other programs as well as PDF.*

Workiva is a multi-business reporting solution and enables the Agency to merge multiple file formats into a single, publication-ready document. The Agency easily and efficiently creates all components of the Budget Book from within the consolidated and user-friendly platform for the budget book data, creating charts, graphs, text files, and spreadsheets, and linking information from a single source to various destinations (dynamic linking- a patented function and uses the familiar copy/paste feature) throughout reports for data accuracy and consistency. The Agency exports the completed Budget Book as a pdf document, including charts, graphs, narrative information, and/or connected embedded spreadsheet tables. The cloud-based platform streamlines financial reporting (i.e., Budget Book and other reports) and enables the Agency to:

- Reduce time spent on the reporting processes by replacing manual updates workflows with automated processes.
- Ensure Budget Book data accuracy and consistency by creating a single source of truth for numbers and data on a consolidated and user-friendly platform.
- Eliminate duplicative work by linking source numbers and data to multiple documents and outputs that automatically update as source values update.
- Effectively communicate and eliminate version control issues with a collaborative environment where multiple contributors and staff work on the same document at the same time and assembled in one platform.
- Maintain a complete audit trail of activity and changes for transparency and accountability.
- Apply role-based and granular permissions to ensure appropriate and secure access.



- Streamline review process utilizing the collaborative environment functionality within Workiva environment

#### 4.2.1.2 BUDGET BOOK AUTOMATION

*Agency will be able to automate at least one of the Budget Books (Volume II – Operating Detail) within the platform and have the Book meet both the statutory requirements and deadline, beginning in January 2024 (proposed State FY 2025). Agency will have the flexibility and knowledge to automate the other Budget Books within the platform with limited or no assistance, preferably with full administrative/owner access to the workspace.*

The Workiva platform is easy-to-use, familiar, and flexible by design. This design strategy makes the platform compatible with emerging trends, and template updates doable without custom development. In addition, Workiva's patented linking technology means any linked data and text is automatically updated across the platform when the source is updated.

FHB will recreate the Adopted Budget Book (located here: *Budget Books (Volume II – Operating Detail)*) within the Workiva platform.

##### Implementation Methodology

FHB proposes a **guided-self implementation model** and remote delivery of all implementation services. The guided-self implementation approach means FHB will:

- a. deploy our **purpose-built Public Sector data model** to accelerate implementation and maximize automation,
- b. manage the project,
- c. provide ongoing guidance and direction to the Agency's team,
- d. recreate the publication within a Workiva document,
- e. link 10% of the pages as a means of training the Agency's team,
- d. assign tasks to the Agency's team and verifies completion.

In this model, the Agency's team performs the majority of the work with guidance from FHB. **This approach facilitates maximum learning of the Workiva platform by heavily participating in the recreation of the prior budget book and minimizes cost.** Together with training provided, Agency will have the flexibility and knowledge to automate the other Budget Books within the platform with limited or no assistance in the future, if so desired. Agency will be able to utilize the platform and have full administrative/owner access to the workspace. The intuitiveness of the Workiva's platform allows users to easily transition from a Microsoft Word, Excel and PowerPoint environment.

**FHB uses our expertise to provide proactive leadership, guidance, and direction to Agency's team throughout each phase of the project lifecycle while working collaboratively to plan and implement the solution within the Workiva platform.** This approach ensures the Book meet both the statutory requirements and deadline, beginning in January 2024 (proposed State FY 2025):

- a. **FHB Principal Consultants are CPAs and GFOA Budget Book & ACFR award reviewers with decades of experience in automating Budget Book & ACFR production.** This experience enables



- FHB to provide recommendations on how best to automate business processes, prevent change-management obstacles, and maximize Agency's adoption of the Workiva platform,
- b. We assign **multiple CPAs** to the project to provide redundancy and efficiency.
  - c. **FHB provides project management from planning through go-live.** Using a project management portal, the team monitors progress, accesses recordings of all meetings, book meetings in the consultant's calendar, and marks assigned tasks completed. The system automatically notifies the team of project status updates to streamline communication and progress.
  - d. **FHB records all meetings**, and Agency accesses the recordings as desired throughout the implementation and for Aftercare Support.
  - e. **Capstone Training:** Post implementation, FHB will create and provide access to a custom-built training video that demonstrates key functions within your Workiva platform based on your specific configuration and process. (Please see section 4.2.2.2 Documentation of Data Mapping and Processes for details)

We recognize every client, and every implementation is unique and FHB plans accordingly. There are always considerations for any project including:

- a. Scope Creep. It is important for any project to properly define project scope. When we are awarded multiple projects, we manage implementation from beginning to end in a short timeframe so that neither team needs to stop and be reminded of previous decisions or assignments. We invest in additional planning at the onset to ensure we identify organizational-wide needs as well as standardization that increases efficiency for the next project.
- b. Project Timeline. All projects are made up of tasks that must be completed in a certain order and at certain times. We pay close attention to the availability of staff and their commitments to ensure the schedule is followed.
- c. Resistance to Change. Every organization has individuals who have varied expectations of a new system. Our strategy provides your team a clear understanding of the project goals with open discussion and participation. We listen and address any and all concerns as the project progresses.
- d. General Strategy. We know every organization has unique processes. A successful implementation requires the right people with the knowledge of what works, what needs improvement and a willingness to try something different. We have done this before, and we know what works, and what does not. We provide full consulting services and recommendations in the setup and use of the system.

#### Alternative Implementation Approaches:

We provide **alternative implementation approaches** if your team lacks the resources or skills to implement the desired solution. Organizations can experience turnover either prior to or during an implementation that can drastically impact the success of a project. Are you prepared for this obstacle?

**With your typical software vendor implementation, the project could stall or fail if these challenges arise.** We provide options for both joint or delegated implementations (at an additional cost) to support your needs. Our team of CPA's have sat in your chair and have done the work that you are doing today and can assist your team at any level of service you desire.

Delegated	Joint	Guided-Self
<p>We do nearly all the work.</p> <p>Everything in joint plus, we group your G/L and reconcile prior values and build the report contents.</p> <p>Designed for organizations that have:</p> <ul style="list-style-type: none"> <li>a. staff commitments that necessitate outsourcing most of the implementation work</li> <li>b. skills shortages that dictate outsourcing the implementation work</li> <li>c. very tight deadlines that necessitate getting as much support as possible</li> </ul>	<p>We share the work between our and your teams. You group your G/L and reconcile to prior published values, create formulas to the connected query spreadsheet. We do everything in guided-self plus build the report contents.</p> <p>Designed for organizations that have:</p> <ul style="list-style-type: none"> <li>a. budget constraints that prevent fully outsourcing the project</li> <li>b. staff commitments/skills shortages which necessitate outsourcing portions of the implementation work</li> <li>c. deadlines that prevent self-implementation</li> </ul>	<p>Your team does the work, and we guide you to ensure optimal setup.</p> <p>Designed for organizations that have:</p> <ul style="list-style-type: none"> <li>a. budget constraints</li> <li>b. experienced (accounting/ &amp; technology) staff with significant time to dedicate to the project</li> </ul>

A sample Project Timeline and Milestones schedule for recreating the *Budget Book (Volume II – Operating Detail)* in the Workiva platform is included below. A typical Budget Book implementation each takes an average of twelve (12) to eighteen (18) weeks:

**Approximate Implementation Timeline**

Milestone	Completion Date
Project Planning Meeting	Week 01
Project Kickoff and Source Document Upload	Week 01
Platform Configuration (Onboarding Setup)	Week 02
General Training	Week 03
Document formatting print-ready	Week 06
Mid-Project Sponsor Check-In Meeting	Week 09





Wdesk Document Calculated and Linked	Week 12
Recreation of Prior Year Reports and Configuration & Testing of Integration with Workiva	Week 15
Creation of Import Scripts	Week 17
Agency Sign-Off (prior year account values in all documents are accurate and the new structure is approved)	Week 18
Go-Live and Project Wrap-Up	Week 18+

### **General Statement of Work**

The goal of the project is to implement an integrated budget book automation solution and produce the Budget Book (Volume II – Operating Detail) within the Workiva Platform that provides Agency an automated and streamlined process for creating additional budget books

#### Project Planning Meeting

- a. Scheduled within a few days of an executed contract.
- b. Review the implementation process with Agency's team members, specifically discussing support, statement of work, responsibilities, business process improvement, change management, goals, and next steps (i.e., Source Documentation Upload).

#### Source Document Upload

- a. Agency uploads CIP and Budget-related data and documents per FHB instructions for the FHB consultant to review prior to the Project Kickoff.

#### Project Kickoff

- a. Initial kickoff meeting with FHB consulting team.
- b. Discovery and process review with FHB consulting team to discuss current reporting process, including current systems used for reporting and data collection.
- c. Establish high-level future state of reporting process using the Workiva platform, including Wdata.
- d. Review roles and responsibilities and finalize specific goals and expectations.
- e. Finalize a detailed project plan, including deliverables and timeline.

#### Platform Configuration

- a. FHB consulting team configures and sets up Workiva platform according to the future state defined during the Project Kickoff. This will include initial, basic sections, document structures and the import of prior year documents as provided by Agency.
- b. FHB consulting team will configure the prebuilt data model (database tables, views, and processes) to facilitate import of data from a single data source per project. Should additional integrations be required, additional fees may apply.

#### General Workiva Training

- a. FHB consultant provides Agency with instruction and access to basic Workiva platform training.
- b. Agency completes Workiva platform training.

#### Mid-Project Sponsor Check-In Meeting



- a. FHB and the Agency Project Sponsor meet to discuss project progress and address any concerns and proposing possible solutions.

#### Recreation of Prior Year Report: Budget Book

- a. As a demonstration to Agency staff, FHB links up to Ten (10) pages for the Budget Book (Volume II – Operating Detail)

### **Key Implementation Documentation of Decisions and Outputs**

There are three (3) decisions to consider on commencement of the engagement:

1. **Underlying Account Detail:** Consideration should be given to the volume of data to include in the new reporting system. For example, if Agency has a 9 segment Chart of Accounts and one segment represented Cost Center, then Agency wants to consider if account balance should include cost center or not. Despite not needing to disclose cost center detail in the Budget Book, many clients opt to include this level of detail to simplify analysis, reconciliations, and provide support to the auditors.
2. **Business Process Review:** To maximize value, Agency does not necessarily want to continue the same process in the new system, ignoring platform benefits. Consideration needs to be given to redesigning the business process to maximize value (e.g., save time, reduce risk).
3. **Future Reporting Plans:** Consideration should be given to future versions of the Budget Book, what would they look like, and identify the level of data integration from source systems. For example, Agency eventually wants to create and automate other Budget Books, then Agency may want to design the pull from source systems now.

In our almost 30 years of experience implementing reporting automation solutions for public sector organizations, we identified that the most successful implementations require the appropriate:

1. **Technology** - careful selection of the technology solution that best fits the client's particular goals and addresses their specific challenges. Many tools can accomplish a given task but matching the one the best fits the need is critical.
2. **Experience** - as crucial as choosing the right technology is, having people on the implementation team that have experience building the Budget Book. Implementations with team members who have never completed your Budget Book, do not understand GASB 34 entries, or know which GL accounts roll up to a particular value on a statement will face much more significant hurdles.
3. **Skills** - How comfortable with new technology is your team? Are they experts with spreadsheets and word processing tools? Do they understand the concepts of relational databases and queries? Even better, can they write queries? Is there project management expertise on the team? The more skillful the implementation team, the better the adoption, and your organization will more fully leverage the solution.
4. **Time** - How much time can your team dedicate to the project? Will they have other duties to contend with while implementing the new solution?

Choosing any of the major reporting solutions can lead to success. The most difficult implementations suffer from shortages of experience, skills, and/or time. To ensure success, Agency would want to mitigate these



risks. Failing to secure or losing experienced, skilled resources with sufficient availability will likely result in major challenges to the project.

The challenge of getting experience, skill, and time is precisely why FHB implementations are:

- Led by CPAs with public sector experience.
- Supported by one of our senior Workiva Platform certified developers with decades of experience.
- Managed by a dedicated project manager who maintains an updated project portal.
- Tailored to your organization's level of availability:
  - If you need us to do all the work, we offer a delegated implementation.
  - If your team has lots of time, we offer a guided self-Implementation.
  - If you need something in between, we provide a joint implementation.

#### 4.2.1.3 REPRODUCIBLE PROCESS

*Agency wants to have a reproducible process that does not depend on any one person. User adoption and support whereby each budget staff member (at least 7) may be fully trained in the platform and may have access to ongoing product support following implementation. Embedded audit trails and internal controls, which will allow Agency to collaborate and establish internal workflows.*

Workiva's annual subscription includes Premium Support. Premium Support includes technical support (basic and on-call), a Customer Success Manager (CSM) and an online Support Center.

#### Support

Support is available by [telephone](#), chat through the application, and [e-mail](#) 24 hours a day, year round (excluding limited holidays). The 24/7 support includes a two-hour maximum response time.

This support uses a "follow the sun" model and is provided through our US, EMEA, and APAC support personnel within our [restricted access office locations](#).

#### CSM

The CSM acts as an ongoing point of contact, focused on collaborating with customers to ensure they receive the most value from the Workiva platform. The CSM has experience working with our solutions and significantly contributes to Workiva's greater than 95% customer satisfaction rate.

#### Support Center

The Workiva platform provides online access to support and training materials, specifically through the Support Center which includes access to Workiva's Learning Hub, Workiva Community, and the Workiva Platform help site. Users can find a "Support" link in the application that will take them to a knowledge base that has supporting documentation on all of our applications. There are also tooltips throughout the system that offer contextual support, and tours within the Workiva Platform to assist with specific items.

The Workiva Learning Hub is a course site for on-demand learning that includes webinars, e-learning courses, virtual training, and a user certification program. The Workiva Community is a discussion platform for users to



share best practices, ideas and product enhancement requests, and the Workiva Platform help site is a resource library of narratives and videos detailing platform functions and features.

### **Annual Conference**

In addition, Workiva hosts an annual user conference called Amplify. Amplify brings together thousands of users who want to increase trust in their data and reduce risk throughout their organizations. The conference provides training, professional development sessions, a chance to earn CPE credits, and networking with peers, thought leaders, and Workiva experts in accounting, finance, reporting, and compliance.

FHB will recommend a list of standard courses from the Workiva Learning Hub for Agency's team members to complete, education specific to the document(s) created to increase user adoption. FHB then supplements this standard training with tailored education to the SME/Champion(s) for the documents/reports/projects in question which covers the details of their implementation specifics. Training also occurs ongoing during weekly project meetings as deemed necessary.

To ensure Agency has a reproducible process that does not depend on one person, FHB will provide a purpose-built Public Sector data model specifically designed for State and Local governments, as mentioned in Section 4.2.1.2, that enables maximum automation and functionality. In addition, FHB will include Capstone Training whereby FHB will create and provide access to a training video, post implementation, that demonstrates key functions within your Workiva platform based on your specific configuration and process. (Please see section 4.2.2.2 Documentation of Data Mapping and Processes for Capstone Training details.)

To further enhance the reproducible process, Workiva provides a complete audit trail solution, logging all activity, changes, deletions, edits and updates by user with date and time stamp. Additionally, Workiva's Processes feature lets you design and automate workflows. Within a process, you can create a workflow that lets you design and automate workflows and sends tasks to assignees, helping you efficiently collect and approve content in your files and track current assignments.

#### **4.2.1.4 STATUTORY AND GFOA REQUIREMENTS**

*The vendor should provide the Agency with a timely and attractive final product that meets both statutory requirements and the deadline of January 10th 2024; as well as GFOA requirements for the Distinguished Budget Presentation Award.*

The Workiva platform is a Software as a Service (SaaS) solution with user definable configuration which supports GAAP/Uniform Guidance compliant financial statements and reports in line with GFOA standards. Workiva works with guidance from the State to configure the platform according to scoped financial statements and reports. As of 2023, the Workiva platform is used by over 300 public sector agencies to produce their Annual Comprehensive Financial Reports (ACFR) and annual Budget Books.

The flexible nature of the platform supports a variety of government financial reporting and compliance needs like ACFR, Popular Annual Financial Report (PAFR), Annual/Agency Financial Report (AFR), Budget Book, Capital Improvement Plan (CIP), Single Audit, and Ad Hoc/Management Reports. The Workiva platform drives productivity and value for employees, stakeholders and constituents, and agencies commonly use the platform for multiple solutions.



To help meet both statutory requirements and the deadline of January 10<sup>th</sup> 2024, FHB provides project management from planning through go-live. Using a project management portal, the team monitors progress, accesses recordings of all meetings, book meetings in the consultant's calendar, and marks assigned tasks completed. The system automatically notifies the team of project status updates to streamline communication and progress. Additionally, we assign multiple CPAs to the project to provide redundancy and efficiency.

**For GFOA requirements for the Distinguished Budget Presentation Award, FHB will bring in and review prior Budget Book:**

- Bring into Workiva platform the existing Budget Book and have the layout and style resemble the original documents.
- Specific for Budget Book: Perform gap analysis and review budget book to identify GFOA criteria to establish steps to meet GFOA criteria.

As mentioned prior, FHB lead implementers are CPAs and GFOA ACFR and Distinguished Budget Presentation Award Reviewers with decades of experience both with the GASB framework and in automating ACFR and Budget Book production. This experience enables FHB to provide recommendations on how best to automate business processes, prevent change-management obstacles, and maximize Agency's adoption of the Workiva platform.

#### **4.2.1.5 ONGOING SUPPORT**

*The vendor should describe how it will provide support to the Agency for the SaaS platform for the duration of the contract, including a desired 24/7 available support in the time leading up to the statutory deadline.*

Workiva provides highly-rated customer support using an omni-channel approach. The Support Team maintains a greater than 95% customer satisfaction rate and Workiva maintains a nearly 98% revenue retention rate. Workiva provides support and training during implementation to walk users through setup, features and functions, and provides training throughout the life of the contract.

**Customer Success Manager (CSM):** A CSM is dedicated to the State and acts as the ongoing point of contact. The CSM is a strategic partner, focused on helping the State maximize return on investment, and identify best practices as well as opportunities for process improvement. The CSM provides a specific phone number and email for the State.

**Support Team:** In addition to the CSM, the State has access to Workiva's 24/7, world-class Support Team. The Support Team is US based, has a greater than 95% customer satisfaction rate, and handles all technical questions. Workiva provides a support phone number and email. Basic support hours are from 9:00 AM to 5:00 PM, Monday through Friday based on the time zone of the nearest Workiva support center. Support center locations are in Eastern (ET), Central (CT), Mountain (MT) and Pacific (PT) Time Zones. In addition, Workiva provides customer support by telephone and e-mail 24 hours a day, year round (excluding limited holidays). The 24/7 support includes a two-hour maximum response time.

**Support Center:** The Support Center includes The Learning Hub (online courses), a Help site (hundreds of articles and video tutorials on the platform), and Community (where you can connect with other Workiva customers, ask questions, post answers, etc.).



**Platform Maintenance:** Workiva manages all upgrades and updates with no downtime or disruption to the State. There are no additional costs for ongoing maintenance, and platform upgrades and updates are released regularly (e.g., daily, weekly).

**Annual Conference:** Workiva hosts an annual user conference called Amplify. Amplify brings together thousands of users and provides training, professional development, and CPE credits.

**Easy to Use:** The Workiva platform is easy to use and looks and feels like tools the State uses today (i.e., Word, Excel, PowerPoint, Google Docs, etc.). This familiar design is intentional—in an effort to both simplify training and accelerate user adoption. Users commonly report a readiness to use the platform within 90 minutes of training.

**FHB Standard Support:** FHB specifically provides education to the SME/Champion(s) for the Budget Book project, a recommended list of courses from the Workiva Learning Hub for Agency team members to complete, education specific to the document created, and future state documentation.

In addition, FHB has included **forty (40) hours of Aftercare support for the Budget Book and Capstone Training**. Aftercare hours are valid for one year from the date of project completion. Agency can always purchase FHB additional support at any time with the purchase of a Service Level Agreement. Capstone Training will be created after Project Completion (Please see section 4.2.2.2 Documentation of Data Mapping and Processes for Capstone Training details.). With Capstone Training, FHB will create a custom training video that demonstrates key functions within your Workiva platform based on your specific implementation and process.

## 4.2.2. Mandatory Project Requirements

*The following mandatory requirements relate to the goals and objectives and must be met by the vendor as a part of its submitted proposal. Vendor should describe how it will comply with the mandatory requirements and include any areas where its proposed solution exceeds the mandatory requirement. Failure to comply with mandatory requirements will lead to disqualification, but the approach/methodology that the vendor uses to comply, and areas where the mandatory requirements are exceeded, will be included in technical scores where appropriate. The mandatory project requirements are listed below.*

### 4.2.2.1 TRAINING

*Vendor shall provide software training to all Agency staff members to ensure future fiscal year replication efforts are successful.*

Initial platform setup and user training is part of the implementation/setup. The Solutions Architect (SA) provides tailored training for the team, and Workiva provides continued support for the life of the contract as part of the annual subscription.

The Workiva platform provides online access to support and training materials, specifically through the Support Center which includes access to Workiva's Learning Hub, Workiva Community and the Workiva Platform help site. There are also tours within the Workiva Platform to assist with specific items. The Workiva Learning Hub is a course site for on-demand learning that includes webinars, e-learning courses, virtual training, and a user



certification program. The Workiva Community is a discussion platform for users to share best practices, ideas and product enhancement requests, and the Workiva Platform help site is a resource library of narratives and videos detailing platform functions and features.

In addition, Workiva hosts an annual user conference called Amplify. Amplify brings together thousands of users who want to increase trust in their data and reduce risk throughout their organizations. The conference provides training, professional development sessions, a chance to earn CPE credits, and networking with peers, thought leaders, and Workiva experts in accounting, finance, reporting, and compliance.

**FHB consultant** provides Agency with instruction and access to basic Workiva platform training. Agency completes Workiva platform training.

**FHB will provide supplements to the standard Workiva training** with custom training based on the setup throughout implementation to the SME/Champion(s) for the budget book automation project which covers the details of their implementation specifics.

Additionally, training also occurs ongoing **during weekly project meetings** (that are recorded and accessible by Agency's team for future reference) as deemed necessary.

As mentioned above, FHB provides post implementation **Capstone Training** – FHB will create and provide access to a training video that demonstrates key functions within your Workiva platform based on your specific implementation and process. Please see the following section (4.2.2.2 Documentation of Data Mapping and Processes) for Capstone Training details.

#### **4.2.2.2 DOCUMENTATION OF DATA MAPPING AND PROCESSES**

*Vendor shall, post-implementation, provide documentation of all data mapping and other processes used to construct the platform and database.*

Post-implementation, FHB will provide Agency:

- a. **Capstone Training**- a pair of custom videos which demonstrates an overall summary of the Client's Workiva implementation. It is designed to facilitate overall comprehension of how the solution functions. Our clients typically use this resource to onboard new team members or as a reminder for those who have not used to solution in some time. It includes:
  - i. 90-minute custom video created based on the client's unique implementation process, organized by chapters/topics[JB] . This video will be forwarded to the client for review. Any questions that arise after watching the video are to be shared with FHB for use in the Q&A video.
  - ii. Recorded Q&A meeting that addresses Client's questions.

The 90-minute video provides an overview of the design and intended utilization of key aspects of solution including (as applicable):

- i. Data sources
- ii. Table structure
- iii. Queries
- iv. Query connected spreadsheets
- v. Linked spreadsheets



- vi. Document creation and linking
  - vii. Adjusting journal entry
  - viii. Validation tool
  - ix. Rounding tool
  - x. Cashflow worksheet
  - xi. Fund balance allocator
  - xii. Major/non-major fund allocator
- b. **Client Meeting recordings**- FHB records all meetings, and Agency accesses the recordings as desired throughout the implementation and for Aftercare Support.
- c. **Self-documented artifacts** – data-mapping structure, knowledge of consultants, best-practices, etc.
- d. **Documentation** of implementation processes (50 hours of effort is included)

#### 4.2.2.3 ASSISTANCE DURING THE IMPLEMENTATION PROCESS

*Vendor shall provide assistance, guidance, and support for any Agency delegated responsibilities during the implementation process.*

Please see Implementation Methodology described in Section 4.2.1.2. and below Statement of Work provided for the project.

#### Project Description

1. F.H. Black & Company Incorporated (FHB) to guide the Client in reproducing the prior year State of West Virginia, Executive Budget: Operating Detail - Fiscal Year 2024 (BB) utilizing Workiva.
  - a. We have utilized the BB provided by the Client as the definition of your scoping requirements. Should the size of the document (442 pages) being set up vary in size or complexity significantly, additional fees may accrue.
  - b. Includes building 442 pages of content in the Workiva Document as formatted and outlined in the BB (located here: <https://budget.wv.gov/executivebudget/Documents/FY%202024%20Volume%20I%20Operating%20Detail.pdf>)
  - c. During implementation we may make recommendations for changes to improve usability, to simplify ongoing maintenance by your team, or on rare occasions due to technical capabilities of the software.
  - d. Workiva Budget Book Automation timeline is 14 to 18 weeks after the kickoff call. Upon our receipt of executed agreements, we will schedule the project and the first two meetings (Project Planning and Project Kickoff) based on mutual availability.

#### FHB Responsibilities

1. CPA, Project Manager, and Client Success Manager assigned to the engagement.
2. Guide the Client through the entire implementation.
3. Provide a data model purpose-built for the Public Sector.
4. Importing the BB into a Wdesk document, setup sections, and linking all tables to supporting noncalculating spreadsheets.
5. Assist with loading data and demonstrate how to assign imported data to group codes.
6. For 10 pages of the document:
  - a. FHB will convert the non-calculating Spreadsheets to calculating by:





- i. creating formulas for Wdata Connected Spreadsheets
    - ii. creating formulas for other supporting Spreadsheets
  - b. FHB will create calculating Spreadsheets for narrative values and link to the document
7. Setup and configuration of a validation dashboard with data validation check(s) and link(s). FHB has allocated up to 1 hour to support this functionality.
8. Initial setup and configuration of Budget Adjustment Worksheet with queries back to Wdata.
9. Provide supplements to the standard Workiva training with custom training based on the setup throughout implementation.
10. Setup Wdata and chains/scripts to load standard exported content from the Client ERP system via supported Cloud Storage (Box.com, DropBox, OneDrive, SharePoint, ShareFile) or SFTP folder. Includes up to 3 source files (csv, xlsx) for purposes of pulling in required trial balance details.
11. Provide documentation of data mapping and other processes used to construct the platform and database. FHB has allocated up to 50 hours to support this requirement.

### **Client Responsibilities**

1. Project Sponsor and Client Subject Matter Expert will read the article/requirements for successful self-implementation projects (<https://blog.fhblackinc.com/self-implementation-is-it-right-for-you>) and affirm that the Client is confident in their abilities/capacity to complete this project.
2. Provide FHB with administrative/owner access to the Workiva workspace.
3. Team members working on the project will take the courses recommended by FHB from the Workiva Learning Hub (approximately 10 hours per person).
4. With Guided-Self Onboarding the Client is responsible for implementation tasks. Consequently, the Client will be primarily responsible for meeting project timelines and deadlines.
5. The Client uploads the BB-related documents and reconciled data export from the financial system(s), including all required underlying ERP/Budget software detail (similar to the package you provided to the auditor), per FHB instructions.
6. Provide ongoing guidance to the FHB team respecting presentation and disclosure requirements, general ledger structure, year-end processes, etc., as necessary.
7. Provide a mapping/group legend for each value in the report.
8. Assign all accounts by, at minimum, Object and Function as recommended/advised by FHB within Wdesk.
9. For the remaining 432 pages of the 442-page document not linked by FHB:
  - a. Client will convert the non-calculating Spreadsheets to calculating by:
    - i. creating formulas to Wdata Connected Sheets
    - ii. creating formulas to other supporting Spreadsheets
  - b. Client will create calculating Spreadsheets for narrative values and link to the document
10. Review the document for non-GL-driven data and create Spreadsheets for work papers, other calculations, or specifying as input.
11. Complete miscellaneous tasks that may be assigned during the implementation including the configuration of any work papers deemed necessary to automate complex values.
12. Reconcile the financial data within the Wdesk as necessary to agree with previously published reports. This process may also require posting budget adjustment entries within Wdesk or the accounting system. If this is necessary, the Client will be responsible for this work.
13. If necessary, create additional data validation checks and link to the validation dashboard to ensure accuracy throughout the solution.
14. Review, test, and sign-off on all FHB work within five (5) business days of receipt.

### **Project Completion**

The project is complete when the State of West Virginia Executive Budget: Operating Detail - Fiscal Year 2024 document in Workiva duplicates the formerly published BB found here (<https://budget.wv.gov/executivebudget/>)



## 4.3. QUALIFICATIONS AND EXPERIENCE

*Vendor should provide information and documentation regarding its qualifications and experience in providing services or solving problems similar to those requested in this RFP. Information and documentation should include, but not limited to, copies of any staff certifications or degrees applicable to this project, proposed staffing plans, descriptions of past projects completed (descriptions should include the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met), references for prior projects, and any other information that vendor deems relevant to the items identified as desirable or mandatory below.*

### 4.3.1. Qualification and Experience Information

*Vendor should describe in its proposals how it meets the desirable qualification and experience requirements listed below.*

#### 4.3.1.1 PRIOR EXPERIENCE

*Vendors should demonstrate successful prior experience working with State Budget Offices and/or other public sector finance offices in automating their budget books.*

Please see Section 4.3.1.3 for FHB (third-party implementer) experience.

#### **Workiva Customers and Solutions**

As of 2023, Workiva supports over 300 government agencies across the U.S. That includes 23 state controller's offices who've successfully published GFOA award-winning ACFRs and other reports, including Budget Books, using Workiva.

Workiva customers have created over 15 million reports, and linked over five billion data elements using the platform. The flexible nature of the platform supports a variety of government financial reporting and compliance needs like Annual Comprehensive Financial Report (ACFR), Popular Annual Financial Report (PAFR), Annual/Agency Financial Report (AFR), Budget Book, Capital Improvement Plan (CIP), Single Audit, and Ad Hoc/Management Reports and dashboards. The Workiva platform drives productivity and value for employees, stakeholders and constituents, and customers commonly use the platform for multiple solutions.

#### **Customer Satisfaction and Retention**

Workiva's customer satisfaction scores are greater than 95%, and revenue retention rates are over 98%, confirming Workiva is a trusted partner. Workiva is committed to customer success and supporting customers throughout the reporting process. CSMs are embedded in customer teams, and work with customers through all the processes and controls necessary for high-quality business data management, reporting, and decision-making.

#### 4.3.1.2 REFERENCES



Vendors should provide references and date ranges for existing public sector finance and budget office accounts where they have provided the full range of services requested.

#### Reference 1

Client Name	State of WV Financial Accounting Reporting Section
Contact Name	Betsy Chapman
Phone	(304) 414-9072
Email	<a href="mailto:betsy.chapman@wv.gov">betsy.chapman@wv.gov</a>
Date Ranges	September 2020–Present

#### Reference 1

Client Name	Executive Budget Office – Alabama Department of Finance
Contact Name	Doryan Carlton
Phone	(334) 242-7244
Email	<a href="mailto:doryan.carlton@budget.alabama.gov">doryan.carlton@budget.alabama.gov</a>
Date Ranges	May 2018–Present

### 4.3.1.3 THIRD-PARTY IMPLEMENTERS AND PRIOR EXPERIENCE

Vendors should identify all third-party implementers and their prior experience working with State Budget Offices and/or other public sector finance offices when implementing software and processes for budget book automation.

**F.H. Black & Company Incorporated (FHB)** will be the proposed third-party implementer for Agency's Budget Book(s), utilizing the Workiva platform.

For nearly 30 years, FHB has enabled public sector finance & budget departments across North America to improve and automate their most time consuming, monotonous, and dreaded business processes.

Automating the drudgery to focus on high-value work is so essential to our clients that they choose to Leave Nothing to Chance. They engage us to review their processes, recommend, implement & support the ideal enabling technologies and best practices.

Our carefully selected team of professionals begin by interviewing your team & reviewing your current process. We then collaborate with your team to redesign the process, select, implement, and support the optimal enabling technology.

FHB has engaged with more than 600 clients, completed over 1,000 financial reporting automation projects, with a primary focus on State and Local Governments. FHB's Principal Consultants are CPAs and GFOA



Award Reviewers and have worked in finance and budget offices like yours and completed the work you are doing today. We deeply understand the challenges and opportunities our clients face to take a consultative approach to each engagement.

FHB's areas of expertise and focus include:

Accounting Expertise:

- a) All team members have extensive accounting experience, and all Principal Consultants are CPAs
- b) Consultants have decades of experience conducted conducting audits, preparing working papers, year-end financial statements, budgets, and budget books.
- c) Our consultants have completed hundreds of reporting projects in North American frameworks including GASB, GAAP, IFRS, ASPE, and PSAB.

Technology Expertise:

- a) Experience performing business process analysis and building custom applications.
- b) Evaluate current and evolving technology to identify best-of-breed solutions.
- c) Certified to implement, train and support predominant automation software solutions for Accounting and Finance professionals.

Domain Expertise:

- a) Over 200 years of collective experience working with finance and budget departments in government, education, and corporations throughout North America.
- b) Regular presenters for numerous professional associations across North America for the following topics: business process improvement, financial reporting, internal controls, data analytics and monitoring, RPA as well as best practices for communicating financial information
- c) GFOA Award Reviewers for the Distinguished Budget Book and the Excellence in Financial Reporting Awards.

*"We believe FHB's customer service is "top notch." The team made a concerted effort to understand our requirements and concerns. We participated in periodic "how's everything going" meetings. We got the sense that FHB strives for continuous improvement in servicing its clients; and is genuinely concerned about its clients' opinions and satisfaction with FHB's products and services."*

*Sandra J. Royce*

*Director of Financial Reporting & Analysis Office of the State Controller State of Maine*

FHB & Workiva Partnership



Workiva named FHB the **2021 Innovation Partner of Year** and certified FHB as the **Workiva Elite Partner** - evidence of FHB's expertise and of the strong partnership that benefits the customer and sets the collaboration apart from competitors. We [FHB and Workiva] have collaborated together to enhance the platform and to deliver an exceptional experience for State and Local Government Agencies.





In each of our partnered engagements the organizations automated processes, saved time, improved accuracy and gained greater transparency. Common use cases include Budget Book, ACFR, PAFR and/or other financial and management reports.

*"I feel like I am the lucky one. Thanks to F.H. Black, we did not have any issues, we met all our deadlines, and we are really confident in our solution. F.H. Black has the best consultants I have seen in my whole career. Not only are they IT experts, but they know the accounting side. ...I am a CPA and also a Certified Public Financial Officer, but I think our consultant is a level above me."*

*Dongmei Li  
Assistant Controller-Corporate Accounting at Chicago Public Schools*

Some examples of recent budget, ACFR and other financial reporting automation projects by FHB include:

#### Local Government

- City of Knoxville, TN – Automation of Budget Book
- Deschutes County, OR – Automation of Budget Book
- City of Fort Wayne, IN – Automation of Annual Budget Book
- City of La Vista, NE – Automation of ACFR, Budget Book and graphic design components
- Clayton County Public Schools, GA – Automation of the Annual Budget Book and graphic design components
- City of Chicago, IL - Automation of the ACFR
- Chicago Public Schools, IL – Automation of ACFR and GASB 87 Lite Solution
- Miami-Dade County, FL– Automation of the ACFR
- Miami-Dade County, FL- Water and Sewer Department – Automation of the ACFR
- Miami-Dade County, FL- Department of Solid Waste – Automation of the ACFR

#### State Government

- State of Maryland- Automation of ACFR and closing packages
- State of Maine- Automation of ACFR
- State of Florida – GASB 87 Automation

#### Federal Government

- Department of Energy

*"FHB took the time to thoroughly understand our processes and systems before suggesting and demonstrating the solution that best met our requirements."*

*Chris Buurman  
Accountant, City of La Vista, NE*

#### 4.3.1.4 REFERENCES FOR THIRD-PARTY IMPLEMENTERS

For any third-party implementers identified in 4.3.1.3, vendors should provide references and date ranges for public sector finance and budget offices where they have provided the full range of services requested.

##### REFERENCE 1

a)	Company Name for whom the work was performed:	Deschutes County, OR
b)	Contact Information (name, phone number, and email address)	Daniel Emerson, (541) 617-4721 <a href="mailto:daniel.emerson@deschutes.org">daniel.emerson@deschutes.org</a>
c)	Brief description of the work and data range	Budget Book Automation using Workiva (Jun to Sep 2021)
d)	Case Studies' if available (describe any challenges and resolutions encountered on similar projects completed by your company)	<a href="https://blog.fhblackinc.com/deschutes_county_budget_book">https://blog.fhblackinc.com/deschutes_county_budget_book</a>

##### REFERENCE 2

a)	Company Name for whom the work was performed:	City of Fort Wayne, IN
b)	Contact Information (name, phone number, and email address)	Kathleen Smith, 260-427-1183, <a href="mailto:kathleen.smith@cityoffortwayne.org">kathleen.smith@cityoffortwayne.org</a>
c)	Brief description of the work and data range	Budget Book Automation using Workiva (Apr to Sep 2021)
d)	Case Studies' if available (describe any challenges and resolutions encountered on similar projects completed by your company)	<a href="https://blog.fhblackinc.com/city_of_fort_wayne">https://blog.fhblackinc.com/city_of_fort_wayne</a>

##### REFERENCE 3

a)	Company Name for whom the work was performed:	State of Maryland
b)	Contact Information (name, phone number, and email address)	Luther Dolcar, 410-260-7914, <a href="mailto:ldolcar@marylandtaxes.gov">ldolcar@marylandtaxes.gov</a>
c)	Brief description of the work and date range	Replacement of existing Financial Reporting (ACFR) automation solution with Workiva and Closing Packet Processes (May to Sep 2021)

**REFERENCE 4**

a)	Company Name for whom the work was performed:	Chicago Public Schools
b)	Contact Information (name, phone number, and email address)	Dongmei Li, 773-553-2735, dli23@cps.edu
c)	Brief description of the work and data range	Financial Report (ACFR) , GASB 87 reporting and lease review (Jan 2021 ongoing; multiple projects) all with Workiva
d)	Case Studies' if available (describe any challenges and resolutions encountered on similar projects completed by your company	<a href="https://blog.fhblackinc.com/chicago_public_schools">https://blog.fhblackinc.com/chicago_public_schools</a>

### 4.3.2. Mandatory Qualification/Experience Requirements

*The following mandatory qualification/experience requirements must be met by the Vendor as part of its submitted proposal. Vendor should describe how it meets the mandatory requirements and include any areas where it exceeds the mandatory requirements. Failure to comply with mandatory requirements will lead to disqualification, but areas where the mandatory requirements are exceeded will be included in technical scores where appropriate. The mandatory qualifications/experience requirements are listed below.*

#### 4.3.2.1 FULL RANGE OF SERVICES PROVIDED

*Vendors must have at least two existing Federal, State, or Local government accounts where they have provided the full range of services requested in this RFP for at least two years.*

Workiva helps over 5,200 customers in over 180 countries, including more than 75% of the Fortune 500®. The Workiva platform is used by more than 300 government and higher education institutions including 24 State controller's offices for a variety of government financial reporting and compliance needs like ACFR, PAFR, AFR, Budget Book, CIP, Single Audit, and Ad Hoc/Management Reports and dashboards.

For almost 30 years, FHB has engaged with more than 600 clients, completed over 1,000 financial reporting automation projects, with a primary focus on State and Local Governments. FHB's Principal Consultants are CPAs and GFOA Award Reviewers and have worked in finance and budget offices like yours and completed the work you are doing today. We deeply understand the challenges and opportunities our clients face to take a consultative approach to each engagement.

#### 4.3.2.2 IMPLEMENTATION STAFF

*Implementation staff (3rd party or otherwise) must have implemented proposed software in at least two existing Federal, State, or local government accounts.*

**Darryl Parker, CPA, CMA, Director of Solution Design & Architecture**

As the Director of Solution Design & Architecture, Darryl leads the technical team at FHB to ensure the success of all implementations. He is also the firm's lead trainer and has considerable custom development experience within the Workiva ecosystem.

Darryl has nearly two decades of experience implementing report automation solutions for dozens of governments, universities, CPA firms across North America. Initially a computer programmer, Darryl provides a depth of technical knowledge and problem solving that helps ensure the success of the projects he manages.

In an effort to more fully understand client issues, he pursued and achieved his accounting designation. He now brings both skill sets to the table to ensure that his clients deliver the results they need with all possible tools.

Darryl's certifications:

1. CPA

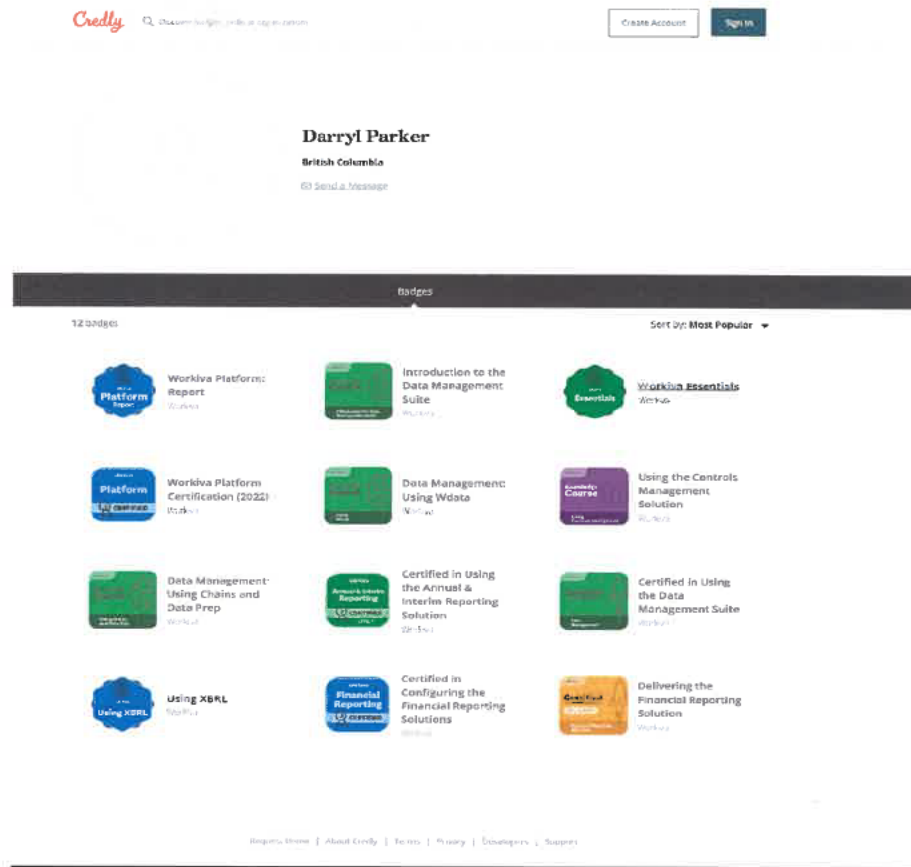
The screenshot shows the CPA British Columbia website's member directory search page. The search criteria entered are: First/Preferred Name: Darryl, Last Name: Parker, City of Employment: Surrey. The search results table shows one entry for Darryl Parker, CPA, CMA, in Surrey. A sidebar on the right lists various public services, and a footer contains copyright and social media information.

First/Preferred Name	First Name	Middle Initial	Last Name	Designation(s)	City of Employment
Darryl	Darryl	R.	Parker	CPA, CMA	Surrey

(Source: CPA British Columbia- Member Directory Available to the Public:  
[https://services.bccpa.ca/imis/Directory/Directory\\_Search.aspx](https://services.bccpa.ca/imis/Directory/Directory_Search.aspx))

2. Workiva Platform





(Source: Credly link: <https://www.credly.com/users/darryl-parker.551a3311/badges>)

Sample of completed Workiva automation projects:

- State of Maryland – ACFR Automation
- City of Fort Wayne, ON – Budget Book Automation
- City of Oakland, CA – ACFR Automation
- City of Knoxville, TN - Budget Book Automation
- City of La Vista, NE – ACFR and Budget Book Automation
- Deschutes County, FL – Budget Book Automation
- City of Chicago, IL – ACFR Automation

Jill Moats, CPA, *Principal Consultant*

As a Principal Consultant for F.H. Black & Company Incorporated, Jill implements, trains and supports clients on improving the finance function. Jill is a seasoned professional with over 12 years of accounting and finance industry experience. Her industry experience focused significantly on accounting period-end closing processes, internal controls, variance analysis, and financial reporting. Jill holds a Certified Public Accountant (CPA) designation as well as a Bachelor of Science Degree in Accounting and a Bachelor of Science Degree in Business Administration, Finance.

**Jill's certifications:**

**1. CPA**



**CPA Verification: Details**



**CPA License Information**

Name	JILL GARRETT MOATS
Company Name	
Address	
City	
State	
Zip	
County	
License Number	
License Type	CPA
Status	Active
Effective Date	07/01/2022
Expiration Date	6/30/2023
Discipline	
Public Discipline Documents	

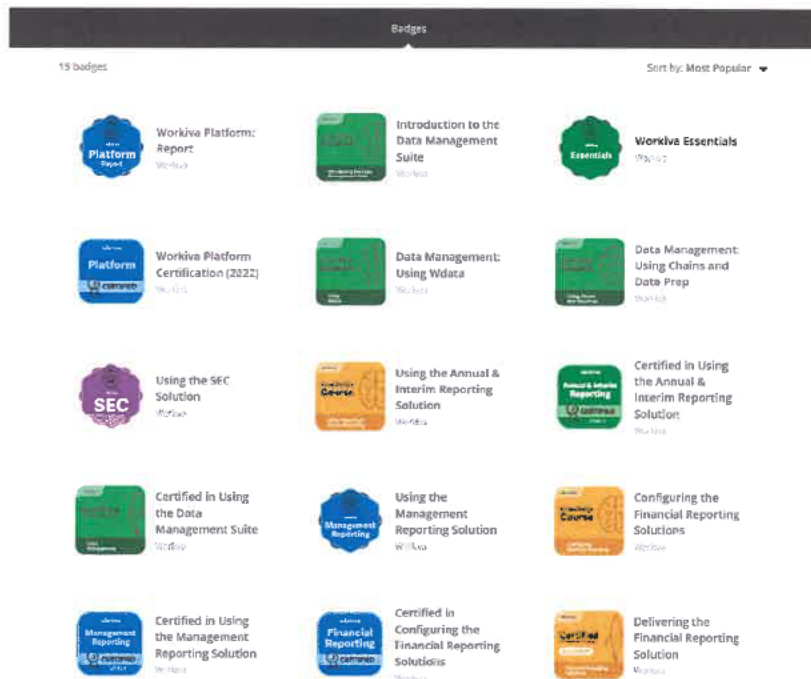
**Authorization to Perform Attest/Compilation Services**

[Return to License Verification](#) Search Again

(Source: West Virginia Board of Accountancy <https://www.boa.wv.gov/verifications/details/individual/>)

**2. Workiva Platform**

### Jill Moats



(Source: Credly link: <https://www.credly.com/users/jill-moats/badges>)

#### Sample of completed Workiva automation projects:

- State of Maryland, MD – ACFR Automation
- City of Fort Wayne, IN - Budget Book Automation
- Chicago Public Schools, IL – ACFR Automation
- Miami-Dade County, FL - ACFR Automation
- City of Chicago, IL – ACFR Automation
- Clayton County Public Schools, GA - Budget Book Automation
- Jefferson County Public Schools, KY – ACFR Automation
- Deschutes County, FL – Budget Book Automation
- Miami-Dade Water & Sewer – ACFR Automation

Amy Manthey, CPA, CITP, CISA, *Principal Consultant*

Amy has over 20 years of experience with a public accounting firm, ranging from providing attest work for governmental clients, information technology risk assessment for a wide range of clients, and firm quality assurance specializing in assurance software.

Before transferring to the assurance internal quality control team, she was an audit practitioner for more than 10 years, specializing in financial statement audits, IT risk assessments and consulting services. She has extensive experience in financial audits for state and local governments, municipal utilities, compliance audits, Yellowbook and single audits, and reviewing, analyzing and identifying areas for improvement in an organization's internal control environment.

Amy's certifications:

1. CPA



Wisconsin Department of Safety and Professional Services  
Credential/Licensing Search

Credential/License Search DSFS Home

### Individual Search Results

Search parameters

Last Name: manthey  
First Name: amy  
Credential/License Number:

Return to Search Total Result Count: 1

Credential/License #	Profession	Name	Location	Granted	Expiration Date
[REDACTED]	CERTIFIED PUBLIC ACCOUNTANT	AMY M MANTHEY	MCFARLAND WI	04/13/2001	12/14/2023

Requirement Code Description

Return to Search

(Source: Wisconsin Department of Safety and Professional Services:  
<https://licensesearch.wi.gov/IndividualLicense/SearchResults>)













2. Workiva Platform

Credly

**Amy Manthey**  
Principal Consultant | F.H. Black & Company, Inc  
McFarland, Wisconsin  
[View my profile](#)

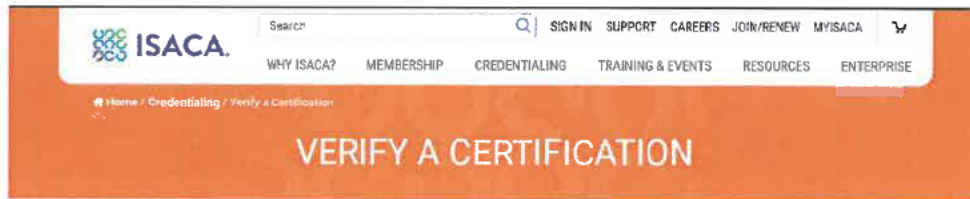
**Badges**

12 badges Sort by: Most Popular

 <b>Workiva Platform: Report</b> 10/14/22	 <b>Introduction to the Data Management Suite</b> 10/21/22	 <b>Workiva Essentials</b> 10/11/22
 <b>Workiva Platform Certification (2022)</b> 10/14/22	 <b>Certified Information Technology Professional (CITP...)</b> 10/21/22 American Institute of CPAs	 <b>Data Management: Using Wdata</b> 10/11/22
 <b>Data Management: Using Chains and Data Prep</b> 10/11/22	 <b>Using the Annual &amp; Interim Reporting Solution</b> 10/11/22	 <b>Certified in Using the Annual &amp; Interim Reporting Solution</b> 10/11/22
 <b>Configuring the Financial Reporting Solutions</b> 10/11/22	 <b>Certified in Configuring the Financial Reporting Solutions</b> 10/11/22	 <b>Delivering the Financial Reporting Solution</b> 10/11/22

(Source: Credly link: [https://www.credly.com/users/amy-manthey\\_e15ac1a5](https://www.credly.com/users/amy-manthey_e15ac1a5))

### 3. CISA Certification



Select the type of certification, enter the certificate number that they would have provided you with, and their last name exactly as it appears in their ISACA profile.

You can also submit verification requests along with a signed written consent from the individual to our [Customer Experience Center](#).

Name: Amy Menthey  
Status: Active  
Certification Type: CISA  
Certification Number: [REDACTED]  
Date Certified: 29 June 2011  
Expiration Date: 31 December 2023

TRY AGAIN

PRINT RESULT

Please note, the expiration date issued on the certificate is reflective of the three-year CPE cycle that the certification holder must adhere to.

All certification maintenance requirements must still be met annually. The verification tool above provides the annual expiration date and reflects the current verification status. If the annual requirements are not met, the three-year certificate is no longer valid.

(Source: ISACA – Verify a certification: <https://www.isaca.org/credentialing/verify-a-certification>)

Sample of completed Workiva automation projects:

- State of Florida – GASB 87 Lite Solution on the Workiva platform
- Miami-Dade, FL – ACFR Automation
- Miami-Dade Water & Sewer, FL – ACFR Automation
- Chicago Public Schools, IL – GASB 87 Lite Solution on the Workiva platform

**Kelsey Macke, Project Manager**

As a Project Manager, Kelsey uses her strategic and analytical expertise to consistently deliver results for our clients by aligning resources and teams with project objectives.

Before joining F.H. Black & Company Incorporated, Kelsey excelled as a project manager in the corporate industry, working collaboratively with stakeholders, colleagues, and clients to ensure project success.

Kelsey holds a Project Management Certification. Her contact email is: [kmacke@fhblackinc.com](mailto:kmacke@fhblackinc.com)

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)*

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> 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

*David Ball*

Authorized Signature

**1/31/2023**

Date

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

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) David Ball, Senior Director

(Address) 1602 Village Market Blvd, Suite 215, Leesburg, VA 20175

(Phone Number) / (Fax Number) (571) 707-4130 / (571) 291-4119

(Email address) david.ball@vertosoft.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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.

*By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.*

Vertosoft, LLC

(Company)

David Ball

(Signature of Authorized Representative)

David Ball, Senior Director, 1/31/2023

(Printed Name and Title of Authorized Representative) (Date)

(571) 707-4130 / (571) 291-4119

(Phone Number) (Fax Number)

david.ball@vertosoft.com

(Email Address)





Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Centralized Request for Proposals  
 Info Technology

<b>Proc Folder:</b> 1153175			<b>Reason for Modification:</b>
<b>Doc Description:</b> WV Executive Budget Books Automation Software System			
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2023-01-04	2023-02-02 13:30	CRFP 0703 BUD2300000001	1

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :** Vertosoft, LLC

**Address :** 1602

**Street :** Village Market Blvd, Suite 215

**City :** Leesburg

**State :** VA **Country :** **Zip :** 20175

**Principal Contact :** David Ball

**Vendor Contact Phone:** 571-707-4130 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
 Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

**Vendor Signature X** *David Ball* **FEIN#** 81-3911287 **DATE** 1/31/2023

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



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Centralized Request for Proposals  
 Info Technology

<b>Proc Folder:</b> 1153175		<b>Reason for Modification:</b>	
<b>Doc Description:</b> WV Executive Budget Books Automation Software System		Addendum #1 issued to publish agency responses to vendor submitted questions.	
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2023-01-18	2023-02-02 13:30	CRFP 0703 BUD2300000001	2

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :** Vertosoft, LLC

**Address :** 1602

**Street :** Village Market Blvd, Suite 215

**City :** Leesburg

**State :** VA **Country :** **Zip :** 20175

**Principal Contact :** David Ball

**Vendor Contact Phone:** 571-707-4130 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
 Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

**Vendor Signature X** *David Ball* **FEIN#** 81-3911287 **DATE** 1/31/2023

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

# REQUEST FOR PROPOSAL

## (State Budget Office CRFP 2300000001)

Step 2 – 0.909091 X 30 = Total Cost Score of 27.27273

- 6.8. Availability of Information:** Proposal submissions become public and are available for review immediately after opening pursuant to West Virginia Code §5A-3-11(h). All other information associated with the RFP, including but not limited to, technical scores and reasons for disqualification, will not be available until after the contract has been awarded pursuant to West Virginia Code of State Rules §148-1-6.3.d.

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Vertosoft, LLC

\_\_\_\_\_  
(Company)

David Ball, senior Director *David Ball*

\_\_\_\_\_  
(Representative Name, Title)

(571) 707-4130 / (571) 291-4119

\_\_\_\_\_  
(Contact Phone/Fax Number)

1/31/2023

\_\_\_\_\_  
(Date)