



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Betsy Dirks
District No. 1

Kollin Kosmicki
District No. 2
Vice Chair

Peter Hernandez
District No. 3
Chair

Bob Tiffany
District No. 4

Bea Gonzales
District No. 5

Item Number: 4.13

MEETING DATE: 12/13/2022

DEPARTMENT: AUDITOR/CONTROLLER

AGENDA ITEM PREPARER: Leann Godinez

DEPT HEAD/DIRECTOR: Joe Paul Gonzalez

SUBJECT:

COUNTY AUDITOR - J. P. GONZALEZ

Approve amended contract with Workiva Inc. to add Wdata and Budget Book builder as recurring services, including one-time consulting and implementation services; evergreen contract would renew every 12 months unless terminated by the County and authorize the chair to sign the vendor contract. SBC FILE NUMBER: 608

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

On December 15, 2015, the County Board of Supervisors approved a contract with Workiva Inc. The software subscription with Workiva Inc is utilized by the County to produce the Annual Comprehensive Financial Report (ACFR) prepared by the Auditor department, the Impact Fee Report prepared by County Administration, and the Election Handbook prepared by the Election department.

The current subscription for services integrates worksheets, documents, and links data within the document for faster preparation of reports and increased efficiency. However, the source data used in preparation of the ACFR is exported from the County's ERP system and manually formatted in various excel workbooks before it is manually input into the Workiva system.

The County Auditor's department requests approval from the Board of Supervisors to amend the contract to add services that will further automate the preparation of the ACFR through the implementation of Wdata by integrating the County's general ledger into the software and building queries to populate the County's financial statements. In addition, the County will utilize the software to prepare the County's Adopted Budget using the prescribed State Controller's budget schedules as required by the County Budget Act.

California Government Code sections 29002, 30200, and 53065 require the State Controller to prescribe uniform accounting procedures for counties whose affairs and finances are under the supervision and control of the county board of supervisors, except as noted in statute. In accordance with the provisions of these statutes and provisions of GC sections 29000-29144 (County Budget Act), the State Controller's Office issued the County Budget Guide. The County Budget Guide establishes the format in which the budget document must be presented; the budget document is comprised of fifteen schedules.

The Recommended Budget will continue to be prepared using the OpenGov software. However, if approved by the Board of Supervisors, the budget schedules, as required by the County Budget Act, will be prepared utilizing the Workiva system. Currently, the adopted budget schedules are prepared using pivot tables and multiple excel spreadsheets and workbooks, which are combined to produce the SCO adopted budget report. The additional services with the Workiva system will be used to automate the preparation of the budget schedules by pulling general ledger budget and actual data, using queries to map accounts into the appropriate classifications and schedules.

The automated processes of Workiva will reduce staff hours spent preparing the ACFR and the Budget schedules and provide critical tools for succession planning.

First year 12-month subscription, beginning December 31, 2022, total cost of \$64,541.00
One-time charges for implementation estimated \$46,245.00

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

No

CONTRACT NEEDED FOR THIS ITEM:

Yes

CONTRACT AND RFP HISTORY:

In 2015 when the County Auditor was evaluating systems to automate producing the Annual Comprehensive Financial Report (ACFR). At the time three systems were evaluated; New World ERP, Caseware, and Workiva. The outcome from that evaluation was that Workiva offered a system capable of producing the ACFR in the most efficient and automated way. The County Auditor recommended execution of a contract with Workiva and the County has continued services with Workiva since December 15, 2015 when the first contract was approved by the Board.

In early 2022, the County Auditor sought and participated in demos from three vendors, Caseware, Gravity, and Workiva. These vendors are the most well known in producing reporting and audit software systems, capable of producing an Annual Comprehensive Financial Report. The services and system capabilities of integrating our database to the ACFR and the Budget report was incomparable. Our research demonstrated that Workiva is a top of the line software for ACFR preparation, and our recommendation is to continue services with Workiva and invest in upgrades that would help enhance preparation of the two reports.

When the first Workiva contract was signed in 2015, the subscription term remained in effect for twelve months periods, and automatically and continuously renewed for additional twelve month periods until either party terminated the agreement. The new amended contract would continue for 12-month subscription periods, until either party terminates or chooses not to renew.

LAST CONTRACT AMOUNT OR N/A:

Beginning in 2015, \$24,000.00 with 5% annual increase limit for each twelve month renewal.

STATE IF THIS IS A NEW CONTRACT/ HOW MANY PAST AMENDED CONTRACTS/ OR N/A:

1st amendment to Original Contract.

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

Yes

STRATEGIC PLAN GOALS: 3. Technology

Yes

STRATEGIC PLAN GOALS: 4. Community Engagement

Yes

STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

BUDGETED:

Yes

BUDGET ADJUSTMENT NEEDED:

No

SOURCE OF FUNDING:

General Fund

UNFUNDED MANDATE:

N/A

SBC BUDGET LINE ITEM NUMBER:

101.20.1145.1000

CURRENT FY COST:

\$78,516.00 total; includes \$32,271.00 (6 month subscription), \$46,245.00 (one-time, as needed)

STAFF RECOMMENDATION:

Approve amendment to contract to add additional services to include implementation of Wdata and implementation of Budget builder and authorize the chair to sign the vendor contract.

ATTACHMENTS:

[Workiva Master Service Agreement](#)

[12.15.15 AITAPPROVE WORKIVA CONTRACT SOFTWARE FOR USE IN CRE](#)