



Capital Improvement Interim Request Form

Requested by _____

Date _____

Department _____

Division _____

Request _____

Location of Item _____

Additional Description

Quantity _____

Unit Cost _____

Total Request _____

Request

Purpose _____

Category _____

If replacement:

Condition: _____

Operational Impact (Costs/ Savings) _____

Tag number: _____

Associated Operating (Costs/ Savings) _____

i.e. Additional funds for maintenance, software, supplies or reduction in specific accounts

Is funding available?

YES

NO

→ _____

Justification

**** PLEASE SUBMIT ALL DOCUMENTATION AS NECESSARY**

INTERNAL USE ONLY:

FORM NUMBER _____	APPROVAL TYPE _____	ITEM TOTAL _____	APPROVED
DEPARTMENT _____	SUB-OBJECT _____		DENIED
DEADLINE _____	COMM COURT ITEM _____		
IF ALTERNATE FUNDING: FUNDING SOURCE _____	ITEM NO _____	IF RELATED ITEM: _____	NEW TOTAL _____
SIGNATURE		DATE	
COMMENTS			APPROVAL TYPES
			1 - BUDGET APPROVAL 2 - CHIEF ADMIN 3 - COMM CRT



FROM
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FOR
 County of El Paso, TX

TO
 Luis Martinez

EMAIL
LuMartinez@epcounty.com

COPY TO
 Myrna Coon

QUOTE NUMBER
 7999

DATE
 July 15, 2022

VALID UNTIL
 September 19, 2022 at 5:00PM

Vertosoft Workiva Texas DIR Sales Quote for EL PASO COUNTY TEXAS


Texas DIR Contract Number: DIR-TSO-4227

Payment Terms - Net 30

Billing Frequency: Annually in Advance
 Delivery Type: Electronic

Subscription Term

Start Date: 09/19/2022
 End Date: 09/18/2023

<p>WDESK-CGFRS-01 WDESK Connected Government Financial Reporting Solution - Per Unit Year 1 Subscription</p>	<p>24,500.00 x 2 49,000.00</p>
<p>WDESK-ONBOARD WDESK Delegated Onboarding for Workiva ACFR Automation to be performed by F.H. Black To be performed subject to the attached Scope of Work. Anything outside of the scope of work is outside this project's scope and will need to be identified and quoted separately.</p> <p> Statement of Work - County fo El Paso, TX</p>	<p>275.00 x 820 225,500.00</p>

WDESK-ONBOARD

WDESK Aftercare Support Twenty-hour Aftercare Support Pack to be provided by F.H. Black

Aftercare hours are optional depending on the Client's needs. If purchased with a project, Aftercare hours are valid for one year from the date of project completion. Additional hours can be added at any time with the purchase of a Service Level Agreement.

275.00
x 20
5,500.00

Total

\$280,000.00

Workiva Terms and Conditions

 Workiva End User Access Agreement - Government

Purchase Order Terms

Taxes: Sales tax shall be added at the time of an invoice, unless a copy of a valid tax exemption or resale certificate is provided.

All Purchase Orders must reference the Vertosoft Quote number and include: End User Name, Phone Number, Email Address, Purchase Order Number, Government Contract Number, Bill-To and Ship-To Address, Period of Performance (if applicable), and a Signature of a duly Authorized Representative.

**Statement of Work
El Paso County (Client)
Delegated Onboarding Workiva ACFR Automation**

Project Description

1. F.H. Black & Company (FHB) to reproduce the prior year's El Paso County ACFR For the Fiscal Year Ended September 30, 2021 (ACFR) utilizing Workiva:
 - a. We have utilized the ACFR provided by the Client as the definition of your scoping requirements. Should the size of the document (307 pages) being set up vary in size or complexity significantly, additional fees may accrue.
 - b. Includes building 307 pages of content in the Workiva Document as formatted and outlined in the ACFR (located here: https://www.epcounty.com/auditor/publications/cafr/acfr_21/main.htm).
 - c. During implementation, we may make recommendations for changes to improve usability, simplify ongoing maintenance by your team, or on rare occasions due to the technical capabilities of the software.
 - d. Workiva ACFR Automation timeline is 14 to 16 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. Provide a data model purpose-built for Public Sector.
3. 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.
4. Loading data and assigning imported data to group codes.
5. Importing the ACFR into a Wdesk document, setup sections, and linking all tables to supporting non-calculating spreadsheets.
6. For 307 pages of the document:
 - a. FHB will convert the non-calculating spreadsheets to calculating by:
 - i. creating formulas to Wdata Connected Spreadsheets
 - ii. creating formulas to other supporting Spreadsheets
 - b. FHB will create calculating spreadsheets for narrative values and link them to the document
7. Grouping and reconciling of the data by F.H. Black and Company have been estimated to be 228.5 hours. Should the amount exceed 228.5 hours additional charges will be applied.
8. Setup and configuration of a validation dashboard with data validation check(s) and link(s). FHB has allocated up to 25 hours to support this functionality.
9. Initial setup and configuration of the Adjusting Journal Entry Worksheet with queries back to Wdata and posting necessary adjusting journal entries within Wdesk. FHB has allocated up to 50 hours to support this functionality.
10. Provide supplements to the standard Workiva training with custom training based on the setup.

Client Responsibilities

1. Provide FHB with administrative/owner access to the Workiva workspace.
2. Team members working on the project will take the courses recommended by FHB from the Workiva Learning Hub (approximately 10 hours per person).
3. Provide the data to support the ACFR (similar to the package you provided to the auditor).
4. Provide ongoing guidance to the FHB team respecting presentation and disclosure requirements, general ledger structure, year-end processes, etc., as necessary.
5. Provide a mapping/group legend for each value in the MD&A, statements, schedules, and footnotes.
6. Provides any necessary assistance/direction on discrepancies that cannot be reconciled within five (5) business days of notification.
7. Review, test, and sign-off on all FHB work within five (5) business days of receipt of FHB's work.

Project Completion

The project is complete when the El Paso County ACFR For the Fiscal Year Ended September 30, 2021 document in Workiva duplicates the formerly published ACFR found here (https://www.epcounty.com/auditor/publications/cafr/acfr_21/main.htm) and is accepted by Client.

Aftercare hours are optional depending on the Client's needs. If purchased with a project, Aftercare hours are valid for one year from the date of project completion. Additional hours can be added at any time with the purchase of a Service Level Agreement.