

SCOPE OF WORK

A. Description of Services

The Contractor shall provide the State Controller's Office (SCO), State Accounting and Reporting Division (SARD) with a Software-as-a-Service (SaaS) license for use of the following Workiva applications for Government which comprise of:

- SLED Financial Reporting Advanced – Over \$2B Total Budget
- SLED Policies & Procedures Solution – Over \$2B Total Budget
- SLED Management Reporting Suite – Over \$2B Total Budget
- Controls Management Essentials

Background

SCO currently utilizes Workiva's comprehensive applications for Governments to publish the State of California's Annual Comprehensive Financial Report (ACFR) and other financial statement publications.

These four Workiva applications will be used by SCO for continued automation and enhancement of the compilation of the State's ACFR.

Agreement Term

The term of this Agreement will be for three years with the options to amend to add additional funds as deemed necessary by SCO. The rates will not increase as a result of any amendment to this agreement. This agreement may be terminated by SCO with 30 days' written notice to the Contractor.

Contractors are cautioned that no services will begin until the agreement has been fully executed. If services are provided prior to agreement approval, and the Agreement for any reason is not approved, all previous services provided by the Contractor is considered donated to SCO and no payment shall be made for that work.

Agreement Amount

The Contractor and SCO Representative listed in Exhibit A, Section D.1 are responsible for monitoring the Agreement cost to ensure it does not exceed the maximum amount of the Agreement without an executed amendment.

B. Contractor Responsibilities

1. The Contractor shall:

- a. Provide licensed use of the Workiva Government applications, including SLED Financial Reporting Advanced (Over \$2B Total Budget), SLED Policies & Procedures Solution (Over \$2B Total Budget), SLED Management Reporting Suite (Over \$2B Total Budget), and Controls Management Essentials. These applications include, but are not limited to:

- 1) Unlimited professional users.
- 2) Access to Workflows Workspaces.

- b. Provide product support:

- 1) Technical support for all units and applications via the software case management system,

phone, or email during business hours, Monday through Friday, 7:00 AM to 5:00 PM Pacific Time (PT), excluding weekends and State holidays. State observed holidays may be found at <http://www.calhr.ca.gov/employees/pages/state-holidays.aspx>.

- 2) At least 10 business days advanced written notice to the SCO Representative in Section D. Contacts, Item 1, of any major upgrades or changes that will affect application availability.
- 3) Fixes and general release enhancements at no additional cost to SCO.
- 4) A secure environment for all data content and any hardware and software (i.e. servers, network, and data components) to ensure the protection and confidentiality of all data.

C. SCO Responsibilities

1. SCO shall:
 - a. Assign a support team who will serve as the primary point of contact for all communications with the Contractor and Workiva during the term of the agreement.
 - b. Issue and maintain unique password-protected user IDs for all authorized users of the application.

D. Contacts

1. Direct all technical inquiries to:

State Controller's Office, State Accounting and Reporting Division (SARD)	Contractor (TBD)
Name:	Name:
Address:	Address:
Phone:	Phone:
E-mail:	E-mail:

2. Direct contract management inquiries to:

State Controller's Office, State Accounting and Reporting Division (SARD)	Contractor (TBD)
Name:	Name:
Address:	Address:
Phone:	Phone:
E-mail:	E-mail:

3. Direct all agreement inquiries to:

State Controller's Office, Contracts & Procurement Office	Contractor (TBD)
Name:	Name:
Address:	Address:
Phone:	Phone:
E-mail:	E-mail:

4. Contacts may be changed upon written notice to either party without an agreement amendment.

BUDGET DETAIL AND PAYMENT PROVISIONS

A. Invoicing and Payment

1. For services satisfactorily rendered, and upon receipt and approval of the invoices, SCO agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates quoted.
2. Itemized invoices shall be submitted on Contractor's letterhead, not more frequently than annually, and include at a minimum:
 - Agreement Number: **SAR70126Z**
 - Dates of Service
 - Description of Service Provided

If submitting electronically, send one PDF copy to: ADMAP@sco.ca.gov.

If invoices cannot be submitted electronically, please mail one copy to:

State Controller's Office
Departmental Accounting Office
P.O. Box 942850
Sacramento, CA 94250-5877

Direct invoice inquiries to: ADMAP@sco.ca.gov.

B. Budget Contingency Clause

1. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this agreement does not appropriate sufficient funds for the program, this agreement shall be of no further force and effect. In this event, SCO shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this agreement and Contractor shall not be obligated to perform any provisions of this agreement.
2. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, SCO shall have the option to either cancel this agreement with no liability occurring to SCO or offer an agreement amendment to Contractor to reflect the reduced amount.

C. Prompt Payment Clause

1. Payment will be made in accordance with, and within the time specified in, Government Code (GC) Chapter 4.5, commencing with Section 927 et seq.

COST WORKSHEET

The quantities of services listed below are only estimates. SCO does not expressly or by implication agree that the actual number of services will be guaranteed and reserves the right to omit portions of the services as may be deemed necessary. However, the actual costs below by the Contractor shall be binding on the Contractor for the term of this agreement. Services are billed annually at the start of each term unless otherwise specified. Any amendments to the Agreement will adhere to these amounts.

(To be inserted after agreement award)

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**INFORMATION TECHNOLOGY GENERAL PROVISIONS
CLOUD COMPUTING SERVICES DGS PD 402-ITGP CLOUD**

General Services Procurement Division - Information Technology General Provisions (Cloud Computing Services) – DGS PD 402-ITGP (Cloud) (Revised and Effective 2/20/25), shall be incorporated by reference only and made part of the Agreement as if attached hereto.

Information Technology General Provisions Cloud Computing Services DGS PD 402-ITGP Cloud (Revised 2/20/2025) can be viewed at: <https://www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/Solicitation-Document-Attachments/NonIT-General-ProvisionsGoods-DGS-PD-401NITGP-Revised-02202025.pdf>.

If you do not have internet access, a hard copy can be provided.