



Built for the future.™



Workday Solutions for Enterprise Resource Planning (ERP) Product Solution(s) and Implementation Services

BID # CMGR-180083-MS

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Submitted to:

Melanie Sowers
The City of Gainesville
200 East University Avenue, Room 339
Gainesville, Florida 32601

Submitted by:

Brian Kelley
Account Executive - Government
Workday, Inc.
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July 6, 2018



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Assumptions

All information in this Proposal is the copyrighted intellectual property of Workday, Inc. and cannot be reproduced or redistributed in any way, shape, or form without the express prior written consent of Workday. In addition, certain sections of this Proposal have been designated as confidential and must not be disclosed pursuant to any public records law without providing Workday with notice of the request and an opportunity to establish that such portions are exempt from disclosure under the relevant law. Any terms and conditions in this document are valid for a period of 160 days after submission to the City.

The parties acknowledge and agree that the other party assumes no responsibility for errors that may be contained in or for misinterpretations that might be inferred from this Proposal. Every reasonable attempt has been made in good faith to ensure that the information contained within this Proposal is correct, is current, and properly responds to the requirements as have been determined to date.

Notwithstanding any inconsistent term in the content of the Proposal, the Proposal is intended only as a general description of the products and/or services which may be provided and the general business relationship contemplated by the parties, and shall not be construed to represent or create any contractual obligation. Mere submission of this Proposal is not a contractual commitment on the part of either party, except that Workday commits that it will accept an Order Form for the cloud solution described in the pricing proposal if you execute an unmodified version of Workday's Order Form and Master Subscription Agreement during the validity period for the specific subscription levels identified. This Proposal describes the parties' tentative plans and if any point is unclear, it is the other party's responsibility to ascertain the true facts and considerations to enable a response to this request in a timely manner.

This Proposal shall only be shared with the City employees, on a need to know basis, and in the event Workday is not chosen, and in the absence of a fully executed non-disclosure agreement, all documents related to this bid are to be destroyed or returned to Workday in their entirety in a timely manner, except that you may retain a copy if required to do so under applicable law.

One of the hallmarks of a cloud solution is that new features and functionality in a given solution are provided automatically to customers using that solution. Workday has made a good faith effort to identify any responses which describe services, features, or functions that are not currently part of the cloud solution. Any unreleased services, features or functions referenced in any Workday document, blog, our website, press releases or any public statements that are not currently available are subject to change at Workday's discretion and may not be delivered as planned or at all. Customers who purchase Workday, Inc. services should make their purchase decisions based upon services, features and functions that are currently available.

This Proposal and all terms and conditions proposed herein are subject to execution of mutually agreeable contract documents.

Notwithstanding any inconsistent terms of the Proposal, Workday reserves the right to negotiate in good faith the specific contractual terms relating to the proposed engagement. Workday shall provide the products and/or services described in this Proposal under terms materially consistent with those set forth in the applicable Workday agreement(s) (available upon execution of an NDA) as may be modified upon agreement of the parties following such good faith negotiations to incorporate certain mutually acceptable terms. In the event that the parties are able to reach such definitive agreement, such separate and independently executed agreements will exclusively govern the parties' respective legal obligations with respect to such services and related business arrangements and obligations.



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Forward-Looking Statements

This document may contain forward-looking statements for which there are risks, uncertainties, and assumptions. If the risks materialize or assumptions prove incorrect, Workday's business results and directions could differ materially from results implied by the forward-looking statements. Forward-looking statements include any statements regarding strategies or plans for future operations; any statements concerning new features, enhancements or upgrades to our existing applications or plans for future applications; and any statements of belief. Further information on risks that could affect Workday's results is included in our filings with the Securities and Exchange Commission which are available on the Workday investor relations webpage: www.workday.com/company/investor_relations.php

Workday assumes no obligation for and does not intend to update any forward-looking statements.

Any unreleased services, features, functionality or enhancements referenced in any Workday document, roadmap, blog, our website, press release or public statement that are not currently available are subject to change at Workday's discretion and may not be delivered as planned or at all.

Customers who purchase Workday, Inc. services should make their purchase decisions upon services, features, and functions that are currently available.

Use by Other Entities: The parties agree that other public entities, including state agencies, local governments, local school systems, courts, and public institutions of higher education may utilize the terms of this Agreement to purchase services from Workday. The parties understand that pricing is specific to utilization metrics and the choice of Workday Service components and that any other entities will not necessarily pay the same price as Customer. Any such other entity shall be responsible for complying with its relevant procurement rules and regulations. Customer will in no way whatsoever incur any liability to Workday, such entities, or others in relation to specifications, delivery, payment, or any other aspect of actions or omissions by such entities. An entity wishing to utilize this Agreement will execute its own Order Form which references this Agreement and incorporates it by reference or may, at its option, choose to have a copy of this Agreement executed in its own name.

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Cover Page



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1. Cover Page

Instructions

Complete form with appropriate information.

Proposal from Workday, Inc., under selected scenario
 Company name

	Response
1. Product manufacturer can submit a proposal to provide their solution(s) and implementation services.	<input type="checkbox"/>
2. Product manufacturer can submit a proposal to provide their solution(s) and preferred service implementer partner.	<input checked="" type="checkbox"/>
3. Service implementer partner can submit a proposal representing themselves and the most respective product manufacturer that satisfies the City's requirements	<input type="checkbox"/>

Preferred service implementer partner, if applicable: Collaborative Solutions

Respective product manufacturer, if applicable: N/A

This proposal is submitted under the authority of:

 June 29, 2018
 Signature Date

Name: Tim Fahmy Title: Vice President, Sales

Phone: 703-639-3430 E-Mail: tim.fahmy@workday.com

Proposer Point of Contact:
 (This is the individual who will be the primary point of contact for the Proposer.)

Name: Brian Kelley Title: Strategic Account Executive

Phone: 850-567-7600 E-Mail: brian.kelley@workday.com



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Company Information



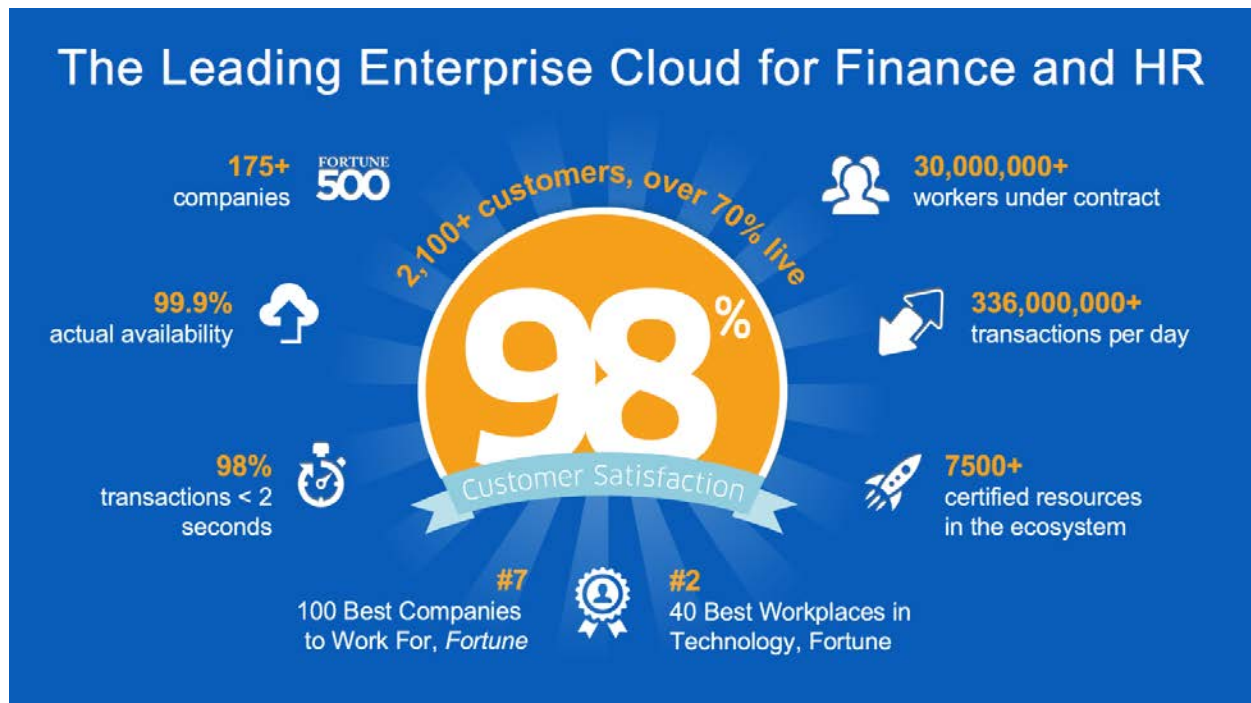
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3. Company Information

a) Provide a brief introduction to the Company, its history, and its areas of specialization.

Workday Response:

Workday is a leading provider of enterprise cloud applications for finance and human resources. Founded in 2005, Workday delivers financial management, human capital management, and analytics applications designed for the world's largest organizations, educational institutions, and government agencies. Organizations ranging from medium-sized businesses to Fortune 500 enterprises have selected Workday.



We achieved this leadership position through our innovative and adaptable technology, focus on the consumer Internet experience and cloud delivery model. Further, we believe we are the only company to provide this complete set of unified cloud-based applications to enterprises. Our applications are designed for global enterprises to manage complex and dynamic operating environments. We provide our customers highly adaptable, accessible and reliable applications to manage critical business functions that enable them to optimize their financial and human capital resources.

Organizations today operate in environments that are highly complex and that are changing at an increasing rate. Managers and employees must quickly synthesize vast amounts of information and react to rapid changes in global business and regulatory environments. To be successful, they need highly functional and flexible software that enables informed decision-making about the enterprise-wide allocation of their resources. Additionally, given the increasing prominence of consumer-oriented Internet applications, managers and employees expect to interact with enterprise systems in an open, intuitive and collaborative way, including real-time access through a wide range of mobile and computing devices. We believe that legacy, on-premise enterprise systems make these interactions difficult, as their user interfaces are not intuitive and were not originally designed for mobility. Furthermore, legacy applications are often expensive to deploy, maintain and upgrade. In the last few years, new technologies and approaches to deliver software have emerged to address these issues.

In response to these changes, Workday is leading the way in helping organizations to better manage their core enterprise resources, specifically their financial and human capital resources. We enable organizations to embrace changes in their operating environments through our rapid innovation cycle of frequent updates, which generally contain new functionality, support for new regulatory requirements, performance requirements and enhancements of the user experience. Our latest update is Workday 30, which provided hundreds of new features, and we currently provide a new major update two times per year. By delivering our software as a cloud-based service, our customers operate on our latest version without the burden of large upgrade costs, while having the flexibility to configure our applications to meet their own requirements.

Our customers can operate with a more complete picture of their organization because our applications and embedded analytics capture the content and context of everyday business events, facilitating fast and informed decision-making from wherever they are working. Our applications are designed for the way people work today, in collaboration with each other from a wide variety of devices, empowering workers to make business decisions using real-time data. By providing an intuitive user experience, we enable effective management of resources by all members of an organization, minimizing reliance on specialist information technology (IT), human resources (HR) or finance employees. These professionals are therefore freed to focus on other strategic activities.

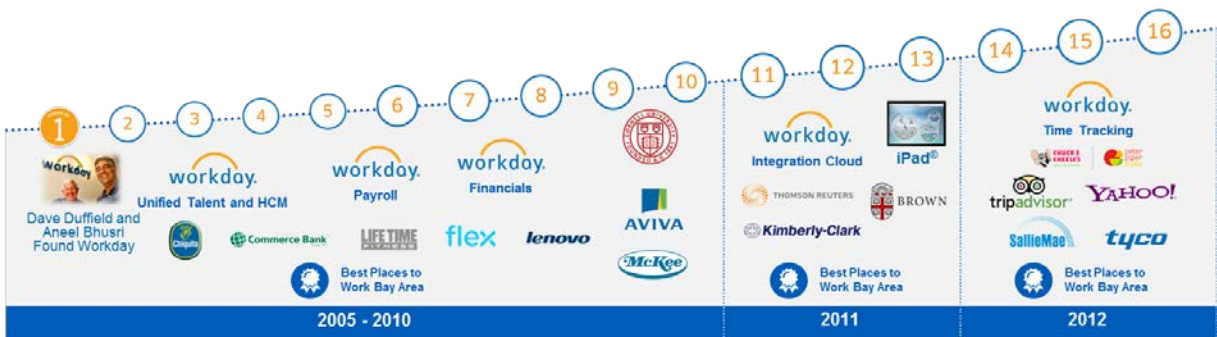
We deliver our cloud-based applications using an innovative technology foundation that leverages the most recent advances in cloud computing and data management. Our use of a multi-tenant architecture, object-oriented technology framework, in-memory data management and a mobile-centric approach allows us to deliver applications that are highly functional, flexible and fast. Our customers benefit from moving beyond the limitations associated with traditional on-premise software to highly configurable applications delivered over the Internet. This shift in approach substantially reduces the need for our customers to buy and support a broad range of IT infrastructure, and significantly reduces the cost and complexity relative to deployments and upgrades of on-premise software.

We have achieved significant growth and global scale in a relatively short period of time. Currently, we have approximately 8,600 employees and more than 2,200 customers, including large, global organizations such as HP, Aviva International Holdings Inc., AIG, Inc., Flextronics International, Four Seasons Hotels, Georgetown University, Yale University, Kimberly-Clark Corporation, Lenovo, and Nissan. Our largest deployment to date is to an organization with a global workforce of over 300,000 people, and our applications are available in more than 30 languages.

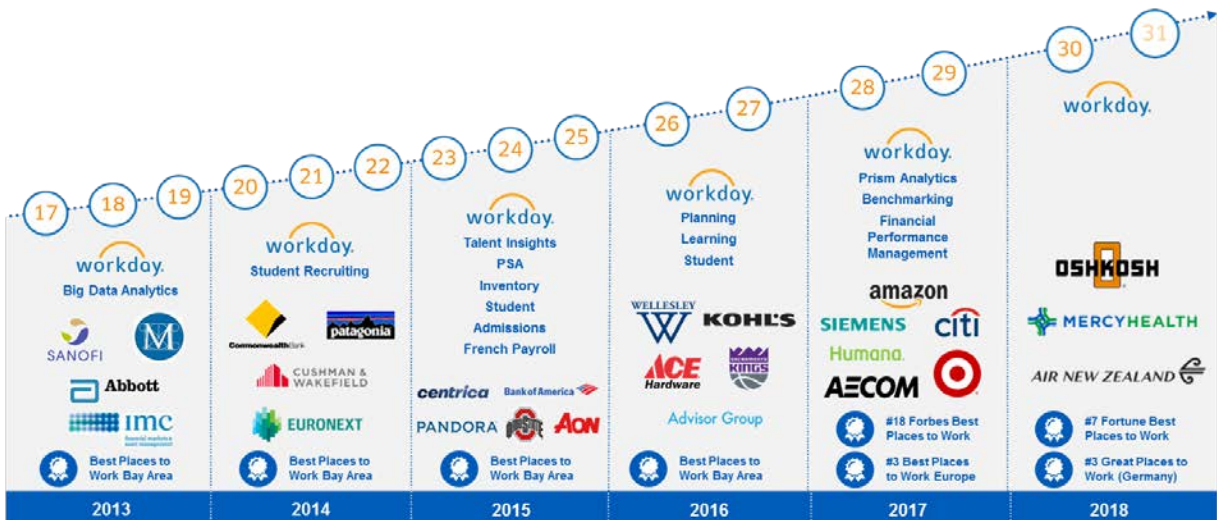
Historical Snapshot

Below is a snapshot of how far Workday has come since our inception in 2005.

Revolutionizing Enterprise Software



Revolutionizing Enterprise Software



Collaborative Response:

Founded in 2003, Collaborative Solutions is a leading full-service global Finance and HR transformation consultancy boasting 100% deployment success and a 98% customer satisfaction rate. As one of the longest-tenured Workday partners, our consultants have successfully deployed Workday Financial Management, Workday Human Capital Management and Workday Payroll for more than 450+ global Fortune 500 companies, medium-sized businesses and education and government institutions. We have deployed in more than 125 countries for organizations ranging from 1,000 to 200,000 employees, leveraging our in-house Change Management practice.

Since the inception of our Workday partnership, we have experienced a period of sustained growth due to our ability to meet customer needs and execute successful Workday deployments. Our growth and brand recognition with the Workday community has enabled us to attract and retain the top talent in the industry. As our name reflects, we work together with our customers, taking a truly “collaborative” approach in all elements of our projects. We strive to make each customer experience unique and each outcome for our customers consistently successful. Our customers continue to drive ROI beyond deployment with our Continuous Value Services (CVS). We are proud to have developed long-term partnerships with customers to support them in extending and optimizing their Workday platform, while they remain fully self-sufficient on managing Workday’s day-to-day operations.

We are based in the Washington, D.C., metro area with offices in Pleasanton, CA; Chicago, IL; Atlanta, GA; Tampa, FL; New York City, NY; San Diego, CA; Toronto, Ontario; Dublin, Ireland; and London, England.

Our solutions and services offerings include:

SOLUTIONS	SERVICES
<ul style="list-style-type: none"> • Financial Management • Human Capital Management • Payroll • Recruiting • Big Data • Global Deployment • Student • Learning • Professional Services Automation 	<ul style="list-style-type: none"> • Strategic Pre-Planning to Set Up for Success • Proven Cynergy™ Deployment Methodology • Managed Application Services & Lean-On Services • Ensure User Adoption with Change Management Services • Extension and Optimization Services & Business Event Support Services

b) *Provide contact name(s), titles, resumes of the proposed team member(s). Include an organizational chart beginning with your Company’s management team through CEO of your Company.*

Collaborative Response:

Proposed Team Members

The following key personnel are presented as representative resources for the City deployment. Once the work effort and dates are communicated, Collaborative will confirm resource availability and provide the

respective resumes with names. The City will be able to review any resources provided to ensure proper alignment with the organization's needs.

Please refer to the **Collaborative Solutions'** resumes, included at the end of this section, for the following representative consultants:

- Portfolio Director
- Engagement Manager
- HCM/Compensation/Benefits Lead
- Recruiting/Talent Management Lead
- Payroll Lead
- Time Tracking/Absence Management Lead
- Learning Lead
- Financial Architect
- Budgets/Financial Accounting Lead
- Projects/Banking & Settlement/Customer Accounts/Grants Management Lead
- Expense Management/Supplier Accounts/Business Assets/Procurement/Inventory Lead
- Data Conversion Lead
- Reporting Lead
- Integrations Lead

Company Organization

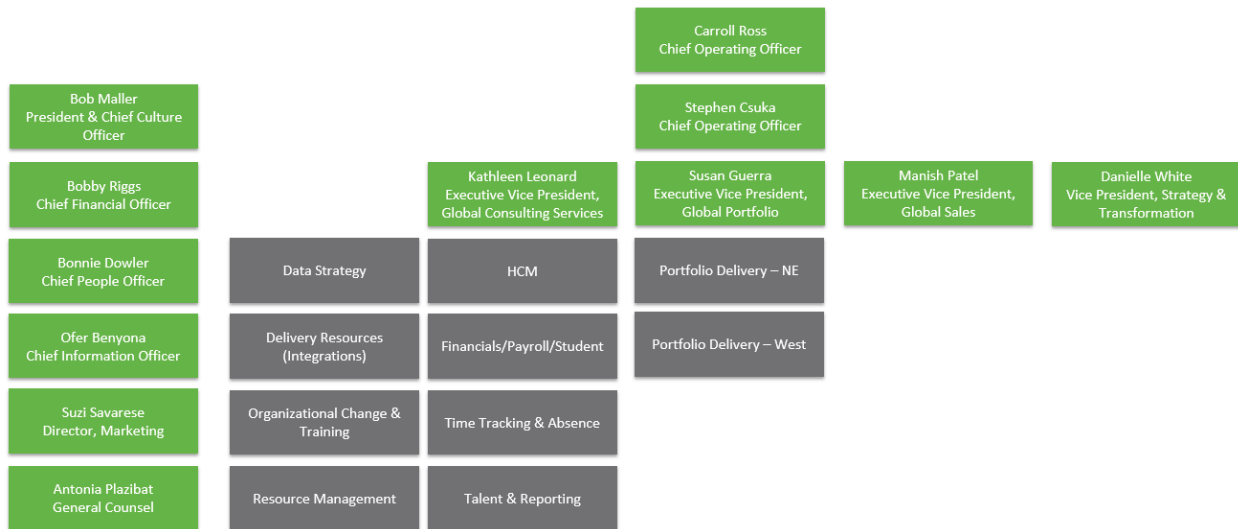
Collaborative Solutions is a leading global Finance and HR Transformation consultancy that leverages world-class cloud solutions to help deliver successful outcomes for its customers. We leverage Workday as our foundational offering, and our software partnerships are those that have complementary and synergistic relationships with Workday.

Our organization is structured to enable alignment of our services with our customer's needs. Our practice focus is on implementation consulting, portfolio delivery, and strategy consulting. Since our start in the Workday partner ecosystem 10 years ago, we have closely paralleled Workday's own strategy of organizational alignment to optimize the logical touch-points between companies and best serve our collective customers.

Our Consulting practice constitutes 100% of our Workday Finance and HR implementation consulting services, including our in-house Organizational Change & Training team. Our Consulting practice currently consists of 360+ Workday professionals holding 1,100+ different Workday certifications. Our Portfolio Delivery practice is staffed by our Engagement Managers. Our Engagement Managers are 100% Workday certified in functional areas as well as the Workday Project Management methodology. Our third complementary unit focuses on the Strategy & Transformation enabled by Workday deployments including HR Transformation and BPO/Shared Services Advisory. Oversight in each of these units is performed by a single Vice President who in turn reports directly to the Chief Operating Officer and Chief Executive Officer. The respective business units have a somewhat different alignment under each Vice President due to the inherent differences in those unique business units.

From a Workday product and process deployment perspective, our skilled resources are organized according to Workday product focus areas (i.e., Core HCM, Talent, Financials, Integrations, etc.). Each resource in a respective group reports into a Managing Consultant (MC) who is responsible for their mentoring, career development and skill enhancement. The MCs, in turn, report into Practice Directors who not only provide the mentoring and guidance to the MCs and their reports, but also define the objectives for and manage our different practice areas (i.e., Payroll, HCM, Financials, and Technical

Services). Our Practice Directors work in conjunction with the unit VPs and Directors to ensure that appropriate skills are being developed and expertise is available for all our projects.



All Workday skilled consultant development and project assignments are managed across our organization through our Resource Management group. Resource assignments are chosen to align each project with the best and most relevant skilled resources available that align to our customers’ culture, values, and business needs. We believe our centralized approach to resourcing ensures consistency in our approach and eliminates the communications bottlenecks and regional P&L priorities that occur in larger or “mega” consulting organizations. Regular communications between our Resource Management, Sales, and Delivery groups ensure that resourcing needs are identified early and planned for during the sales process. Key team members are typically identified for oral presentations prior to deal closure so the start of our projects is focused on results vs. working out resourcing and team dynamics. Our resourcing approach, which we refer to as Field Readiness, can be depicted as follows across our delivery segments.



While the organizational charts above depict our operational structure, our cultural approach at Collaborative is to ensure that no hierarchy or red tape exists as a barrier to effective communications. Relationships are viewed on a peer-to-peer basis rather than as supervisors and subordinates. At all levels of the organization, employees have direct access to the Directors, Vice Presidents, President, and CEO to provide feedback, voice observations or concerns, and solicit guidance. We subscribe to this philosophy because it encourages open communications and empowers our employees at all levels of the organization to be problem solvers for our customers as opposed to “sideline reporters.”

Workday Response:

Below is an organization chart for Workday:



- c) *Provide information about experience with similar current or former projects, including but not limited to Florida. Provide current and former client reference names and key contact information. This list must include the name, address, telephone, and email address of the client contract administrator. Detail which specific area your strengths were with each listed reference. Disclose any conflicts of interest or limitations that may exist should the Company be selected to provide services to the City.*

Workday Response:

Exhibit G – Workday and Collaborative Business References

Workday and Collaborative are pleased to provide the following examples of our work in the State and Local Government/Federal Lab sector. In addition to the projects summarized below, we've also offered references that are close in size and scope to the City's proposed project. We have chosen these references carefully in order to connect you with the most valuable resources. Workday and Collaborative Solutions do not have any conflicts of interest with the City.



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Collaborative Solutions' Resumes



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Executive Summary



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4. Executive Summary

Introduction

Thank you for providing Workday and Collaborative Solutions with the opportunity to bid and respond to your Request for Proposal for Enterprise Resource Planning (ERP) Software and Implementation Services. The enterprise cloud solution and consulting services that our “Power of One Team” offers to the City of Gainesville leverages our award-winning approach to address the specific business requirements to deploy Workday HCM and Financials successfully and comprehensively for your City Government. The Power of One Team is pleased to present our approach and qualifications to support the City on this strategic Enterprise Resource Planning initiative.

Commitment to The City’s Success

Workday is excited to have the opportunity to partner with the City and to contribute to your future success. Some of the software industry’s most amazing minds are working right here at Workday to ensure we continue to deliver high-value, innovative, and cost-effective solutions.

We believe our success is a direct reflection of our customers’ success. Because Workday is delivered as a cloud model, we have to earn customer trust (and renewal) every single day. Cloud delivery places the focus on proving ongoing value, and keeps Workday delivering the latest functionality—to all devices—in seamless, painless, twice-yearly updates and weekly enhancements.

Workday has a culture that is passionate about people, integrity, and innovation, and we are especially passionate about our customers’ success. We stand ready to help you achieve your organizational objectives in the shortest period of time with the greatest possible benefit.

Workday brings financials, grants, procurement, recruiting, human resources, payroll, learning, budgeting, reporting, and analytics together into a single cloud-based system. This gives the City tools and capabilities needed to manage, attract, develop and retain the best employees and support financial transactions, controls, analytics, and planning on a desktop as well as the mobile devices you use every day. With Workday, the City can control and predict costs, increase productivity, and dramatically improve visibility. The Workday solution is the result of innovative thinking, new technologies, and a fresh approach to capturing and prioritizing product developments to support organizations like the City.

Workday’s partner Collaborative started in 2003 and is the oldest and most experienced partner in the Workday ecosystem with 500 employees averaging 30% more Workday experience than the ecosystem average. As the name reflects, Collaborative works together with customers, taking a truly “collaborative” approach in all elements of their projects. Striving to make each customer experience unique as well as successful, resulting in a 98% customer satisfaction rate. Collaborative takes special pride in ensuring that the project is delivered right the first time.

Workday SaaS solution

Workday is a multi-tenant SaaS solution that is developed, supported, and deployed as a single version of software across all customers, enabling Workday to focus on ongoing value-added innovation. Vendors that host single-tenant solutions and call it SaaS can’t offer the same benefits because they expend too many resources maintaining multiple versions of both their own software as well as a broad matrix of supporting infrastructure. Because their customers are typically on different versions at any given time, they are also unable to share infrastructure and operational resources to the extent that Workday can. As a result, their customers don’t benefit from the efficiencies of shared resources that a multi-tenant SaaS solution can provide, and their customers often end up footing the bill for maintenance, upgrades, and customizations.

A more expansive definition of why Workday is different from hosted and on-premise solutions includes the following characteristics:

- Customers share a single version of the software
- Customers share IT infrastructure and operational resources
- New features or performance enhancements benefit all customers simultaneously
- Updates are managed by the vendor at no extra charge
- World-class security for data center operations, applications, and data
- Service-level guarantees including response time, uptime, backup, and disaster recovery
- Ongoing maintenance and performance tuning
- No perpetual licenses (pay-as-you-go pricing)

Workday is the only cloud provider that offers comprehensive security and data privacy in compliance with major standards such as SOC2, ISO 27001, and ISO 27018. We continuously monitor new and emerging security and data privacy standards, such as Privacy Shield, and quickly build compliance as these standards emerge to ensure your data is always secure. In addition, Workday is the only cloud vendor that provides a service level agreement on uptime *and* performance, ensuring the system is always available to meet your needs.

And Workday is proven. Thousands of organizations ranging from 500 to 500,000 employees have selected Workday as their partner. Workday enjoys an unprecedented 98 percent customer satisfaction rating. Ninety-eight percent! It's a level that is enviable in any industry, and particularly unheard of in enterprise software. We've earned that rating because our customer-first philosophy permeates the company, energizes our team, and drives us to continually delight customers. We are here for one reason—to make our customers successful. The Power of One gives rise to the success of many.

Conclusion

From day one, Workday made the decision to become a different kind of technology company—one that would serve as a true partner working alongside our customers to achieve success. This dedication and commitment to our customers has not wavered in the years since the company was founded. As a Workday customer, your success is our success, and we are committed to providing the technology, solutions, and services that enable you to carry out your mission and meet your goals.

We build true partnerships. Even with the best tools and delivery techniques available, we know that SaaS and service consulting is first and foremost a people-based business. Therefore, we employ individuals who demonstrate strong integrity, unmatched skills, and unwavering commitment to getting the job done right. We believe that a successful partnership goes beyond just making a good first impression — every impression counts. Thus, the Power of One Team looks to build partnerships with the City of Gainesville.

Organizational Min Qualification



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5. Organizational Min Qualification

3.1.1 Organization Minimum Qualifications

A. *Provide Company Financial Stability Report to include:*

- *Bonding Capability up to \$250,000*

Workday Response:

- *Credit Rating or Financial Statements*

Workday Response:

Workday is a publicly held corporation and is happy to share our detailed financial data included in the most recent SEC financial filing provided on our website at:

http://www.workday.com/company/investor_relations/sec_filings.php.

Workday has a D&B rating of 5A2.

B. *Bank Reference*

Workday Response:

Bank reference:



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Qualifications - ITN Specific Min Qualification



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6. Qualifications - ITN Specific Min Qualification

Provide any additional information that should be considered in this evaluation. The Respondent may present creative approaches that would be pertinent to this ITN.

To be considered responsible to perform the work, proposer must have the following qualifications. Please limit your responses to Yes, No, or N/A and provided ALL requested documentation.

- A. *Must have no less than two (2) years' experience in providing ERP solution(s) for governmental entities and must have successfully implemented ERP solution(s) for no less than three (3) government municipalities. For details, please complete Exhibit G.*

Workday/Collaborative Response:

Yes.

- B. *Must be able to be supported on multiple operating systems and browsers*

Workday Response:

Yes.

- C. *Must be able to supply ERP products incorporating robust and verifiable security features*

Workday Response:

Yes.

- D. *Must provide and implement data migration services*

Collaborative Response:

Yes.

- E. *Must provide and implement interface and integration services*

Collaborative Response:

Yes.

- F. *Must provide and conduct training services*

Workday Response:

Yes.

- G. *The service implementer must be able to provide key implementation services on-site at the City through use of an on-site implementation team. Proposers must provide experienced and qualified professionals with in-depth knowledge of ERP product(s) and service implementation. Include profiles of the proposed implementation team(s) in Tab 3, Company Introduction.*
-

Collaborative Response:

Yes. As required, please refer to Tab 3, [Company Information](#) section for the resumes of the proposed team members.

- H. *The service implementer must be a certified partner of the product manufacturer. Provide documentation in Tab 11, Certifications and Qualifications.*
-

Collaborative Response:

Yes.

- I. *Must support all the source codes for customization and enhancements.*
-

Workday Response:

N/A.

- J. *Must disclose any and all complaints or pending actions, legal or otherwise, against the Respondent within the last two (2) years*
-

Workday Response:

From time to time, we are involved in various legal proceedings arising from the normal course of business activities. We are not presently, nor have we been over the immediately preceding three (3) year period, a party to any litigation or arbitration hearing that would have a material adverse effect on our business, operating results, cash flows or financial condition.

Project Scope - Functional Requirements



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7. Project Scope - Functional Requirements

In accordance with the City's Addendum 6 to the ITN CMGR-180083-MS, item 15, we have submitted our response to Exhibit 1, Functional Requirements in electronic format, specifically on the flash drive included with this response. The flash drive contains an original version of Exhibit 1 and a redacted version of Exhibit 1, which is to be utilized in response to OPRA requests.



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Project Scope - Technical Requirements



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8. Project Scope - Technical Requirements

Proposers are requested to provide a high-level overview in response to the information requested below. If the proposal is selected to go to the next phase, the opportunity will be given to elaborate on the answers provided in the initial proposal.

Limit the response overviews to a maximum of 5 bullet points per statement (each bullet point should be limited to a maximum of 25 words)

4.2.1 Data & Security

1. *Provide an overview of the data conversion/migration tools and methods.*

Workday Response:

- Workday provides a set of integration tools including Reports as a Service, Enterprise Interface Builder, and Workday Studio that facilitate the conversion process.
- Workday provides assistance with the initial design and development of standard conversions/data uploads. Customer technical experts are expected to provide the legacy data (extract) information.
- Workday Data Conversion Consultants will provide information on the Workday side of the conversion process and will review the Customer Data extracts.
- Workday provides tools to aid in the conversion process (the iLoad tool, Data Gathering Workbooks, and validation reports).
- The Data Conversion consultant will provide instructions on how to properly map your legacy data to the appropriate fields in the Data Gathering Workbook.

2. *Provide an overview of the data encryption provided by your proposed solution.*

Workday Response:

- All data at rest is fully encrypted using Advanced Encryption Standard (AES) with a 256-bit encryption key.
- Network communication with Workday is performed using TCP/IP, encrypted via TLS 1.2.

3. *Provide an overview of the role-based security capabilities of the proposed solution.*

Workday Response:

- Workday implements a single security model for both the transaction and reporting levels. This delivers consistent security throughout the solution.
- Workday accomplishes this with “configurable security.” We deliver a security framework that allows customers to configure three key attributes:
- Security Groups – Who can see data, broken out by location, organization, role, job profile, user-defined groups, etc.
- Security Domains – What data can be accessed, organized by functional area (payroll, compensation, etc.), and allows sub-domains as well (more granular control of data-level access).
- Security Policies – Tie Security Groups (“who”) to Security Domains (“what”).

4. *Provide an overview of how the proposed solution avoids the duplication of data and maintains data quality.*

Workday Response:

- Workday is delivered on a single technology stack and requires no integration between different Workday functional areas. Every Workday functional area has real-time, secure access to a common data store.
- Therefore, there is never any need to synchronize, integrate, or rekey data between different Workday components.
- Customers may define various rules and criteria to validate data input within Workday as part of the fields that the user is filling out.
- Customers may define various rules and criteria to validate data as a step within that business process which requires the data input

5. *Provide an overview of the Data Backup Strategy.*

Workday Response:

- Workday's primary production database is replicated in real time to a secondary database maintained at an offsite data center, using secure protocols.
- A full backup is taken from this secondary database each week and stored at the offsite data center facility.
- Daily backups are retained for one week, weekly backups are retained for one month, and monthly backups are retained for one year.
- All backed up data is fully encrypted using Advanced Encryption Standard (AES) with a 256-bit encryption key.

4.2.2 Compliance

1. *Provide an overview of how the proposed solution complies with federal, state, and local laws and regulations.*

Workday Response:

- Workday complies with all laws and regulations applicable to a data processor.
- Functionally, the application is designed to meet the most rigorous compliance requirements including Sarbanes-Oxley.
- As the data owner and controller, the customer is responsible for complying with those laws and regulations applicable to data in question.

4.2.3 User-Friendly Interface

1. *Provide an overview of the user-interface in the proposed solution.*

Workday Response:

- Workday's user interface leverages responsive design to provide a consistent experience from any device, including supported mobile browsers which render HTML5 like Safari, Chrome, etc.
- Mobile contains most employee and manager self-service tasks, as well as several administrative tasks, dashboards, and reporting. Workday has a single security model throughout the solution. A live

connection to the internet and authentication is required to access Mobile, with no data stored on the device itself.

2. *Provide an overview of the mobile platform in the proposed solution.*

Workday Response:

As part of the standard service, Workday provides these mobile solutions:

- Workday for iPhone and Workday for iPad apps for devices with iOS 10 or later.
- Workday for Android app for devices with Android 5.0 or later.
- Workday Mobile Web touch-optimized website for mobile browsers that support HTML5.
- You can also access the full HTML5 desktop application through mobile browsers on most tablets and smartphones.

3. *Provide an overview of the online help and tool capabilities in the proposed solution.*

Workday Response:

Workday Community is our online customer collaboration and networking environment. Customers will have access to areas such as up-to-date web based documentation.

- Brainstorm – an area where customers can submit and vote for future product feature requests,
- Solution Catalog – where customers can share and download configurations that others have built within their own tenants.
- Submit and track support requests, detailed timelines and information about upcoming Workday updates.
- Forums to collaborate and exchange ideas, developer network and access to the full public-API for the Workday

4. *Provide an overview of how the solution's user interface can be personalized, specifically by end-users with limited technical knowledge.*

Workday Response:

Workday was designed to be configurable by the business user, with Workday you can:

- Extend Workday to easily accommodate unique data requirements without having to write any code. Extended fields are pervasive throughout the entire Workday application.
- Empower the business to adapt the system to its needs without heavy involvement from IT. By accommodating changes in the business requirements through easy-to-use point-and-click interface
- Preserve corporate culture by tailoring terminology within Workday to your business. Adhere to data quality standards in your organization through custom validations for field entries
- Workday embedded business processes into the applications and making them part of a configurable framework that an end-user could both implement and maintain, with no programming required.
- Rapidly create custom reports to tailor insights to your needs, without having to write SQL.

4.2.4 Standardization

1. *Provide an overview of managing forms and templates of the proposed solution.*

Workday Response:

Forms and templates are delivered, generated and managed within the Workday Solution, for example:

- Workday delivers over 400 standard Business Process Definitions with the Business Process Framework that can be configured to meet specific business needs.
- Workday delivers over 2,600 standard reports for HR, Financials, System Reports that can be copied and modified.
- HR administrators can edit create forms without any additional development.
- Email templates are provided. Templates can be copied and edited to meet specific business needs. PDF letters, pre-defined forms, email templates can be generated.

2. *Provide an overview of the workflow capabilities of the proposed solution.*

Workday Response:

- Workday provides an end-user interface to configure the more than 500 delivered template business process definitions across HR and Finance.
- This allows organizations to tailor these business processes to fit their business models.
- The processes can be set up to cater to the entire organization or to specific parts of the organization.
- For example, a hire, interview, or requisition process in the UK might be structured differently than the corresponding process in the US.

3. *Provide an overview of the reporting capabilities of the proposed solution.*

Workday Response:

Workday Reporting and Analytics are fully embedded throughout Workday's solutions—both in reports and directly in-line—and it requires minimal training. The data business users expect to view and dissect is presented alongside transactional and business process information.

- Workday customers can create their own reports or Worklets, using Workday's report writer, without having to go to a third-party tool. Custom reports may be private or shared with one or a list of other users.
- All reports and Worklets include the ability to click on a hyperlink to receive details about a piece of data on the report or to click on the related task icon to take action related to a piece of data on the report.
- By choosing to graph numeric data in grids, customers can analyze data in reports. All grids containing numbers can be converted to graphs at the push of a button. Worklets can be set to display grid data graphically by default.
- Select reports allow drill down on aggregate numbers (sums, counts, averages). Users click on the number to see details or click on an icon near the number to see dimensions in which they can drill down.
- All reports may be exported to either PDF or Excel with a single click.
- Reports are generated using the role-based security and business logic built directly into Workday's Solutions. There is no direct ("SQL") access to data.

4. *Provide an overview of the time and attendance module of the proposed solution.*

Workday Response:

- Workday Time Tracking is designed for organizations to collect, process, and distribute time data to manage time and labor for their global workforce, eliminating manual processes and streamlining time consuming tasks.
- With a revolutionary user interface, Workday Time Tracking creates instant engagement with the workforce and approvers, leading to accurate payroll and improved productivity.
- Workday's Absence Management enables workers to submit absence requests that can follow a defined path for approval.
- Workers and managers can view worker's leave balances and the history of their leave requests through self-service.
- Once a request is approved, the worker's balance is automatically decremented and the leave information is shared with payroll for calculation purposes.

5. *Provide an overview of the image capture and document management capabilities of the proposed solution.*

Workday Response:

- Workday provides the ability to view and attach documents to a worker, such as employment contract documents, ID verification documents, name and address verification documents, etc.
- Workday also provides the ability to integrate with third-party document management systems through a web services API.
- Workday has also partnered with image capturing solutions like Ascend.

4.2.5 Scalability & Performance

1. *Provide an overview of any limitations meeting high availability (99.9%).*

Workday Response:

- Workday SLA for Availability is currently set at 99.5% outside of scheduled maintenance.
- Workday publishes our maintenance schedule well in advance on the Workday Community website that customers can reference whenever they like.
- Workday strives to minimize this downtime and schedules it during early Saturday mornings to minimize disruption.

2. *Provide an overview of the Disaster Recovery Plan for the proposed solution.*

Workday Response:

- All Workday customers are supported in high-availability mode, at no additional charge. The Workday environment has been designed with security, high-availability, and redundancy in mind.
- The data centers are designed and built with redundant network infrastructure and switching architecture to prevent a single point of failure.
- Workday also maintains a formal disaster recovery plan and alternate data centers.
- Workday's Disaster Recovery plan and processes are reviewed and tested semi-annually by Workday management to assure a reliable recovery plan is in place.
- Workday makes a written summary of the most recent test results available to customers.

4.2.6 Flexibility & Extensibility

1. *Provide an overview of any third-party Commercial Off-The-Shelf (COTS) package integration supported by the proposed solution.*

Workday Response:

- Our customers can leverage over 300 pre-built delivered connections to third-party applications and services.
- Each integration is deployed in the Workday Cloud, which gives you all the benefits of a fully hosted and managed application, integrations are versioned and stable.
- The connectors are kept up to date with the latest infrastructure, tooling, and application changes, as well as vendor changes (where applicable).
- This Integration Cloud Connect provides two types of packaged content: packaged integrations and connectors. In each case, the content is managed, maintained, and supported by Workday.

2. *Provide an overview of how the proposed solution integrates with the security of third-party applications (LDAP, Single Sign on Tools).*

Workday Response:

- Workday provides integration to commercial Federation Authentication platforms including, Active Directory Federation Services, Okta, Azure, OneLogin and Ping.
- Vendor specific Configuration Guides are available to customers using these solutions.
- If Workday is configured to use Security Assertion Markup Language (SAML) for Single Sign-On (SSO), then password controls are enforced by the SAML IdM.

3. *Provide an overview of the minimum hardware and software requirements for the proposed solution.*

Workday Response:

- Workday is a Cloud solution and only a browser or mobile device is required for access.
- Workday provides a native HTML5 client that is tested for compatibility against all major browser types (Microsoft Internet Explorer, Mozilla Firefox, Chrome, Apple Safari, and Opera).
- Server-side hardware and software is all managed by the Workday service and hosted outside your organization.

4. *Provide an overview for the proposed solution roadmap for the next 5 years. Specifically addressing the following:*

- *Functionality*
- *Technology Platform*
- *Mobility*
- *Integration*
- *Hosting Options*

Workday Response:

- Workday is committed to continuous innovation across our unified business solutions.
- Workday provides continuous updates on a weekly basis, with major update events occurring twice a year. Our next release Workday is scheduled for September 2018.
- Workday recognizes the value of sharing what is on our roadmap with prospects, and will be more than happy to share our product strategy and targeted features upon being shortlisted. We also

encourage you to visit our blog page (blogs.workday.com) to stay abreast of what our leaders are *thinking about* from an innovation perspective.

4.2.7 Solution Architecture

1. *Provide an overview of the major function modules of the proposed solution and how they relate to each other.*

Workday Response:

- Workday HCM includes Global Human Resources Management (Workforce Lifecycle Management, Organization Management, Compensation, Business Asset Tracking, Absence, and Employee Benefits Administration) and Global Talent Management (Goal Management, Performance Management, Succession Planning, and Career and Development Planning).
- Workday Core Financials includes financial management, accounting and reporting, financial consolidation, supplier accounts, customer accounts, business assets, cash management, budgets, contracts, billing, and revenue recognition.
- Workday Expenses includes self-service and administrative functions to support employee expense reporting and reimbursement, including expense reports, global expense rules, approvals, reimbursement, credit card integration, and spend analytics.
- Workday Project Billing enables organizations to bill clients for specific projects. This includes the ability to configure billing rates and rules, to review and approve billable transactions, and to invoice the customer.
- Workday Inventory includes the ability to define and place inventory in storage locations, count physical inventory and make necessary adjustments, value items in inventory, assign and manage different units of measure and replenish inventory using automatic re-order points.
- One version of the software, one customer community, one codeline, one security and compliance model

2. *Provide an overview on how internal and external integration are incorporated.*

Workday Response:

- Workday's public Web Services provide a programmatic API for our On-Demand Workday Business Management Services.
- Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday.
- These web services are implemented using industry-standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards.
- Workday also provides standard, packaged integrations to a number of common applications.

3. *Provide an overview on how the proposed solution enables the upgrade of the specific modules.*

Workday Response:

- Workday operates in a true SaaS model, all upgrades are part of the subscription service.
- Workday performs updates for our customers as part of our service.
- Workday applications are configured rather than customized – this eliminates the issues with customizations being lost or overwritten at upgrade/patch time.

4. *Provide an overview of the proposed solution hosting methods.*

Workday Response:

- Workday utilizes co-location services that provide high levels of security, reliability, and redundancy. Workday also provides redundant infrastructure for our services.
- In the United States, the data centers are located in Oregon (primary), Virginia (primary/secondary), and Georgia (secondary).

4.2.8 Implementation

1. *Provide a detailed Service Level Agreement (SLA) matrix or a sample that is applicable for this solicitation.*

Workday Response:

Workday can provide a sample MSA/SLA upon execution of an NDA.

2. *Provide an overview of the software components.*

Workday Response:

- Workday Human Capital Management – Human Resource Mgt, Organization Mgt, Business Process Mgt, Reporting/Analytics, Employee and Mgr Self Service, Absence Mgt, Benefits, ACA Mgt, Compensation, Performance and Goal Mgt, Talent Mgt, Contingent Labor Mgt.
- Time Tracking, Payroll, Planning, Learning, Recruiting, Cloud Connect for Benefits.
- Workday Financial Management – Accounting and Finance, Revenue Mgt, Financial Planning, Projects, Expenses, Procurement, Inventory, Grants Mgt, Project Billing, Audit and Internal Controls.

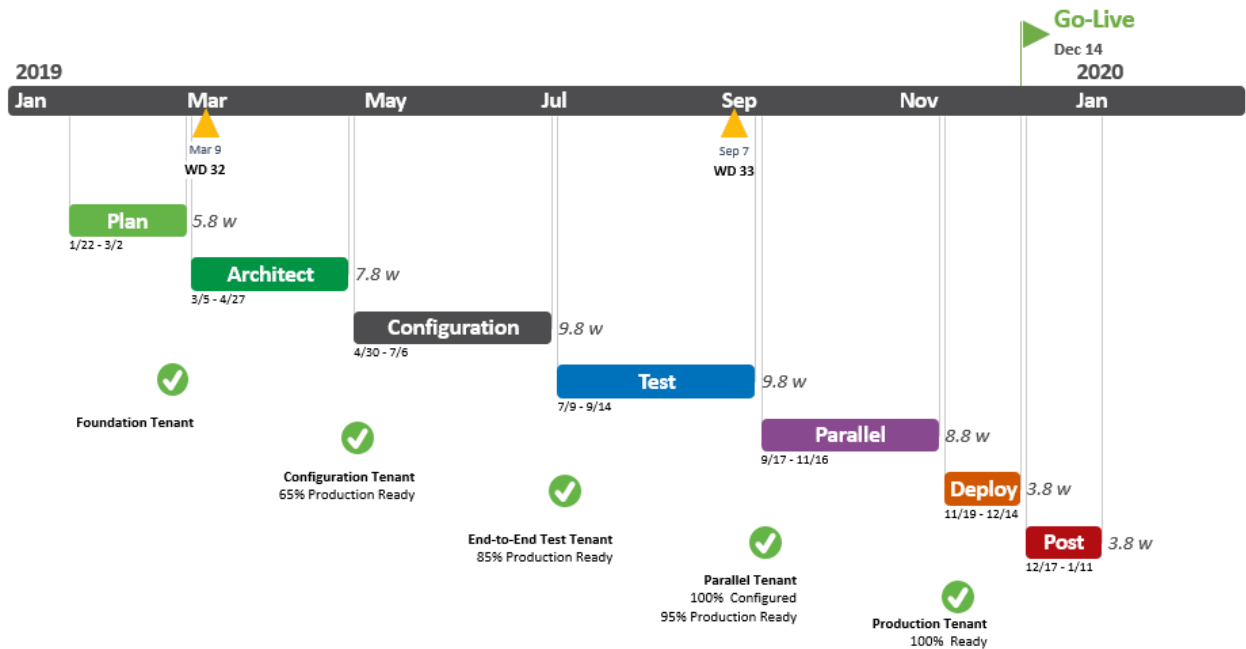
3. *Provide an overview of the software deployment model; including a complete detailed timeline.*

Collaborative Response:

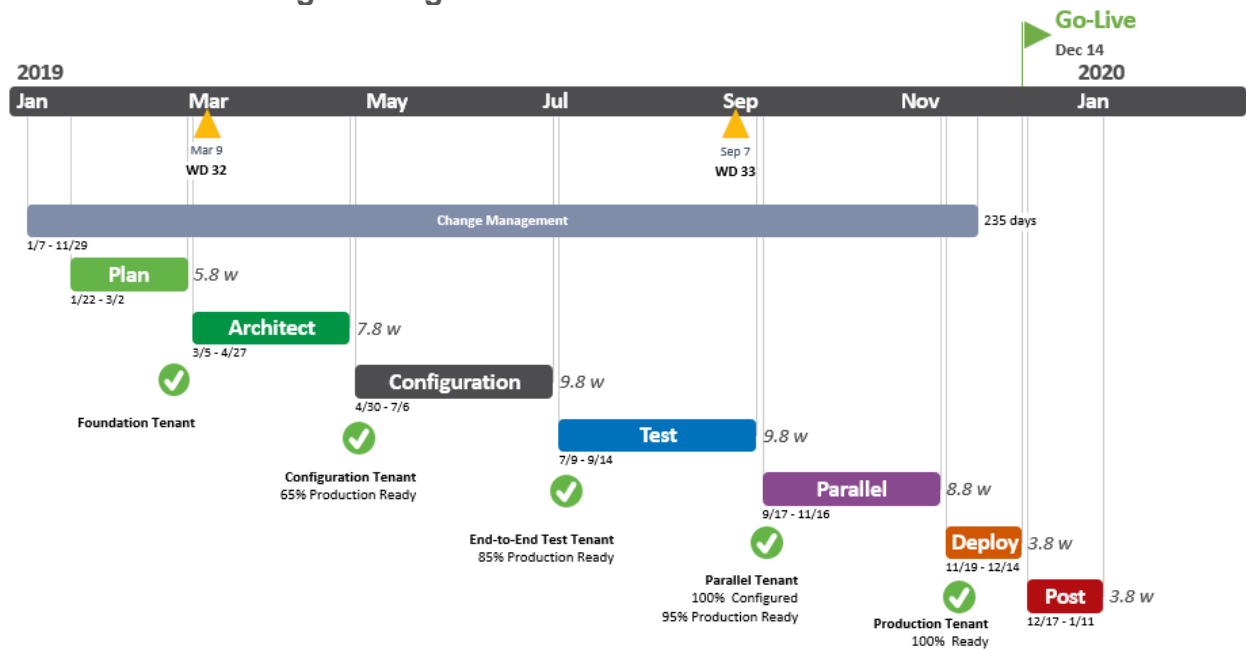
Implementation Methodology

Timeline

The proposed project timeline which is aligned with the RFP key dates and milestones is listed below. However, this is flexible, and our team will work with the City to establish a timeline that best meets your requirements.



Timeline with Change Management included



4. *Provide an approach to data mapping and data conversion.*
-

Collaborative Response:

Data Mapping and Data Conversion

5. *Describe your methodology for documenting and developing integration between the solution and other systems (i.e., Application Program Interfaces, batch processes, etc.).*
-

Workday Response:

Workday provides several tools to assist customers with integration to information held in our system. These include:

- Reports built using the Workday Report Writer are also available as Web Services.
- Delivered Workday web services form a library of pre-built APIs using industry-standard web services technology, including WSDL, SOAP, and the WS-* standards.
- The Enterprise Integration Builder (EIB) is an On-Demand tool that enables building simple to moderately complex integrations, which consist of point-to-point file transfers.
- Workday Studio is an Integrated Development Environment (IDE) that customers use to create custom, complex hosted integrations using Workday's cloud-based ESB integration platform.

6. *Describe your recommended testing methodology, approach and tools.*
-

Collaborative Response:

Testing Methodology, Approach and Tools

7. *Describe your approach to training.*

Workday Response:

Workday Education offers a variety of options to meet your training needs, including the following:

- **Learn In-Person** - instructor-led training to prepare students to meet their job role requirements. Cohesive lectures and product demonstrations with hands-on activities to reinforce student learning.
- **Learn Virtual** - live instructor-led training without the expense and time associated with travel. Lecture, demonstration, and hands-on activities to reinforce learning. Attendees participate remotely and connect to our training environment via the Internet. Topic-specific and designed to focus on key Workday principles and functionality.
- **Learn Independent** - combines videos, interactive exercises, quizzes, and tests into a comprehensive online learning curriculum that students can complete at their own pace.
- **Learn On-Demand** - access to training 24/7 from any computer. Created in short, targeted segments, for system administrators who need immediate access to specific training. Topic-specific and designed to focus on key Workday principles and functionality.
- **Adoption Kit** - templates and resources designed to support and accelerate end-user training and your Workday rollout. Includes a combination of hosted or downloadable videos, job aids, facilitation guides, and marketing materials. Can be downloaded and tailored to your needs, or used as-is.

8. *Provide an overview of resource hour estimate for both implementation team and City staff as well as estimated timeline for overall project.*

Collaborative Response:

Below are the resources for both the Collaborative implementation team as well as the City team. Please see above timeline section for detailed timeline.

Resource Hour Estimate

Collaborative Solutions		Go Live						
PHASE 1 DEPLOYMENT	Plan	Architect	Configure & Prototype	Test	Parallel	Deploy	Post Go-Live	Total
Weeks	6	8	10	10	9	4	4	51
Portfolio Director	24	20	24	22	18	8	0	116
Functional Architect - HCM	48	160	200	40	36	0	0	484
Engagement Manager	240	320	400	400	360	160	36	1916
HCM	48	128	240	240	90	64	36	846
Recruiting	36	96	182	160	72	48	32	626
Compensation	24	64	120	120	54	32	22	436
Benefits	36	112	200	182	72	48	32	682
Payroll	36	152	320	296	264	136	72	1276
Time Tracking	24	96	160	130	54	48	24	536
Absence Management	24	80	142	120	54	32	24	476
Talent Management	24	80	138	120	54	32	24	472
Learning	12	32	80	60	18	28	10	240
Functional Architect - Financials	48	252	272	80	36	0	0	688
Budgets	12	48	60	51	9	12	8	200
Projects	24	80	112	80	36	16	16	364
Expense Management	24	64	92	80	37	16	17	330
Financial Accounting	24	192	288	160	144	64	32	904
Banking and Settlement	24	96	144	80	72	32	16	464
Customer Accounts	24	72	92	80	36	32	24	360
Supplier Accounts	24	80	112	80	36	32	16	380
Business Assets	24	64	98	60	54	24	16	340
Procurement	24	80	112	80	36	32	16	380
Inventory	24	96	132	100	36	32	16	436
Grants Management	24	80	112	80	36	32	16	380
Data Conversion	72	128	320	270	180	120	0	1090
Reporting	12	32	80	62	54	24	16	280
Integrations	144	571	880	880	454	160	128	3217
Total Est. Hours	1104	3275	5112	4113	2402	1264	649	17919



City of Gainesville		Go Live						
PHASE 1 DEPLOYMENT	Plan	Architect	Configure &	Test	Parallel	Deploy	Post Go-Live	Total
Weeks	6	8	10	10	9	4	4	51
Engagement Manager	300	400	500	500	450	200	45	2395
HCM	60	160	300	300	113	80	45	1058
Recruiting	45	120	228	200	90	60	40	783
Compensation	30	80	150	150	68	40	28	545
Benefits	45	140	250	228	90	60	40	853
Payroll	45	190	400	370	330	170	90	1595
Time Tracking	30	120	200	163	68	60	30	670
Absence Management	30	100	178	150	68	40	30	595
Talent Management	30	100	173	150	68	40	30	590
Learning	15	40	100	75	23	35	13	300
Core Financial Management	60	315	340	100	45	0	0	860
Budgets	15	60	75	64	11	15	10	250
Projects	30	100	140	100	45	20	20	455
Expense Management	30	80	115	100	46	20	21	413
Financial Accounting	30	240	360	200	180	80	40	1130
Banking and Settlement	30	120	180	100	90	40	20	580
Customer Accounts	30	90	115	100	45	40	30	450
Supplier Accounts	30	100	140	100	45	40	20	475
Business Assets	30	80	123	75	68	30	20	425
Procurement	30	100	140	100	45	40	20	475
Inventory	30	120	165	125	45	40	20	545
Grants Management	30	100	140	100	45	40	20	475
Data Conversion	90	160	400	338	225	150	0	1363
Reporting	15	40	100	78	68	30	20	350
Integrations	38	315	441	126	126	126	0	1260
Total Est. Hours	1148	3470	5451	4090	2494	1496	651	18888

Resources and Hours for Change Management

Collaborative Solutions		Go Live						
PHASE 2 DEPLOYMENT	Plan	Architect	Configure & Prototype	Test	Parallel	Deploy	Post Go-Live	Total
Weeks	6	8	10	10	9	4	4	51
Change Architect	24	32	40	40	36	16	0	188
Change Management	240	320	400	400	360	160	0	1880
Total Est. Hours	264	352	440	440	396	176	0	2068

City of Gainesville		Go Live						
PHASE 2 DEPLOYMENT	Plan	Architect	Prototype	Test	Parallel	Deploy	Post Go-Live	Total
Weeks	6	8	10	10	9	4	4	51
Change Management	360	480	600	600	540	240	0	2820
Total Est. Hours	360	480	600	600	540	240	0	2820

9. *Provide the description of the system and application architect (List all hardware/operating system/database platforms upon which the product is supported. List which industry standard benchmarks or guidelines measures are used to establish this recommendation)*

Workday Response:

- Workday's architecture is designed to serve the requirements of a cloud computing service, which include multi-tenancy, on-demand integration, business-driven configurability, world-class security and a high-performance, scalable infrastructure.
- Workday's services architecture utilizes an in-memory object-based data representation, delivered via the Object Management Services (OMS). The object-model eliminates the burden of requiring different data representations for transactions and reporting.
- Workday's architecture removes layers of data management and provides a responsive user experience, as well as rapid access to reports, and drill-down capabilities on the same data as the transactions.
- User interfaces are delivered via web browser and native mobile apps. System interfaces, use XML and secured HTTP communications with the OMS.

- Workday's server components are built on an open source technology stack.

10. *Describe the ongoing maintenance and support level that is being proposed (refer to 3.2(C) Preferences).*

Workday Response:

- Staffed with highly trained experts, Workday Support and Customer Care organizations are available around the clock and around the world. All customers receive the same level of support. One SLA, one support process – the Power of ONE.
- Customers open a Product Support Case in the Workday Customer Center, an online case-management system. Workday experts then collaborate with the customer to resolve the issue.
- When a customer has issues that are not related to the Workday service, the Workday Customer Care organization responds to questions or inquiries. Customers open a Customer Care Request in the Workday Customer Center. The Workday Customer Center is available 24 hours a day, 365 days a year.
- A case or request is assigned to the appropriate Support or Customer Care analyst for response and resolution. Customers receive a unique case number and a confirmation email for each case or request that they open.
- Customers provided with status updates. As a case or request moves through the process, the Support analyst or Customer Care analyst and the customer's designated support contact communicate through the Customer Center. The problem and its resolution are documented. Customer acknowledges resolution by commenting in the case workflow and the case is closed.

Workday Customer Success

We offer three Tiers of Service: Silver, Gold, and Platinum. Silver is included in your Workday subscription to help you prepare for ongoing success. The Gold and Platinum Tiers are fee-based services, which include engagement throughout lifecycle, annual Workday Rising passes, as well as various discounts and services. The Platinum Tier also includes a Managing Partner engagement.



Collaborative Methodology



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People empowered



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People empowered



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Collaborative Data Migration Services

All customers wrestle with the decision of what data to convert out of the legacy system(s) being replaced by Workday. These decisions focus on providing the mandatory data required by Workday as well as the elective data. Our consultants will provide guidance on addressing these key decision points. We will provide the City with the requirements for Workday and recommendations on how to handle the elective elements. Our consultants will also recommend the conversion data elements needed in Workday to fit the needs of the City.

Collaborative Solutions understands the importance of quality and consistency in the data conversion process. We have worked with customers with challenging requirements and have honed our approach to ensure and in many instances, increase the integrity of our customers' data. Collaborative will partner with your team beginning in the Plan stage to review the data conversion process and develop a data conversion strategy. We will then review the proprietary tools that will assist you in facilitating the conversion process. Collaborative will guide you in deciding which data conversion methods best meet your needs. The best recommendation we can give is to discuss the real need of converting any custom data, and history. These types of conversions tend to take the longest but have a very low ROI.

During the conversion process, the Collaborative team meets with City SMEs to review the Collaborative data gathering tools in preparation for each data conversion. Initially, we review the templates in their entirety and identify a strategy for the customer to execute. Workday deployments are an iterative process and data conversion follows the same approach. During each iteration, we review the templates and identify changes required to data conversion routines with the customer to enable a more successful conversion. Additionally, we load additional data sets and require data validation be executed by the customer to address any gaps or issues with the data as part of the deployment. This process not only enables Collaborative and our customer to identify risks sooner and mitigate issues as they arise, but it also enables our customer to become more familiar with Workday and how Workday manages their data.

Workday and Collaborative require that at least 3 mock conversions are performed prior to the final deployment. Each of these conversions require data gathering, data loading and data validation. While the City will hold responsibility for providing and validating all data, the Collaborative team will serve as a trusted partner throughout the process. This repetition reduces the potential for error during the final conversion and disruption to operations following deployment.

We employ a staff of data conversion experts who have developed tools and accelerators to save our customers time and effort. Collaborative has developed a suite of tools and templates that streamline the data conversion process and save you time and money. These tools, which include Simplified Data Collection Files, Data Mapping, and Custom Scripts, are a differentiator that sets us apart from the competition. Collaborative's focus on constant improvement, customer resource need and our tenure as both a consultancy and customer of Workday have been leveraged to create these tools to reduce the customer side effort on an engagement.

Tools/Templates	Benefit
Simplified Data Collection Files	All data must enter Workday via Workday's iLoad templates. Our simplified data collection files allow the City to save time by extracting data into simple Excel tables. We'll take it from there!
Data Mapping	To further streamline the process, we've created tools to map the simplified data collection files to the iLoad templates.
Scripts	Want to save even more time? We have developed data extraction scripts for some legacy systems. Just sit back and let the script do the work.



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People empowered



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People empowered

Collaborative Interface and Integration Services

Our integration team will collaborate with the City's Subject Matter Expert team to capture requirements, design and develop integrations. We use our Cynergy™ deployment methodology and have predefined entry and exit criteria for each project phase. Using our trackers and templates, we will work with the City's team to govern and monitor progress of integrations in scope. We recommend assigning some integrations to the City, which will help in knowledge transfer and transition.

Our integrations team uses a centralized model, where all the integrations are designed and delivered by consultants, who are a part of our Accelerated Cloud Deployment Center™ (ACDC). Our design team ensures best practices and deployment efficiency are being used on all Workday integrations and data conversions. We utilize a combination of Workday's readily available tools and other tools that are proprietary to Collaborative. Our main tools include Cloud Connect (for vendor specific templates like ADP, EIB (for simple outbound integrations), and tools called Document Transformation and Workday Studio for more complex integrations.

Unlike on-premise ERP solutions, where integrations and functional requirements can be separated distinctly from each other enabling vendors to leverage an offshore deployment model, integrations in Workday require more alignment with the functional teams to be effective. Integrations can be a very technically challenging element for many Workday deployments as they do not use a standard SQL language base with which many on premise integrators are accustomed to. Workday leverages a Web Service API for passing data between systems as well an Eclipse based tool for complex integrations, which requires training, as well as a functional understanding of the business, to be developed effectively for the rapid deployment timelines of a Workday project. Typical offshore models, while potentially lower in per-hour resource cost, require additional management overhead, time zone adjustments, as well as content and contextual training of the offshore team.

Collaborative mitigates these challenges by:

- Leveraging our Accelerated Cloud Deployment Center (ACDC), in tandem with our local integration resources, to provide the highest touch assistance to our customers.
- Splitting the assignment of integrations between Collaborative and the [Customer Name] integrations team to help facilitate knowledge transfer.
- Assigning the more complex integrations to the Collaborative integrations team members. In doing so, we allow the City's team to ramp up on integrations so that they begin to build their foundational knowledge for future integrations work.
- Best practice guidance from the ACDC team for common integration types and standard design to reduce long-term maintenance and documentation adjustments.
- Reducing time zone delays or project resource strain to work normal business hours in the U.S. and support nighttime hours overseas.

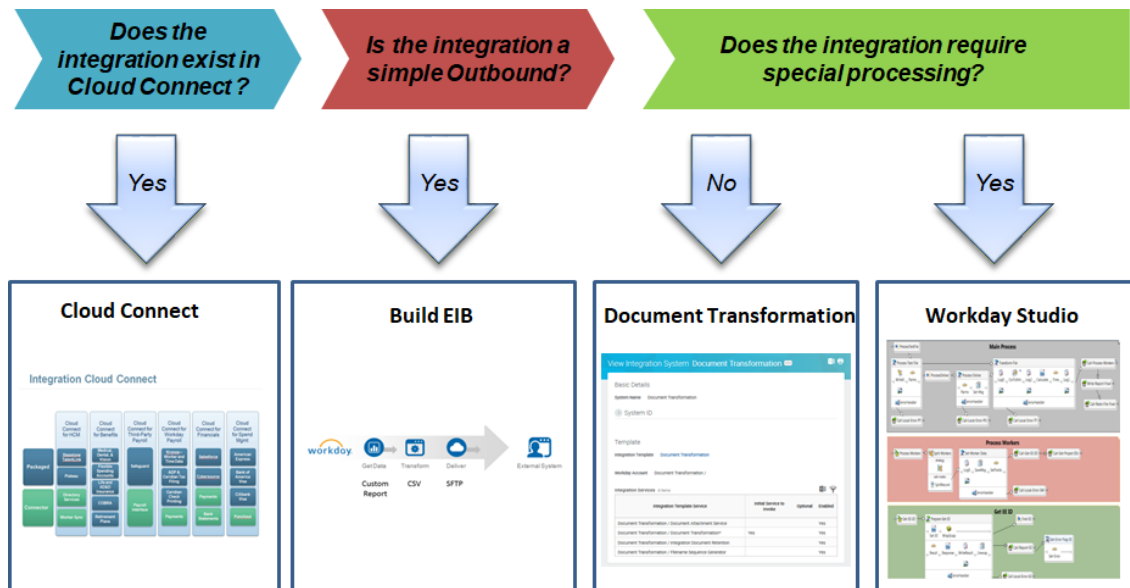
The ACDC process enables us to quickly scale if needed to support either additional integration needs, taking over additional integrations from customer resources due to changes in availability, comfort level with the coding, and provide a higher level of guidance during the project to immerse City team side-by-side with Collaborative in the Workday Platform.

Tool Set

Within the Workday tool set there are a number of options that can be employed to integrate data with the Workday application. Using the best practices developed through years of developer experience integrating with Workday. We have developed a large repository of integration code and practical experience.

- Cloud Connect Packaged Integrations – These are templated integrations that Workday has developed by way of a broad range of customer needs with specific vendors. These templates are owned and maintained by Workday in partnership with the Vendor they are built for. Where possible we leverage these best practice integrations.
- Enterprise Interface Builder (EIB) – EIB integrations are used when data is able to be derived from one common data source usually a Custom Report. An EIB can be used with one report source, delivering one file to a single endpoint.
- Core Connector – Core connector integrations are used to extract larger volumes of data that requires change detection or where the transformation process leverages more than one file to be generated.
- Document Transformation – Document transformations are most often paired with a Core Connector to complete its transformation needs. Document Transformations can be used to build multiple related integration components. While a core connector can extract all of the needed data for an integration, we often need to use an iterative approach to generate the separate files needed. By using the Workday Business Processes with the combined integrations, we can orchestrate a process to take one data extract and create several files from it and deliver them to one or more locations.
- Workday Studio – Workday Studio is a robust integration engine that allows a developer to not only orchestrate how the data flows through the integration event process. It also allows developers to build in business intelligence into the integration architecture. This tool allows a developer to combine multiple data sources both externally and internally to effectively integrate data into Workday or to organize complex data that needs to be sent to another system. Workday Studio also allows for custom error handling to be built in to the integration code to meet your specific business needs.

During our integration kick off meetings we strive to ensure that the correct tool has been selected for the specific integration need. Below is a graphic that shows conceptually how we accomplish tool selection.



Appropriate Integration Tool Selection

Project Scope - Pricing



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9. Project Scope – Pricing

In accordance with the City's Addendum 6 to the ITN CMGR-180083-MS, item 15, we have submitted our response to Exhibit 5, Pricing in electronic format, specifically on the flash drive included with this response.

Please note: Exhibit 5, Pricing, is Proprietary and Confidential to Workday and therefore should be treated as redacted and not provided in response to an OPRA request.



Purchasing Forms



10. Purchasing Forms

Note: As the prime proposer, Workday has signed, and had notarized, the appropriate forms. Our partner, Collaborative Solutions, has also signed the appropriate forms, however, we did not request that they provide notarized signatures.

Workday Certification of Proposal

7.1 Certification of Proposal

Explanation: This certification attests to the proposer's awareness of, the content of this ITN and all accompanying provisions contained herein, subject to the assumptions and exceptions provided.

Action: Proposer is to ensure that the following certificate is duly completed and correctly executed by an authorized officer of your Company.

This proposal is submitted in response to Invitation to Negotiate CMGR-180083-MS issued by the City of Gainesville. The undersigned, as a duly authorized officer, hereby certifies that

Workday, Inc.
(Respondent Company Name-Legal and d/b/a Name of Responding Entity)

6110 Stoneridge Mall Rd., Pleasanton, CA 94588
Respondent Company Address

Respondent's License Number (if applicable)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions and provisions of the referenced Invitation to Negotiate (ITN) and any addenda thereto in the event of an award, subject to the assumptions and exceptions provided. Exceptions are to be noted as stated in the ITN. The proposal shall remain in effect for a period of one hundred sixty (160) as of the Due Date for responses to the ITN.

The undersigned certifies that to the best of his/her knowledge: (check one of the below and provide information if required)

___ There is no Commissioner or employee of the City of Gainesville who has, or whose Relative has, an Interest in the entity or entities making this proposal.

___ There are Commissioner(s) and/or employee(s) of the City of Gainesville who have, and/or whose Relative(s) have, an Interest in the entity or entities making this proposal. Describe the nature of the interest held by each trustee, employee, or Relative of the trustee or employee (for example, grandson of Employee X owns the Company or spouse of Employee Y is a director of the Company).

employment activity of its employees' family members.

"Interest" for purposes of this disclosure includes the following: director, trustee, officer, or employee of an entity, any contract with an entity (including consulting), or any partner, proprietor, stock, equity, or other ownership interest in an entity.



“Relative” for the purpose of this disclosure is an individual who is related to the trustee or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the trustee or employee or who otherwise holds himself or herself out as or is generally known as the person whom the trustee or employee intends to marry or with whom the trustee or employee intends to form a household, or any other natural person having the same legal residence as the trustee or employee”

The undersigned further certifies that their firm (check one) **IS** or X **IS NOT** currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the City of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this Invitation to Negotiate are:

Name: _____

Signature: _____ Date: June 29, 2018

Email: _____

Signature: _____

Signature of Authorized Officer

Printed Name

7.2 Addenda

The Bidder hereby acknowledges receipt of Addenda Nos. 1, 2, 3, 4, 5, 6, 7 to these Specifications.

7.3 Taxes

The Bidder agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since the City of Gainesville is generally exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices

Note: THE CITY RESERVES THE RIGHT TO ADD OR DELETE LOCATIONS, SERVICES, ITEMS, MATERIALS OR ANY OTHER ASPECTS OF CONSIDERATION FROM THIS CONTRACT SHOULD IT BE IN THE BEST INTEREST OF THE CITY. THE CONTRACT PRICE WILL BE ADJUSTED ACCORDINGLY



UPON MUTUAL NEGOTIATION AND AGREEMENT OF THE CONTRACTOR AND THE CITY'S REPRESENTATIVE.

Workday Response:

7.4 Local Preference (check one)

Local Preference requested: YES NO

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with your bid if a local preference is requested. (see Exhibit C)

7.5 Qualified Local Small and/or Disabled Veteran Business Status (check one)

Is your business qualified as a Local Small Business in accordance with the City of Gainesville Small Business Procurement Program? (see attached Exhibit A) YES NO

Is your business qualified as a Local Service-Disabled Veteran Business in accordance with the City of Gainesville Small and Service-Disabled Veteran Business Procurement Program? (see attached Exhibit A)

YES NO

SIGNATURE ACKNOWLEDGES THAT: (check one)

Bid is in full compliance with the Specifications.

Bid is in full compliance with specifications except as specifically stated and attached hereto.

Signature also acknowledges that Bidder has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this bid subject to the assumptions and exceptions provided.

Workday Response:

Please see Workday's Exceptions to the ITN terms, on the following page.

(CORPORATE SEAL)

ATTEST:

BIDDER:

Signature

Signature

By: _____

By: _____

Title: _____

Title: _____



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Workday Exceptions to the City of Gainesville's ITN Terms

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Collaborative Solutions Certification of Proposal

7.1 Certification of Proposal

Explanation: This certification attests to the proposer's awareness of, and agreement to the content of this ITN and all accompanying provisions contained herein.

Action: Proposer is to ensure that the following certificate is duly completed and correctly executed by an authorized officer of your Company.

This proposal is submitted in response to Invitation to Negotiate CMGR-180083-MS issued by the City of Gainesville. The undersigned, as a duly authorized officer, hereby certifies that

Collaborative Solutions, LLC.

(Respondent Company Name-Legal and d/b/a Name of Responding Entity)

11190 Sunrise Valley Drive, Suite 110; Reston, VA 20191

Respondent Company Address

Respondent's License Number (if applicable)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions and provisions of the referenced Invitation to Negotiate (ITN) and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the ITN. The proposal shall remain in effect for a period of one hundred sixty (160) calendar days as of the Due Date for responses to the ITN.

The undersigned certifies that to the best of his/her knowledge: (check one of the below and provide information if required)

There is no Commissioner or employee of the City of Gainesville who has, or whose Relative has, an Interest in the entity or entities making this proposal.

____ There are Commissioner(s) and/or employee(s) of the City of Gainesville who have, and/or whose Relative(s) have, an Interest in the entity or entities making this proposal. Describe the nature of the interest held by each trustee, employee, or Relative of the trustee or employee (for example, grandson of Employee X owns the Company or spouse of Employee Y is a director of the Company).

"Interest" for purposes of this disclosure includes the following: director, trustee, officer, or employee of an entity, any contract with an entity (including consulting), or any partner, proprietor, stock, equity, or other ownership interest in an entity.

"Relative" for the purpose of this disclosure is an individual who is related to the trustee or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the trustee or employee or who otherwise holds himself or herself out as or is generally known as the person whom the trustee or employee intends to marry or with whom the trustee or employee intends to form a household, or any other natural person having the same legal residence as the trustee or employee"



The undersigned further certifies that their firm (check one) IS or X IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the City of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this Invitation to Negotiate are:

Name: Andrew Houts Title: National Vice President, Sales - E&G

Signature:  Date: June 21, 2018

Email: ahouts@collaborativesolutions.com

Name: Broc Zautner Title: Regional Sales Manager

Signature:  Date: June 21, 2018

 Date: June 21, 2018

Signature of Authorized Officer

Robert Maller Email: rmaller@collaborativesolutions.com
 Printed Name

7.2 Addenda

The Bidder hereby acknowledges receipt of Addenda Nos. 1, 2, 3, 4, 5, 6 and 7 to these Specifications.

7.3 Taxes

The Bidder agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since the City of Gainesville is generally exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices.

Note: THE CITY RESERVES THE RIGHT TO ADD OR DELETE LOCATIONS, SERVICES, ITEMS, MATERIALS OR ANY OTHER ASPECTS OF CONSIDERATION FROM THIS CONTRACT SHOULD IT BE IN THE BEST INTEREST OF THE CITY. THE CONTRACT PRICE WILL BE ADJUSTED ACCORDINGLY UPON MUTUAL NEGOTIATION AND AGREEMENT OF THE CONTRACTOR AND THE CITY'S REPRESENTATIVE.

7.4 Local Preference (check one)

Local Preference requested: YES NO

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with your bid if a local preference is requested. (see Exhibit C)

7.5 Qualified Local Small and/or Disabled Veteran Business Status (check one)

Is your business qualified as a Local Small Business in accordance with the City of Gainesville Small Business Procurement Program? (see attached Exhibit A) YES NO



Is your business qualified as a Local Service-Disabled Veteran Business in accordance with the City of Gainesville Small and Service-Disabled Veteran Business Procurement Program? (see attached Exhibit A)

YES NO

SIGNATURE ACKNOWLEDGES THAT: (check one)

Bid is in full compliance with the Specifications.

Bid is in full compliance with specifications except as specifically stated and attached hereto.


Signature also acknowledges that Bidder has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this bid.

(CORPORATE SEAL)

ATTEST:

BIDDER: Collaborative Solutions, LLC

Signature



Robert Maller (Jun 27, 2018)
Signature

By: _____

By: Robert Maller

Title: _____

Title: President



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City of Gainesville Addenda to ITN – Workday



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City of Gainesville Addenda to ITN – Collaborative Solutions



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Exhibit A – Local Small and Service-Disabled Veteran Business Program

It is the policy of the City of Gainesville that Local Small Businesses shall have the maximum opportunity to participate in the performance of all aspects of contracting and subcontracting opportunities for the City of Gainesville. In this regard, the City of Gainesville and its contractors will take all necessary and reasonable steps to ensure that Local Small Businesses have the maximum opportunity to compete for and perform such contracts/subcontracts and provide materials for such contracts/subcontracts.

Except as provided below, evaluation of a bid/proposal may result in bid/proposal being rejected for failure to comply with the following conditions. Upon contract award, failure of any Bidder/Respondent to comply with these conditions/requirements which seek to maximize the use of Local Small Businesses shall constitute a breach of a contract award. Upon such breach, the City of Gainesville may at its option, terminate the contract and/or pursue any and all other appropriate remedies available under the contract or otherwise under applicable law.

Contract Award Conditions:

Contract award will be conditioned on meeting the requirements of this section. The City of Gainesville requires the following:

1. Submission by the Bidder/Respondent of the completed “Tabulation of Subcontractors” form (Exhibit 9) with the bid/proposal;
2. The names and addresses of all Subcontractors. Clearly designate which Subcontractors are Local Small Businesses that will participate in the contract;
3. A description of the Work and/or Materials that each Local Small Businesses will perform or supply;
4. The dollar amount or percentage of the Work and/or Materials that each Local Small Business will provide on the project.
5. If the actual participation of Local Small Business in the apparently successful bid/proposal is not maximized, as determined by the Local Small Business Procurement Program Coordinator, such bidder/respondent shall submit documentation of all Good Faith Efforts (successful and unsuccessful) that were engaged in, prior to bid or proposal submission, to maximize the use of Local Small Businesses on this project. Efforts undertaken after proposal submissions are not relevant to the decision to award.

Good Faith Efforts:

A condition of contract award is that the contract award be made only to the Bidder/Respondent (including Local Small Business Bidders/Respondents) who maximize the utilization of Local Small Business subcontractors or who makes Good Faith Efforts to maximize the use of Local Small Business Subcontractors. The City of Gainesville will determine whether a Bidder/Respondent has made Good Faith Efforts if the Bidder/Respondent does the following:

If the Bidder/Respondent does not maximize the participation of Local Small Businesses on this project, the Bidder/Respondent must provide all documentation which by its scope, quality, quantity and intensity of the different kinds of efforts the Bidder/Respondent made to maximize participation can be confirmed and be evaluated. The documentation should be provided both as to those efforts wherein the Bidder/Respondent was successful in obtaining participation and those where it was not. In the latter case, the documentation should further indicate the reason for lack of success, i.e. Subcontractor's bid too high, Subcontractor who bids is apparently not qualified to perform the particular services, no bids received, etc.

Mere pro forma efforts are not Good Faith Efforts to meet the Local Small Business requirements. The Bidder/Respondent will be required to submit written documentation of Good Faith Efforts when the participation on this project is not maximized, if they wish to be awarded the contract.

The City of Gainesville will consider the following list of types of actions as a part of the Bidder's/Respondent's Good Faith Efforts to obtain Local Small Business Subcontractor participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

1. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all Local Small Business who have the capability to perform the Work or provide Materials needed to complete the project. The Bidder/Respondent must solicit this interest within sufficient time to allow them to respond to the solicitation. The Bidder/Respondent must determine with certainty if they are interested by taking appropriate steps to follow-up the initial solicitations.
2. Selecting portions of the Work to be performed or portions of the Materials to be provided by Local Small Businesses in order to increase the likelihood that participation is maximized. This includes, where appropriate, breaking out contract Work items or Material items into economically feasible units to facilitate participation, even when the prime contractor might otherwise prefer to perform these Work items or provide these Material items with its own forces.
3. Providing interested Local Small Businesses with adequate information about the plans, specifications and requirements of the contract in a timely manner to assist them in responding to a solicitation.
4.
 - (a) Negotiating in good faith with interested Local Small Businesses. It is the Bidder's/Respondent's responsibility to make a portion of the Work or Materials available to the Subcontractors and to select those portions of the Work or Material needed consistent with the available Local Small Business Subcontractors, so as to facilitate participation. Evidence of such negotiation includes the names, addresses and telephone numbers of Local Small Businesses that were considered; a description of the information provided regarding the plans and specifications for the Work or Materials selected for subcontracting; and evidence as to why additional agreements could not be reached to perform the Work or provide the Materials.
 - (b) A Bidder/Respondent using good business judgment would consider a number of factors in negotiating with Subcontractors, and would take a firm's price and capabilities into consideration. However, the fact that there may be some additional costs involved in finding and using Local Small Businesses is not in itself sufficient reason for a Bidder/Respondent's failure to seek to maximize the use of them as long as such costs are reasonable and/or may be offset by other less tangible benefits. Also, the availability or desire of a Bidder/Respondent, including a Local Small Business Bidder/Respondent to perform the Work or provide the Materials of a contract with its own organization does not relieve the Bidder/Respondent the responsibility to make Good Faith Efforts and maximize utilization of other Local Small Businesses. Bidder/Respondents are not, however, required to accept higher quotes from Local Small Businesses if the price difference is excessive or unreasonable or they are not qualified to perform the Work. These decisions should, however, be supportable and documented as part of the required Good Faith Efforts.
5. Making efforts to assist interested Local Small Businesses in obtaining bonding, lines of credit, or insurance as required by the City of Gainesville or Bidder/Respondent.

6. Making efforts to assist interested Local Small Businesses in obtaining necessary equipment, supplies, Materials, or related assistance and services.
7. Effectively using the services of available small and minority business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of Local Small Businesses.

In determining whether a Bidder/Respondent has maximized participation, the City of Gainesville will take into account the performance of other Bidders/Respondents in meeting this requirement of the bid/proposal and historical participation by Local Small Businesses involving similar Work or Materials. For example, when the apparent successful Bidder/Respondent fails to obtain or fails to maximize Local Small Business participation, but others Bidders/Respondents obtained and/or maximized such participation, the City of Gainesville will reasonably raise questions whether, with additional reasonable efforts, the apparent successful Bidder/Respondent could have obtained and/or maximized participation. As indicated, a reasonable level of participation (maximization) may not be apparent until after bids/proposals are opened and participation of various bidders compared. Therefore, it is recommended that in all cases, all pre-submittal Good Faith Efforts be documented, and retained in the event that such are required to be submitted for review/verification.

Even if a Bidder/Respondent is a Local Small Business, maximizing the utilization of other Local Small Businesses is still required.

Local Small Businesses Terminations/Substitutions:

A Bidder/Respondent shall not terminate for convenience a Local Small Business Subcontractor and then perform the Work or provide the Materials of the terminated Subcontractor within its own forces or those of an affiliate without the prior consent of the City of Gainesville.

When a Local Small Business Subcontractor is terminated or fails to complete its Work or fails to provide the Materials on the contract for any reason, the prime contractor shall make Good Faith Efforts to find another Local Small Business subcontractor to substitute for the original Local Small Business. These Good Faith Efforts shall be directed at finding another Local Small Business to perform at least the same amount of Work or provide the same amount of Materials under the contract as the business that was terminated to the extent needed to meet the contract goal or commitment.

The City of Gainesville shall have the right to consider price, quality, past performance including meeting Small Business Procurement Program commitments, time required for performance and qualifications of the Bidder/Respondent in making the award.

Equal Opportunity Assurance:

The Respondent, sub recipient, or Subcontractor shall not discriminate on the basis of race, color, religion, gender, national origin, marital status, sexual orientation, age, disability, and gender identity in the performance of this contract. Failure by the Respondent to carry out these requirements is a material breach of his contract, which may result in termination of this contract or such other remedy as the recipient deems appropriate.

The Respondent shall include this assurance in each subcontract it signs with a Subcontractor or Material Supplier.

Protest of Rejected Bid/Proposal – Administrative Reconsideration

1. The Local Small Business Procurement Program Coordinator shall review bids and proposals to evaluate whether said bids or proposals comply with the above stated requirements. In the event that a bid or proposal is rejected for failure to comply with the stated requirements, the affected bidder or

respondent may obtain reconsideration of such determination by filing a Protest/Request for Reconsideration.

2. In the reconsideration, the Bidder/Respondent has the opportunity to demonstrate how the Bid/Proposal met the requirements of the Program. The Request for Reconsideration shall be submitted to the Small Business Procurement Program Office within five (5) working days after receipt of notice of rejection. The Request for Reconsideration shall address the issues of whether the Bidder/Respondent maximized Local Small Business participation or made adequate good faith efforts to maximize the participation of local small business participation and shall include documentation associated with these factors.
3. The decision on reconsideration will be made by the Executive Chief of Staff.
4. The Bidder/Respondent may have the opportunity to meet in person with the Executive Chief of Staff to discuss the issue of whether it met the criteria outlined above (see Item 2).
5. The Bidder/Respondent will be sent a written decision on reconsideration, explaining the basis for finding that the Bidder/Respondent did or did not meet the criteria above. (see Item 2).
6. All the arguments, documentation, and evidence, which is relevant to the Request for Reconsideration must be submitted by the Bidder/Respondent to the Executive Chief of Staff at least three (3) working days prior to the meeting described in Item 4 above or, if no meeting is held, three (3) days prior to the anticipated date of the decision on reconsideration. Absent fraud or mistake not attributable to the Bidder/Respondent, evidence of efforts undertaken subsequent to submission of the bid/proposal will not be considered. If no additional evidence or documentation is submitted by the Bidder/Respondent in accordance with the above, only the documents currently on file with the Procurement Division will be reviewed at the meeting.



Exhibit B – Qualified Local Small Business Unavailability Form – Workday

Workday Response:

This form will assist you in meeting your Good Faith Efforts requirements. *Please TYPE or PRINT legibly. Use additional sheets as necessary.*

***Note:** Keep all relevant documentation that verifies opportunities were provided to Qualified Local Small Businesses. If it is not evident that your firm made Good Faith Efforts to maximize the Qualified Local Small Businesses, you will be asked to submit documentation.

BUSINESS RESPONSES: **1** -Did not bid in response to the invitation; **2** -Submitted a bid which was not the low responsible bid; **3** - Please specify other.

Qualified Local Small Business Name	Business Phone Number	Description of Work/Material Sought	Response of Business (1, 2 or 3)	Notes:



The undersigned representative of the prime contractor confirms that the above Qualified Local Small Businesses were invited to participate as subcontractors and/or materials suppliers in the prime contractor's bid/proposal for the City of Gainesville.

Bidding/Proposing Company: _____ Form Completed By: _____

Title: _____ Signature: _____ Date: _____



Exhibit B – Qualified Local Small Business Unavailability Form - Collaborative

Collaborative Response:

This form will assist you in meeting your Good Faith Efforts requirements. *Please TYPE or PRINT legibly. Use additional sheets as necessary.*

***Note:** Keep all relevant documentation that verifies opportunities were provided to Qualified Local Small Businesses. If it is not evident that your firm made Good Faith Efforts to maximize the Qualified Local Small Businesses, you will be asked to submit documentation.

BUSINESS RESPONSES: **1** -Did not bid in response to the invitation; **2** -Submitted a bid which was not the low responsible bid; **3** - Please specify other.

Qualified Local Small Business Name	Business Phone Number	Description of Work/Material Sought	Response of Business (1, 2 or 3)	Notes:
		N/A		



The undersigned representative of the prime contractor confirms that the above Qualified Local Small Businesses were invited to participate as subcontractors and/or materials suppliers in the prime contractor's bid/proposal for the City of Gainesville.

Bidding/Proposing Company: Collaborative Solutions, LLC

Form Completed By: Antonia Plazibat

Title: General Counsel

Signature: *Antonia Plazibat*

Date: June 21, 2018



CITY OF GAINESVILLE

Exhibit D – Drug Free Workplace Form - Workday

Workday Response:

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

Workday, Inc. does
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty of nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Workday does not have facilities in Florida at this time. It complies with applicable state laws, including drug-free workplace laws, at all of its facilities.

Respondent’s Signature

June 29, 2018
Date





Exhibit D – Drug Free Workplace Form - Collaborative

Collaborative Response:

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

Collaborative Solutions, LLC does
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty of nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Antonia Plazibat

Respondent’s Signature

June 21, 2018
Date



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CITY OF GAINESVILLE

Exhibit E – Affidavit of Non-Collusion - Workday

I hereby swear (or affirm) under the penalty of perjury:

- (1) That I am the respondent (if the respondent is an individual), a partner of the respondent (if the respondent is a partnership), or an officer or employee of the bidding corporation with authority to sign on its behalf (if the respondent is a corporation);
- (2) That the attached proposal or proposals have been arrived at by the respondent independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition.
- (3) That the contents of the bid or bids have not been communicated by the respondent or its employees or agents to any person not an employee or agent of the respondent or its surety on any bond furnished with the bid or bids; and
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: _____

Firm Name: Workday, Inc.

Subscribed and sworn to before me this _____ day of _____ 20_____

Notary Public

My Commission expires _____, 20_____.

Respondent's E.I. Number: 20-2480422

(Number used on Employer's Quarterly Federal tax return)



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CITY OF GAINESVILLE

Exhibit E – Affidavit of Non-Collusion - Collaborative

I hereby swear (or affirm) under the penalty of perjury:

- (1) That I am the respondent (if the respondent is an individual), a partner of the respondent (if the respondent is a partnership), or an officer or employee of the bidding corporation with authority to sign on its behalf (if the respondent is a corporation);
- (2) That the attached proposal or proposals have been arrived at by the respondent independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition.
- (3) That the contents of the bid or bids have not been communicated by the respondent or its employees or agents to any person not an employee or agent of the respondent or its surety on any bond furnished with the bid or bids; and
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: Antonia Plazibat

Firm Name: Collaborative Solutions, LLC

Subscribed and sworn to before me this _____ day of _____ 20_____

Notary Public

My Commission expires _____, 20_____.

Respondent's E.I. Number: 32-0073742

(Number used on Employer's Quarterly Federal tax return)



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CITY OF GAINESVILLE

Certification of Primary Participant Regarding Debarment, Suspension, and Other Responsibility Matters - Workday

The Primary Participant (potential contractor for a major third-party contract), certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(If the primary participant (potentially third-party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification).

THE PRIMARY PARTICIPANT (POTENTIAL CONTRACTOR FOR A MAJOR THIRD-PARTY CONTRACT), Workday, Inc., CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTION 3801 ET. SEQ. ARE APPLICABLE THERETO.

Signature and Title of Authorized Official



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CITY OF GAINESVILLE

Certification of Primary Participant Regarding Debarment, Suspension, and Other Responsibility Matters - Collaborative

The Primary Participant (potential contractor for a major third-party contract), Collaborative Solutions, LLC, certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(If the primary participant (potentially third-party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification).

THE PRIMARY PARTICIPANT (POTENTIAL CONTRACTOR FOR A MAJOR THIRD-PARTY CONTRACT), Collaborative Solutions, LLC, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTION 3801 ET. SEQ. ARE APPLICABLE THERETO.

Antonia Plazibat

General Counsel

Signature and Title of Authorized Official



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Certifications and Qualifications



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11. Certifications and Qualifications

3.1 Minimum Qualifications

- A. *Must be authorized to transact business in the State of Florida. Please submit registration from Florida Department of State, Division of Corporations.*

Workday Response:

Workday affirms it has the legal and requisite authority to enter into applicable agreements with the City of Gainesville and/or the State of Florida.

Our Florida registration form is provided at the end of this section.

- H. *The service implementer must be a certified partner of the product manufacturer. Provide documentation in Tab 11, Certifications and Qualifications.*

Collaborative Response:

Collaborative Solutions is the longest tenured Workday Services Partner, establishing our partnership in 2007. We are listed on Workday's Services Partners page on their website:

http://www.workday.com/company/partners/services_partners.php



Collaborative has an extensive history with Workday, having been with Workday from the beginning of their partnership program. In addition to our partnership, we have a unique perspective as Workday HR customer #26 and Financials customer #3. We understand and contribute to the innovation of Workday from both points of view and are involved in product discussions and development from both sides, which gives us a deeper understanding of our customers' perspectives and needs.

We have achieved several important milestones by virtue of our strong partnership with Workday. We are proud to share that Collaborative Solutions:

- Helped design the current Workday methodology used by all partners
- Chosen as the only boutique partner to serve in the early partner program for Workday Planning
- Served as the first partner in Workday's Delivery Assurance and Engagement Manager roles
- Staffs one of the largest populations of Certified Workday Payroll consultants
- Has extensive HCM and Financials deployment experiences with some of Workday's key customers.
- Contributes as one of the largest contributors to Workday's Product Lead program
- Assists Workday with some of their largest customer deployments
- Serves as one of the only partners with a dedicated Change Management practice whose consultants are both Workday-certified and Prosci-certified/trained
- Named #1 out of all service partners in the Workday ecosystem through Workday's 2018 Annual Partner Survey.

3.2 Preferences

- A. *The City prefers proposers to have experience in implementing more than one product. If applicable, provide a list of implemented products and the associated entity in Tab 11, Certifications and Qualifications.*

Collaborative Response:

Collaborative Solutions has experience deploying all Workday functions. We are an exclusive Workday Services Partner; approx. 75% of our business comes from Workday implementations with the remaining 25% coming from post production support, enhancements, and optimization work for Workday customers. Though we are 'Workday only' and have been since 2007, our firm originally started in 2003 as a Peoplesoft implementation partner. Many of our consultants have experience with and involvement in implementations with a variety of ERP products such as Oracle, Peoplesoft and SAP.

We offer a full range of enterprise cloud consulting services to help you achieve your transformation goals. We have a 98% customer satisfaction rate deploying Workday HR, Payroll, and Finance solutions for global Fortune 500 companies, medium-sized businesses, nonprofits, and education and government institutions. Our full life-cycle services have helped more than 450 customers across 125 countries transform their business and continually increase their Workday ROI. Our services include strategic implementation planning, project planning, deployment, optimization, update management, change management, data conversion, and integrations.

In addition, Collaborative has been handpicked by Workday to be an early adopter and "Fast Follower" for several of the more recently released functions since 2014, including Workday Recruiting, Workday Learning, and Workday Planning. Collaborative was recently named to Hfs Blueprint Workday Services "Winner's Circle" for Three Consecutive Years.



Hfs Blueprint Workday Services "Winner's Circle"

- B. *The City prefers proposer to be a member of CSA (Cloud Security Alliance). Provide documentation in Tab 11, Certifications and Qualifications.*
-

Workday Response:

Workday is a corporate member and a service provider of Cloud Security Alliance. Documentation can be provided upon execution of an NDA.

- C. *The City will give preference to proposers who are able to offer 24 hours of product support, throughout all 365 days of the year.*
-

Workday Response:

Workday offers support 24x7x365.

- D. *If applicable, the City prefers to have access to the source codes for customizations and enhancements.*
-

Workday Response:

- Legacy ERP relies on customization to tailor the environment to meet a customer's unique needs; Workday's extensive use of configuration eliminates the dependence on traditional customizations.
- The benefit to our customers is that functional and technical updates are not affected by these configurations unlike traditional customizations.
- Legacy customizations have proven to be difficult to move through an upgrade cycle, increasing the operating costs of the solution.



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Florida Division of Corporations Authorization – Workday