

SOLE SOURCE DETERMINATION

The Purchasing Division has been requested to approve a sole source purchase for the commodity or service described below. Pursuant to West Virginia Code 5A-3-10c, the Purchasing Division is attempting to determine whether the commodity or service is a sole source procurement. If you believe your company meets the required experience and qualification criteria stated below, please e-mail the Purchasing Division Buyer at krista.s.ferrell@wv.gov with a copy to Karen.Q.Byrd@wv.gov to express your interest in the project. Please forward any and all information that will support your company's compliance with required qualification and eligibility criteria along with any other pertinent information relative to this project to the Purchasing Division no later than January 18, 2008.

Requisition Number: ISCH0124

Department/Agency: West Virginia Office of Technology

Detailed Description of Project: In order to prepare for the Enterprise Resource Program (ERP) Request for Proposal, we believe that we need to benchmark our current finance and human resources/payroll functions. Like man of the other states, our needs are changing and our technology infrastructure is aging. This benchmarking project will provide an intelligent framework to help us assess our current capabilities and make informed decisions about how to put that best system and processes in place to support our programs and constituents in the short and long term.

Proposed Sole Source Vendor: National Association of State of State Auditors, Comptrollers, and Treasurers (NASACT)

Specific Eligibility Criteria: The NASACT released an RFP in 2004 to provide specialized finance and human resource/payroll benchmarking services to all 50 states, as well as, the District of Columbia and US territories. The vendor was selected because of their proven ability to offer recommendations and analysis driven by empirical data, a comprehensive knowledge base of best practices in these areas, and good understanding of how state governments operate.

Specific Qualification Criteria: The Finance Benchmark will focus on Cash Disbursements, Revenue Cycle, Accounting and External Reporting, Treasury Management, Compliance management, The Human Resources Benchmark will focus on Total Rewards Administration, Payroll Services, Data Management, Reporting, and Compliance, Staffing Services, Workforce Development Services, Organizational Effectiveness, Total Rewards Planning, Strategic Workforce Planning and Function Management. The vendor must be able to compare West Virginia's benchmarks against the database of state government metrics. These benchmarks are to be completed within a four month timeframe.

National Association of State Auditors, Comptrollers and Treasurers

Benchmarking Program



State Benchmarking Project - Statement of Work

Prepared by NASACT for the State of West Virginia

December 18, 2007

This Statement of Work (SOW) defines the scope of benchmarking services to be performed by Hackett-Accenture for the State of West Virginia, as outlined in its June 13, 2005 RFP response. Outlined in this SOW are general product offerings, deliverables, estimated project schedule and professional fees and expenses. This SOW corresponds to the master services agreement governing the NASACT program.

1. BACKGROUND

NASACT is contracting with the State of West Virginia to provide the benchmark services which are described in this document. The State of West Virginia has selected products and services from the model statement of work that best match its needs, objectives and timing. Hackett-Accenture will work directly with the State of West Virginia on delivery of these services, with NASACT providing administrative services coordination and overall program management. Definitions here correspond to definitions contained in the contract dated Dec. xx, 2007, or Jan. xx, 2008, between NASACT and the State of West Virginia.

2. SCOPE, PROCESS AND TIMING

This Statement of Work includes these benchmark offerings:

1. Finance
2. Human resources/payroll

The Finance Benchmark focuses on 8 discretely defined process groups:

Transactional	Compliance and Risk Management	Budgeting and Analysis	Management & Administration
<ul style="list-style-type: none"> ♦ Cash Disbursements <ul style="list-style-type: none"> ♦Accounts Payable ♦Travel and Expenses ♦Program Payables ♦ Revenue Cycle <ul style="list-style-type: none"> ♦Credit ♦Customer billing ♦Collections ♦Cash Application ♦ Accounting and External Reporting <ul style="list-style-type: none"> ♦Fixed Assets ♦Interfund/Interdepartmental Accounting ♦General Ledger Accounting ♦Project Grant and Cost Accounting ♦External Reporting 	<ul style="list-style-type: none"> ♦ Treasury Management <ul style="list-style-type: none"> ♦Cash Management ♦Capital and Risk Management ♦ Compliance Management <ul style="list-style-type: none"> ♦Regulatory Compliance and Auditing ♦Process Certification 	<ul style="list-style-type: none"> ♦ Budget Preparation and Reporting <ul style="list-style-type: none"> ♦Long Term Forecasting ♦Annual/Bi-Annual budgeting ♦Budget and Performance Reporting ♦ Business analysis <ul style="list-style-type: none"> ♦Department/Program Analysis 	<ul style="list-style-type: none"> ♦ Finance Function Management <ul style="list-style-type: none"> ♦Function Oversight ♦Personnel Management ♦Policy and Procedures Oversight

The Human Resources benchmark focuses on 9 discretely defined process groups:

Transactional	Employee Life Cycle	Planning & Strategy	Management & Administration
<ul style="list-style-type: none"> ◆ Total Rewards Administration <ul style="list-style-type: none"> ◆ Health and Welfare Administration ◆ Pension and Savings Administration ◆ Compensation Administration ◆ Payroll Services <ul style="list-style-type: none"> ◆ Time and Attendance ◆ Payroll Administration ◆ Data Management, Reporting and Compliance <ul style="list-style-type: none"> ◆ Compliance Management ◆ EE Data Management ◆ HR Reporting 	<ul style="list-style-type: none"> ◆ Staffing Services <ul style="list-style-type: none"> ◆ Recruiting and Staffing ◆ Exit Process ◆ Workforce Development Services <ul style="list-style-type: none"> ◆ Learning and Development ◆ Career Planning ◆ Performance Management ◆ Organizational Effectiveness <ul style="list-style-type: none"> ◆ Labor Relations Administration ◆ Organization Design and Measurement ◆ Employee Relations 	<ul style="list-style-type: none"> ◆ Total Rewards Planning <ul style="list-style-type: none"> ◆ Benefits Planning ◆ Compensation Planning ◆ Strategic Workforce Planning <ul style="list-style-type: none"> ◆ Workforce Gap Assessment ◆ Leadership Gap Assessment 	<ul style="list-style-type: none"> ◆ Function Management <ul style="list-style-type: none"> ◆ Function Oversight ◆ Personnel Management ◆ Policy and Procedures Oversight

Benchmarking Process and Timing

For each functional benchmark, Hackett will utilize its proven methodology and tools with the State of West Virginia. That process and scope will typically follow these five steps over a period of 8-12 weeks, starting in January 2008:

