

CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: Office of the Comptroller

AGENDA DATE: 7/12/2016

CONTACT PERSON/PHONE: Bruce D. Collins CPPO, Director, 212-1181
Pat Degman CGFM, Comptroller, 212-1170

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL 6: Set the Standard for Sound Governance and Fiscal Management

SUBJECT:

The award of Solicitation No. 2016-841R Financial Reporting Document Management Solution to Workiva, Inc. for an initial five (5) year term estimated award of \$132,707.17.

Year 1: \$ 24,996.00
Year 2: \$ 25,745.88
Year 3: \$ 26,518.26
Year 4: \$ 27,313.81
Year 5: \$ 28,133.22
Total Estimated Award: \$132,707.17 (5 years)

BACKGROUND / DISCUSSION:

The Office of the Comptroller is recommending award to Workiva to provide the web-based software that will significantly reduce the staff time needed to prepare the CAFR and SEFA reports, including related schedules, and will increase the efficiency of the audit work related to these reports. The reports are produced annually by the Office of the Comptroller, as required by state and federal regulation.

SELECTION SUMMARY:

Solicitation was advertised on April 12, 2016 and April 19, 2016. The solicitation was posted on City website on April 12, 2016. The email (Purmail) notification was sent out on April 14, 2016. Total of six (6) bidders were solicited; none being local vendors. Three (3) proposals were received; none being local vendors.

PROTEST

☒ There was no protest received for this requirement.

PRIOR COUNCIL ACTION:

None

AMOUNT AND SOURCE OF FUNDING:

210-1000-13130-522150

Office of the Comptroller - General Funds - Financial Reporting - Outside Contracts

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Pat Degman 6/30/16

**COUNCIL PROJECT FORM
(RFP)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **CONSENT** agenda under **RFP's** for the Council Meeting of **JUNE 30, 2016**.

STRATEGIC GOAL: NO. 6: SET THE STANDARD FOR SOUND GOVERNANCE AND FISCAL MANAGEMENT

The award of Solicitation No. 2016-841R Financial Reporting Document Management Solution to Workiva, Inc. for an initial five (5) year term estimated award of \$132,707.17. Performance period July 15, 2016 to July 14, 2021.

Department:	Office of the Comptroller
Award to:	Workiva, Inc. Ames, Iowa
Item(s):	All
Initial Term:	5 years
Year 1:	\$ 24,996.00
Year 2:	\$ 25,745.88
Year 3:	\$ 26,518.26
Year 4:	\$ 27,313.81
Year 5:	\$ 28,133.22
Total Estimated Award:	\$132,707.17 (5 years)
Account No.:	210 – 13130 – 522150 – 1000
Funding Source:	General Funds – Outside Contracts
District(s):	All

This is a Request for Proposal (RFP), service contract.

The Purchasing & Strategic Sourcing Department and Office of the Comptroller recommend award as indicated to Workiva, the highest ranked proposer based on evaluation factors established for this procurement.

Additionally, it is requested that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this award.

*******ADDITIONAL INFO BELOW*******

Committee Score Sheet
2016-841R Financial Reporting Document Management Solution
Request for Proposal

Evaluation Factors	Maximum Amount of Points	Gray CPA Consulting PC Montgomery, TX	Thales Consulting Inc. Sacramento, CA	Workiva, Inc Ames, IA
A) Proposal Cost Provide detailed information on cost submitted and performance guarantees offered	35	\$ 10.66 131,305.00	\$ 35.00 40,000.00	\$ 10.55 132,707.17
B) Quality of Response and Presentation Respondents evaluated on responsiveness to proposal request a. Readability, completeness, understanding of project scope (5 points) b. Adherence to response format requirements (5 points)	10	4.67	3.67	9.67
C) Project Team Qualification and Experience in the Past Five (5) years Provide a full description of the experience you have in providing the request service. Provide a resume detailing your past history and background. (5 points) a. Qualifications in performing specific job requirements stated (15 points) b. Experience in management, technology, accounting, government reporting, etc. (15 points)	35	9.67	8.33	34.00
D) Response of References a. Complete projects on-time, within budget (5 points) b. Communicates and interacts with all staff levels and produces high quality results (5 points) c. Provide appropriate training as needed (5 points) d. Provide web and phone support as needed (5 points)	20	18.67	20.00	19.33
Totals	100 Points	43.66	67.00	73.55



CITY OF EL PASO REQUEST FOR PROPOSAL TABULATION FORM



Project Name: FINANCIAL REPORTING DOCUMENT MANAGEMENT SOLUTION
Bid Opening Date: MAY 11, 2016

Solicitation #: 2016-841R
Department: OFFICE OF THE COMPTROLLER

GRAY CPA CONSULTING, PC	MONTGOMERY, TX
THALES CONSULTING INC.	SACRAMENTO, CA
WORKIVA, INC.	AMES, IA
RFPs SOLICITED: 6 LOCAL RFPs SOLICITED: 0 RFPs RECEIVED: 3 LOCAL RFPs RECEIVED: 0 NO BIDS: 0	

NOTE: The information contained in this RFP tabulation is for information only and does not constitute actual award/execution of contract.

APPROVED: _____/s/_____

DATE: 6/21/16 _____

NexDIMENSION
P.O. BOX 921221
NORCROSS, GEORGIA 30010

SYSTEM INNOVATORS
10550 DEERWOOD PARK BLVD, STE 700
JACKSONVILLE, FL 32256

HARRIS GOVERN
424 SOUTH WOODS MILL ROAD.
SUITE 310
ST. LOUIS, MO 63017

CASEWARE INTERNATIONAL INC.
469 KING STREET WEST 2nd FLOOR
TORONTO, ONTARIO
M5V1K4
CANADA

WORKIVA
600 E. LAS COLINAS BLVD
16th FLOOR, SUITE 1600
IRVING, TX 75039

GLOBAL SOFTWARE INC.
3201 BEECHLEAF COURT, SUITE 170
RALEIGH, NC 27604