




M E M O R A N D U M

Date: November 9, 2023

To: California State Lottery Commission

From: Alva V. Johnson, Director 

Prepared by: Nicholas Buchen, Deputy Director
Finance Division

Subject: Item 8(d) Workiva Wdesk Software Subscription Extension

ISSUE

The California State Lottery (Lottery) seeks California State Lottery Commission (Commission) approval to exercise the first of two one-year Agreement extensions to continue use of the Workiva Wdesk software subscription through December 28, 2024. The cost of this extension is \$155,864 and would increase the total Agreement amount to \$319,040.

BACKGROUND

For nearly eight years, the Lottery's Finance Division (Finance) has used the Workiva WDesk software subscription to produce financial reports such as the Lottery's annual budget, Annual Comprehensive Financial Report, Popular Annual Financial Report, and various associated reports and backup material. WDesk's productivity tools include a word processor, spreadsheet application, and presentation application, each of which link directly to underlying financial data entered and stored in the application. These productivity tools solved many challenges in Finance by:

- Allowing for immediate updates across numerous document types using one data entry point when inevitable last-minute changes occur. This lessens staff time spent on reviewing documents for data inconsistencies and document layout issues.
- Reducing the number of manual entries across numerous reports and in differing formats by using data linking. This enabled greater efficiency in developing sustainable reports and has increased productivity, data accuracy, and integrity.
- Minimizing inconsistencies with formatting, rounding, cross-footing, and other various errors by enabling simultaneous collaborative controls.

In addition to the Wdesk software subscription, Workiva now offers an additional subscription feature, Wdata, that will further increase control, accuracy, and confidence in various financial reports. Wdata connects, consolidates, and compiles datasets from multiple sources, such as uploaded files, Wdesk spreadsheets, and application integration. Additional Wdata tools include the ability to create queries and data chains. Finance is currently facilitating between Workiva specialists and Lottery's application development team to integrate this feature.

Wdata integration will connect the Lottery's financial system and Workiva to allow financial data to be shared between the two applications. This will create a centralized source of information needed for reporting. Wdata queries and chains can be used to apply calculations and filter source data, create data relationships, and automate processes and data workflows by retrieving data on a routine basis.

The current process entails Finance staff retrieving data from the financial system, entering it into Wdesk, and manipulating data manually within the Wdesk financial reports. This process is time consuming and presents many opportunities for data inaccuracy. Data may either be stale, entered incorrectly, or inadvertently missed when making updates. Copying data from the financial system and pasting into Wdesk also can cause formatting issues within reports.

DISCUSSION

Exercising a one-year extension will enable the Lottery to continue work on this integration. By reducing manual entries of data from the financial system, more time can be spent analyzing the details of the data, without sacrificing data integrity. Wdata will reduce risk, improve final outputs, and allow for greater financial reporting. Wdata enablement will provide truly connected, sustainable reporting with greater data integrity for users across Finance.

This purchase order procurement is being conducted as a small business only procurement, exempt from formal solicitation under Lottery Regulation 8.4.3, and Finance obtained two (2) small business quotes for consideration.

Exercising the one-year extension would increase costs by \$155,864 and would bring the total amount of the Agreement to \$319,040.

RECOMMENDATION

The Lottery recommends that the Commission approve the Agreement extension with Ablegov, Inc. to renew the Workiva Wdesk software subscription. The term of the Agreement will be extended through December 28, 2024, with an increase of \$155,864, and a total agreement amount not to exceed \$319,040.