



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header

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### General Information

[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)**Procurement Folder:** 33335**SO Doc Code:** CRFQ**Procurement Type:** Central Master Agreement**SO Dept:** 0608**Vendor ID:** VS0000002971 **SO Doc ID:** COR1500000019**Legal Name:** Walter Sipple**Published Date:** 11/26/14**Alias/DBA:** SIPPLE AUDITS, LLC**Close Date:** 12/4/14**Total Bid:** \$64,000.44**Close Time:** 13:30**Response Date:** 11/26/2014 **Status:** Closed**Response Time:** 13:22**Solicitation Description:** Addendum No. 3 - PREA Audits**Total of Header Attachments:** 0**Total of All Attachments:** 0



Purchasing Division  
 2019 Washinton Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**State Of West Virginia  
 Solicitation Response**

**Proc Folder :** 33335

**Solicitation Description :** Addendum No. 3 - PREA Audits

**Proc Type :** Central Master Agreement

Date issued	Solicitation Closes	Solicitation No	Version
	2014-12-04 13:30:00	SR 0608 ESR11151400000000975	1

**VENDOR**

VS0000002971  
 Walter Sipple  
 SIPPLE AUDITS, LLC

**FOR INFORMATION CONTACT THE BUYER**

Tara Lyle  
 (304) 558-2544  
 tara.l.lyle@wv.gov

**Signature X** **FEIN #** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Audit services - PREA Audits - Kenneth Rubenstein Juvenile	84.00000	EA	\$23.81	

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :** Addendum No. 3 - to provide a question and response relating to previous audits and to clarify the bid opening date. The bid opening is scheduled for 12/4/14 at 1:30 pm. See attached pages.

The WV Purchasing Division for the agency, WV Division of Corrections, is soliciting bids for a contract to provide Prison Rape Elimination Act (PREA) audits for the WV Division of Corrections facilities, the WV Division of Juvenile Services

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Audit services - PREA Audits - Donald Kuhn-Juvenile	46.00000	EA	\$43.48	

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :** DJS - Donald Kuhn Center;

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Audit services - PREA Audits - Lorrie Yeager - Juvenile	24.00000	EA	\$83.33	

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :** DJS - Lorrie Yeager

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Audit services - PREA Audits - Sam Perdue - Juvenile	24.00000	EA	\$83.33	

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :** DJS - Sam Perdue

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Audit services - PREA Audits - Tiger Morton- Juvenile	24.00000	EA	\$83.33	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : DJS -Tiger Morton

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Audit services - PREA Audits - Northern Regional Juvenile	24.00000	EA	\$83.33	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : DJS -Northern Regional Juvenile Center

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Audit services - PREA Audits - Vicki Douglas - Juvenile	24.00000	EA	\$83.33	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : DJS -Vicki Douglas

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Audit services - PREA Audits - JM Chick Buckbee - Juvenile	24.00000	EA	\$83.33	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : DJS -JM "Chick" Buckbee

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Audit services - PREA Audits - Gene Spadaro - Juvenile	24.00000	EA	\$83.33	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : DJS -Gene Spadaro

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Audit services - PREA Audits - Robert Shell - Juvenile	24.00000	EA	\$83.33	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : DJS - Robert Shell

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Audit services - PREA Audits - DOC - Beckley Correctional	59.00000	EA	\$33.90	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : WV Division of Corrections - Beckley Correctional Center

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Audit services - PREA Audits - DOC - Charleston Correctional	66.00000	EA	\$30.30	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : WV Division of Corrections - Charleston Correctional Center

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Audit services - PREA Audits - DOC - Denmar Correctional	216.00000	EA	\$13.89	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : WV Division of Corrections - Denmar Correctional Center

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	Audit services - PREA Audits - DOC - Huttonsville Corr.	1184.00000	EA	\$2.53	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : WV Division of Corrections - Huttonsville Correctional Center

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Audit services - PREA Audits - DOC - Lakin Correctional	455.00000	EA	\$6.59	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : WV Division of Corrections - Lakin Correctional Center

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	Audit services - PREA Audits - DOC-Martinsburg Correctional	120.00000	EA	\$25.00	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : WV Division of Corrections - Martinsburg Correctional Center

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	Audit services - PREA Audits - DOC-Mt. Olive Correctional	1126.00000	EA	\$2.67	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : WV Division of Corrections - Mt. Olive Correctional Complex

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	Audit services - PREA Audits - DOC-Northern Correctional	253.00000	EA	\$11.86	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : WV Division of Corrections - Northern Correctional

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	Audit services - PREA Audits - DOC-Ohio County Correctional	66.00000	EA	\$30.30	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : WV Division of Corrections - Ohio Correctional Center

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	Audit services - PREA Audits - DOC-Parkersburg Correctional	30.00000	EA	\$66.67	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : WV Division of Corrections - Parkersburg Correctional Center



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
21	Audit services - PREA Audits - DOC-Pruntytown Correctional	369.00000	EA	\$8.13	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : WV Division of Corrections - Pruntytown Correctional Center

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
22	Audit services - PREA Audits - DOC-Salem Correctional	400.00000	EA	\$7.50	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : WV Division of Corrections - Salem Correctional Center

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
23	Audit services - PREA Audits - DOC-St. Marys Correctional	554.00000	EA	\$5.42	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : WV Division of Corrections - St. Marys Correctional Center

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
24	Audit services - PREA Audits - DOC-Stevens Correctional	223.00000	EA	\$13.45	

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : WV Division of Corrections - Stevens Correctional Center

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
25	Audit services - PREA Audits - DOC-McDowell Co. Correctional	223.00000	EA	\$13.45	

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :** WV Division of Corrections - McDowell County Correctional Center

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
26	Audit services - PREA Audits - DOC-Anthony Correctional	220.00000	EA	\$13.63	

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :** WV Division of Corrections - Anthony Correctional Center



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Request for Quotation  
 33 - Service - Misc

Proc Folder: 33335

Doc Description: PREA auditor for DMAPS

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2014-11-10	2014-11-26 13:30:00	CRFQ 0608 COR1500000019	1

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

**FOR INFORMATION CONTACT THE BUYER**

Tara Lyle  
 (304) 558-2544  
 tara.l.lyle@wv.gov

Signature X

FEIN #

DATE

All offers subject to all terms and conditions contained in this solicitation

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Audit services - PREA Audits - Kenneth Rubenstein Juvenile	84.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**

The WV Purchasing Division for the agency, WV Division of Corrections, is soliciting bids for a contract to provide Prison Rape Elimination Act (PREA) audits for the WV Division of Corrections facilities, the WV Division of Juvenile Services facilities, Stevens Correctional Center and the McDowell County Correctional Center, per the attached specifications.

DJS - Kenneth "Honey" Rubenstein Juvenile Center.

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Audit services - PREA Audits - Donald Kuhn-Juvenile	46.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**

DJS - Donald Kuhn Center;

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Audit services - PREA Audits - Lorrie Yeager - Juvenile	24.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :  
DJS - Lorrie Yeager

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300  CHARLESTON WV25311  US		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST CHARLESTON WV 25311  US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Audit services - PREA Audits - Sam Perdue - Juvenile	24.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :  
DJS - Sam Perdue

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300  CHARLESTON WV25311  US		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST CHARLESTON WV 25311  US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Audit services - PREA Audits - Tiger Morton- Juvenile	24.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :  
DJS -Tiger Morton

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300  CHARLESTON WV25311  US		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST  CHARLESTON WV 25311  US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Audit services - PREA Audits - Northern Regional Juvenile	24.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :  
DJS -Northern Regional Juvenile Center

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300  CHARLESTON WV25311  US		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST  CHARLESTON WV 25311  US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Audit services - PREA Audits - Vicki Douglas - Juvenile	24.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :  
DJS -Vicki Douglas

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300  CHARLESTON WV25311  US		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST  CHARLESTON WV 25311  US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Audit services - PREA Audits - JM Chick Buckbee - Juvenile	24.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**

DJS -JM "Chick" Buckbee

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300  CHARLESTON WV25311  US		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST CHARLESTON WV 25311  US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Audit services - PREA Audits - Gene Spadaro - Juvenile	24.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**

DJS -Gene Spardaro

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300  CHARLESTON WV25311  US		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST CHARLESTON WV 25311  US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Audit services - PREA Audits - Robert Shell - Juvenile	24.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**

DJS - Robert Shell

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Audit services - PREA Audits - DOC - Beckley Correctional	59.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :  
WV Division of Corrections - Beckley Correctional Center

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Audit services - PREA Audits - DOC - Charleston Correctional	66.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :  
WV Division of Corrections - Charleston Correctional Center

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Audit services - PREA Audits - DOC - Denmar Correctional	216.00000	EA		



Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**

WV Division of Corrections - Denmark Correctional Center

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Audit services - PREA Audits - DOC - Huttonsville Corr.	1184.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**

WV Division of Corrections - Huttonsville Correctional Center

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Audit services - PREA Audits - DOC - Lakin Correctional	455.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**

WV Division of Corrections - Lakin Correctional Center

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	Audit services - PREA Audits - DOC-Martinsburg Correctional	120.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :  
WV Division of Corrections - Martinsburg Correctional Center

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	Audit services - PREA Audits - DOC-Mt. Olive Correctional	1126.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :  
WV Division of Corrections - Mt. Olive Correctional Complex

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	Audit services - PREA Audits - DOC-Northern Correctional	253.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**

WV Division of Corrections - Northern Correctional

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Audit services - PREA Audits - DOC-Ohio County Correctional	66.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**

WV Division of Corrections - Ohio Correctional Center

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Audit services - PREA Audits - DOC-Parkersburg Correctional	30.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**

WV Division of Corrections - Parkersburg Correctional Center

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	Audit services - PREA Audits - DOC-Pruntytown Correctional	369.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :  
WV Division of Corrections - Pruntytown Correctional Center

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Audit services - PREA Audits - DOC-Salem Correctional	400.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :  
WV Division of Corrections - Salem Correctional Center

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	Audit services - PREA Audits - DOC-St. Marys Correctional	554.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**

WV Division of Corrections - St. Marys Correctional Center

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	Audit services - PREA Audits - DOC-Stevens Correctional	223.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**

WV Division of Corrections - Stevens Correctional Center

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	Audit services - PREA Audits - DOC-McDowell Co. Correctional	223.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**

WV Division of Corrections - McDowell County Correctional Center

INVOICE TO		SHIP TO	
FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE 1409 GREENBRIER ST STE 300		FISCAL DEPARTMENT DIVISION OF CORRECTIONS - CENTRAL OFFICE STE 300 1409 GREENBRIER ST	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	Audit services - PREA Audits - DOC-Anthony Correctional	220.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84111600			

**Extended Description :**  
WV Division of Corrections - Anthony Correctional Center

	<b>Document Phase</b>	<b>Document Description</b>	<b>Page</b>
COR1500000019	Final	PREA auditor for DMAPS	13 of 13

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening.

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.



All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. **VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding. Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: November 18, 2014 by 2:00 pm

Submit Questions to: Tara Lyle  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)  
Email: Tara.L.Lyle@wv.gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
6. **BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile. The bid delivery address is:

Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:  
BUYER:  
SOLICITATION NO.:  
BID OPENING DATE:  
BID OPENING TIME:  
FAX NUMBER:

In the event that Vendor is responding to a request for proposal, and chooses to respond in a manner other than by electronic submission through wvOASIS, the Vendor shall submit one original technical and one original cost proposal plus convenience copies of each to the Purchasing Division at the address shown above. Additionally, if Vendor does not submit its bid through wvOASIS, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

Technical

Cost

7. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

November 26, 2014 at 1:30 pm

Bid Opening Date and Time:  
Bid Opening Location: Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.
10. **ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
11. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.
12. **COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
13. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.
14. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
15. **PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.
16. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the

same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

- 17. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

## GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
  
2. **DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
  - 2.1. **"Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
  - 2.2. **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
  - 2.3. **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
  - 2.4. **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
  - 2.5. **"Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
  - 2.6. **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  - 2.7. **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
  - 2.8. **"Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on award \_\_\_\_\_ and extends for a period of one (1) year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 36 months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional \_\_\_\_\_ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total. Automatic renewal of this Contract is prohibited.

**One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Other:** See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.
5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.
- Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.
- Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.
- Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
- One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.
6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.
7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

**BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

**MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

**INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

**Commercial General Liability Insurance:** In the amount of \_\_\_\_\_ or more.

**Builders Risk Insurance:** In an amount equal to 100% of the amount of the Contract.



The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

See specifications

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

**9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

**11. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of

for \_\_\_\_\_.

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

- 12. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Award Document, upon receipt.
- 13. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.
- 14. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.
- 15. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 16. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.
- 17. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 18. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
- 19. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable law.
- 20. PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with

prevailing wage requirements and determining when prevailing wage requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

- 21. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
- 22. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.
- 23. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- 24. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
- 25. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
- 26. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
- 27. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
- 28. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

**29. CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

**30. DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code §§ 29B-1-1 et seq. and the competitive bidding laws found West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. A legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Additionally, pricing or cost information will not be considered exempt from disclosure and requests to withhold publication of pricing or cost information WILL NOT BE HONORED.

Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

**31. LICENSING:** In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**32. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**33. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**34. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but

not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

- 36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.
- 37. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.
- 38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.
- 39. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.
- 40. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:
- Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

- Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**41. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater.

For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.



**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

SIPPLE AUDITS, LLC

(Company)

WCS Walter Sipple Owner/Operator

(Authorized Signature) (Representative Name, Title)

843-849-8268 November 14, 2014

(Phone Number) (Fax Number) (Date)

REQUEST FOR QUOTATION  
CRFQ – COR150000019

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SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of **WV Division of Corrections, Stevens Correctional Center, McDowell County Correctional Center and the WV Division of Juvenile Services**, hereinafter referred to as “Agency” to establish a contract for Prison Rape Elimination Act audits.

The Agency requires one or more auditors to conduct Prison Rape Elimination Act (PREA) audits. In accordance with the PREA Standards, the Agency will schedule at least 1/3 of these facility audits prior to August 20, 2015, and the remaining 2/3 prior to August 20, 2016.

Stevens Correctional Center and McDowell County Correctional Center are county-owned facilities that house Agency’s inmates. The two facilities are located in near proximity, share the leadership staff, and only house inmates for the Agency. Both are medium security with approximately a 446 combined inmate population. These facilities are included with the Division of Corrections facilities.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

**2.1 “Contract Services”** means PREA audits.

**2.2 “Pricing Page”** means the pages upon which Vendor should list its proposed price for the Contract Services. The pricing pages are included in this RFQ as Exhibits A – Division of Juvenile Services and Exhibit B – Division of Corrections.

**2.3 “RFQ”** means the official request for quotation published by the Purchasing Division and identified as CRFQ COR150000019.

- 3. QUALIFICATIONS:** Vendor shall have the following minimum qualifications:

**3.1.** The Auditors must have current, valid certification by the United States Department of Justice (DOJ) to conduct audits. Auditors assigned to DOC or RJA facilities must have DOJ certification to audit Prisons and Jails and auditors assigned to audit DJS facilities must have DOJ certification to audit Juvenile Facilities.

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**4. MANDATORY REQUIREMENTS:**

**4.1 Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.

**4.1.1 Pre-Audit**

- 4.1.1.1** Vendor shall provide a notice to be posted at the facility being audited with his/her contact information 60 days prior to the audit for confidential communications.
- 4.1.1.2** Vendor shall communicate with the Victim Advocates organization.
- 4.1.1.3** Vendor shall ensure that the Agency Questionnaire is available online and accessible to the Statewide PREA Coordinator, Assistant Commissioner/Deputy/Assigned Staff and Facility Compliance Manager at least six (6) weeks prior to the audit date.
- 4.1.1.4** Vendor shall provide instructions for completing the online questionnaire.
- 4.1.1.5** Vendor shall, at least two weeks prior to the audit, initiate auditor review of the questionnaire and discuss with the PREA Coordinator, Assistant Commissioner/Deputy/Assigned Staff, and Facility Compliance Manager to get clarification and explain the audit process.
- 4.1.1.6** Vendor shall review policies and procedures for completion of the Auditor Compliance Tool.

**4.1.2 Audit**

- 4.1.2.1** Vendor shall conduct an on-site facility tour and provide instructions/facility guidance for conducting the tour.

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**4.1.2.2** Vendor shall conduct interviews with the following individuals in accordance with PREA Audit Instrument provided by the PREA Resource Center.

- Agency Head, or designee
- PREA Coordinator
- PREA Compliance Manager
- Warden/Administrator, or designee
- Random sample of staff
- Specialized Staff (as defined in PREA Audit Guide)
- Offenders

**4.1.3 Post-Audit**

**4.1.3.1** Vendor shall finalize the Auditor Summary Report. This may require follow-up communication with the PREA Coordinator and/or the Facility Compliance Manager.

**4.1.3.2** Vendor shall upload additional documents gathered onsite.

**4.1.3.3** Vendor shall make a standard by standard determination of findings including the need for corrective action for each measure based on the review of:

- Policies/procedures
- All documentation
- Data
- Interview with offenders and staff
- Information from the tour of the facility

**4.1.3.4** Vendor shall determine compliance for each standard in accordance with guidelines provided for auditors by DOJ.

**4.1.3.5** Vendor shall provide findings that summarize whether or not the facility:

- Meets standards
- Exceed standards
- Does not meet standards – must provide details of standards not met.

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**4.1.4 General Terms**

**4.1.4.1** Vendor shall complete audits at all facilities no later than August 20, 2016.

**4.1.4.2** Vendor shall complete all audits in compliance with BJA approved Audit Tools, procedures, and FAQ guidance as found on the PREA Resource Center website (<http://www.prearesourcecenter.org/audit>).

**5. CONTRACT AWARD:**

**5.1 Contract Award:** The Contract is intended to provide Agency with a purchase price for the Contract Services. The contract shall be awarded to the Vendor that provides the contract services meeting the required specifications for the lowest overall total cost as shown on the pricing pages. The intention is to award one contract, however, if judged to be in the best interest of the State of West Virginia, the award may be awarded to multiple vendors for the lowest cost for the contract services per facility. If multiple contracts are awarded, Vendors may have a combination of Division of Juvenile Services and Division of Corrections facilities if deemed to be the successful vendor.

**5.2 Pricing Page:** Vendor should complete the Pricing Pages by entering a price per audit for the entire facility. Vendor shall provide an overall total cost, however, Agency reserves the right to award in whole or in part. Vendor should complete the Pricing Pages in full as failure to complete the Pricing Pages in its entirety may result in Vendor's bid being disqualified. Vendor should type or electronically enter the information into the Pricing Pages to prevent errors in the evaluation.

**6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

**7. PAYMENT:** Agency shall pay a flat fee, per facility, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

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**CRFQ - COR150000019**

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- 8. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
- 9. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
- 9.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
  - 9.2.** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
  - 9.3.** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
  - 9.4.** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
  - 9.5.** Vendor shall inform all staff of Agency's security protocol and procedures.

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**10. VENDOR DEFAULT:**

10.1. The following shall be considered a vendor default under this Contract.

10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

10.1.2. Failure to comply with other specifications and requirements contained herein.

10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Cancellation of the Contract.

10.2.2. Cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

**11. MISCELLANEOUS:**

11.1. **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Walter Sipple  
Telephone Number: 843-849-8268  
Fax Number: N/A  
Email Address: WalterSipple@comcast.net

Division of Juvenile Services

Item No.	Facility Name	Address	Type	Inmate Population	Gender	Unit of Measure	Price Per Facility/Audit
✓ 1	Kenneth "Honey" Rubenstein Juvenile Center	141 Forestry Camp Road Davis WV 26260	Minimum	84	M	EA	\$2,000.00
✓ 2	Donald R. Kuhn Juvenile Dx & Detention	One Lory Place Julian WV 25529	Male Corr-Dx.-Detention	46	M/F	EA	\$2,000.00
✓ 3	Lorrie Yeager Jr. Juvenile Center	907 Mission Drive Parkersburg WV 26101	Detention	24	M/F	EA	\$2,000.00
✓ 4	Sam Perdue Juvenile Center	843 Shelter Road Princeton WV 24739	Sex Offenders	24	M/F	EA	\$2,000.00
✓ 5	Tiger Morton Juvenile Center	60 Manfred Holland Way Dunbar WV 25064	Detention & Wellness	24	M/F	EA	\$2,000.00
✓ 6	Northern Regional Juvenile Center	P.O. Box 6041 Wheeling WV 26003	Deten & Female Corr	24	M/F	EA	\$2,000.00
✓ 7	Vicki V. Douglas Juvenile Center	900 Emmett Rousch Drive Martinsburg WV 25401	Detention	24	M/F	EA	\$2,000.00
✓ 8	J.M. "Chick" Buckbee Juvenile Center	One Jerry Lane Augusta WV 26704	Deten & Male Corr	24	M/F	EA	\$2,000.00
✓ 9	Gene Spadaro Juvenile Center	106 Martin Drive Mt. Hope WV 25880	Detention	24	M/F	EA	\$2,000.00
✓ 10	Robert L. Shell Juvenile Center	2 O'Hanlon Place Barboursville WV 25504	Status Offenders	24	M/F	EA	\$2,000.00

**OVERALL TOTAL COST: \$20,000.00**

**Bidder/Vendor Information:**

Name:	Walter Sipple
Address:	2703 Waterpointe Circle Mount Pleasant, South Carolina 29466
Phone No.:	843-849-8268
Fax No.:	N/A
Email Address:	waltersipple@comcast.net
Authorized Signature	<i>WCS</i>



## WV Division of Corrections, Stevens Correctional Center and McDowell County Correctional Center

Item No.	Facility Name	Address	Type	Inmate Population	Gender	Unit of Measure	Price Per Facility/Audit
✓ 1	Anthony Correctional Center	HC 70, Box N-1 White Sulphur Springs, 24986	Minimum - Youthful Offender 18-26 yrs	220	M/F	EA	\$3,000.00
✓ 2	Beckley Correctional Center	111 S. Eisenhower Drive Beckley, 25801	Minimum/Work Release	59	M/F	EA	\$2,000.00
✓ 3	Charleston Correctional Center	607 Brooks Street Charleston, WV 25301	Minimum	66	M/F	EA	\$2,000.00
✓ 4	Denmar Correctional Center	HC 64, Box 125 Hillsboro, 24946	Medium	216	Male	EA	\$3,000.00
✓ 5	Huttonsville Correctional Center	US Rt. 250 South Huttonsville, 26273	Maximum	1184	Male	EA	\$3,000.00
✓ 6	Lakin Correctional Center	11264 Ohio River Road West Columbia, 25287	Multi-Security	455	Female	EA	\$3,000.00
✓ 7	Martinsburg Correctional Center	38 Grapevine Road Martinsburg, 25401	Intake/Maximum	120	Male	EA	\$3,000.00
✓ 8	Mt. Olive Correctional Complex	1 Mountainside Way Mt. Olive, 25185	Maximum/Medium	1126	Male	EA	\$3,000.00
✓ 9	Northern Correctional Facility	112 Northern Regional Correctional Drive Moundsville, WV 26041	Maximum	253	Male	EA	\$3,000.00
✓ 10	Ohio County Correctional Complex	1501 Eoff Street Wheeling, 26003	Community/Minimum	66	Male	EA	\$2,000.00
✓ 11	Parkersburg Correctional Center	225 Holiday Hills Drive Parkersburg, 26170	Minimum	30	Male	EA	\$2,000.00

WV Division of Corrections, Stevens Correctional Center and McDowell County Correctional Center

Item No.	Facility Name	Address	Type	Inmate Population	Gender	Unit of Measure	Price Per Facility/Audit
✓ 12	Pruntytown Correctional Center	Rt. 4, Box 49A Grafton, 26354	Minimum/Medium	369	Male	EA	\$3,000.00
✓ 13	Salem Correctional Center	7 Industrial Blvd. Industrial, WV 26426	Minimum/Medium	400	Male	EA	\$3,000.00
✓ 14	St. Mary's Correctional Center	2880 N. Pleasants Highway St. Mary's, 26170	Medium	554	Male	EA	\$3,000.00
✓ 15	Stevens Correctional Center	795 Virginia Avenue Welch, WV 24801	Medium	223	Male	EA	\$3,000.00
✓ 16	McDowell County Correctional Center	50 Court Street Welch, WV 24801	Medium	223	Male	EA	\$3,000.00

<b>OVERALL TOTAL COST:</b>	<b>\$44,000.00</b>
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NOTES:

Mt. Olive Correctional Center and Huttonsville Correctional Center have work camps outside of the fence. This inmate population is included in the facility population numbers set forth above.

A.

B. Stevens Correctional Center and McDowell County Correctional Center have a combined inmate population of 446

Bidder/Vendor Information:	
Name:	Walter Sipple
Address:	2703 Waterpointe Circle Mount Pleasant, South Carolina 29466
Phone No.:	843-849-8268
Fax No.:	N/A
Email Address:	waltersipple@comcast.net
Authorized Signature	<i>WCS</i>

STATE OF WEST VIRGINIA  
Purchasing Division**PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**Vendor's Name: Walter Sipple SIPPLE AUDITS, LLCAuthorized Signature: [Signature] Date: November 14, 2014State of South CarolinaCounty of Durchester, to-wit:Taken, subscribed, and sworn to before me this 14 day of November, 2014My Commission expires 4/26, 2020

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 07/01/2012)



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WalterSipple@comcast.net  
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**PREA Auditor Certification Information**

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**From :** Sarah True <STrue@nccdglobal.org>

Thu, Feb 13, 2014 02:41 PM

**Subject :** PREA Auditor Certification Information**To :** Sarah True <STrue@nccdglobal.org>

Hello,

This email is to notify you that you have passed the background records check and have now been added to the Certified Auditors list on the PREA Resource Center website. This can serve as documentation of your certification as a Department of Justice PREA Auditor. Click [here](#) to view the webpage.

Please review the information included with your name and let me know if you have any edits or adjustments. The email address at which you are receiving this email is what is linked to your contact form on this webpage. If you would like to receive communication from this contact form to a different email address, please send that to me.

Let me know if you have questions.

Thanks,  
Sarah

**Sarah True** | Program Associate | National Council on Crime and Delinquency  
National PREA Resource Center  
800-306-6223 (O)  
[strue@nccdglobal.org](mailto:strue@nccdglobal.org) | [www.nccdglobal.org](http://www.nccdglobal.org)  
[www.prearesourcecenter.org](http://www.prearesourcecenter.org)

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# SIPPLE AUDITS, LLC

Post Office Box 2502  
Mount Pleasant, South Carolina 29465  
Office: (843) 849-8268      November 13, 2014      Email: WalterSipple@comcast.net

## Prison Rape Elimination Act (PREA) Auditor Contract Letter

Bid Number: CRFQ 0608 COR 1500000019  
Department of Administration Purchasing Division  
2019 Washington ST E  
Charleston, West Virginia 25305

Bid Clerk:

My name is Walter Sipple and I am a United States Department of Justice PREA Certified Auditor and am interested in submitting a contract proposal, in accordance with RFQ Bid Number 0608 COR 1500000019, to audit adult and juvenile detention facilities within the State of West Virginia. I can audit either the juvenile or adult facilities in accordance with the contract. My background consists of over 30 years of working in the corrections field along with graduate degrees in the profession. Please be advised that the United States Department of Justice completed a satisfactorily background check, to include but not limited to, a criminal history background check as part of the PREA auditor certification process. I have successfully completed two PREA audits resulting in certification and numerous mock audits. I also maintain certifications as an executive and auditor from the American Correctional Association. Please let this serve as our agreement for the provision of audit services for the State of West Virginia by Sipple Audits, LLC.

In 2003 the United States Congress unanimously passed the Prison Rape Elimination Act. The purpose of the act was to provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations and funding to protect individuals from prison rape. On May 12, 2012 the Attorney General announced the adoption of standards to comply with the Prison Rape Elimination Act.

### **I PREA Auditing Standards.**

The Agency and the Auditor shall comply with the requirements set forth in the PREA auditing standards (28 C.F.R. §§115.401-05: See attachment 1). Please refer to the Prison Rape Elimination Act Juvenile Detention Facilities along with the Adult Confinement Standards, United States Department of Justice Final Rule, National Standards to Prevent, Detect, and Respond to Prison Rape Under the Prison Rape Elimination Act (PREA), 28 C.F.R. Part 115, Docket No. OAG-131, RIN 1105-AB34, May 17, 2012 located at <http://www.prearesourcecenter.org>. Please note that the PREA-Audit Questionnaire does not consist of all of the required standards for a successful audit.

## II Auditor.

- a. **Designated Auditor.** The Auditor may employ, partner, or consult with other auditors or staff. However, there shall be one designated individual who shall be the responsible auditor for purposes of this Contract and the PREA auditing standards.
- b. **Auditor Staff.** In addition to the designated individual auditor, the following individuals may be present during the on-site portion of the audit to assist: I will conduct the audits myself.
- c. **Auditor Expenses.** The Auditor's fee set forth below is all inclusive and includes all hourly, travel, and administrative expenses that the Auditor incurs in the conduct of the audit.
- d. **Auditor Fees.** The Auditor's fees for the audit and any required corrective action process is as follows: The audit for 10 juvenile detention facilities will be a combined flat rate fee of \$20,000.00. The audit for 16 adult confinement facilities will be a combined flat rate fee of \$44,000.00. This contract is only valid for 50 days from the date listed on this contract.
- e. **Prohibition on Additional Compensation.** The Auditor shall not accept any compensation for the conduct of the audit not set forth in this Contract.
- f. **Ex Parte Communication.** The Auditor shall be permitted to initiate and receive ex parte communications with the community stakeholders, the PREA Resource Center, the Department of Justice, inmates, detainees, residents, and other interested parties.
- g. **Auditor Responsibility and Authority.** The Auditor shall have the responsibility and authority to independently observe, assess, review, and report on the Agency's implementation and compliance with the PREA National Standards for Juvenile Detention Facilities as referenced by the PREA Resource Center. In order to accurately assess compliance at the facility, the Auditor shall: conduct an on-site inspection; observe programs and activities; interview pertinent administrators, professional staff, correctional staff, and contractors; individually interview a sample of inmates; review a sampling of videotapes from housing units; and conduct detailed reviews of inmate records and other pertinent documents and reports. The Auditor shall spend a sufficient amount of time at the facility in order to accurately assess day-to-day operations and conditions. The Auditor shall be responsible for independently verifying representations from the Agency regarding facility compliance.
- h. **Delivery of Contract to PRC.** Upon finalization, the Auditor shall provide a copy of this Contract to the PREA Resource Center for purposes of tracking Auditor activity.
- i. **Auditing Schedule.** The Auditor shall provide the Agency with a tentative schedule of activities during any on-site visits at least five days prior to arrival at the facility. The Agency is required to submit the pre-audit questionnaire to the Auditor at least 6 weeks prior to the site visit.
- j. **Public Statements.** Except as required or authorized by the PREA auditing standards as referenced by the PREA Resource Center; federal, state, or local law; judicial order; this Contract; or a permitted by the Agency, the Auditor shall not make any oral or written public statements – including, but not limited to, statements to the press, conference presentations, lectures, or articles – with regard to: the status of the Agency's compliance or noncompliance with the PREA Standards as referenced by the PREA Resource Center, or any act or omission of the Agency or its agents, representatives or employees.

- k. **Testimony.** Except as required or authorized by the terms of this Contract, or by permission of the Agency, the Auditor shall not testify in any litigation or proceeding with regard to the status of the Agency's compliance or noncompliance with the National Standards; or any act or omission of the Agency or its agents, representatives or employees, unless otherwise lawfully compelled to do so. If the Auditor is lawfully compelled to provide such information, the Auditor shall promptly notify the Agency.
- l. **Conflict of Interest.** The Auditor shall not accept employment or provide consulting services that would present a conflict of interest with his or her responsibilities under this Contract, with the PREA auditing standards, or with auditor ethical guidance provided by the PREA Resource Center or the Department of Justice, including, but not limited to, being employed or retained by the Agency for purposes other than PREA auditing during the three-year period prior to the audit, or during the three-year period subsequent to the audit.
- m. **Auditor Independence.** Neither the Agency, nor any employee or agent of the Agency, shall have any supervisory authority over the Auditor's activities, reports, findings, or recommendations.
- n. **Termination of the Auditor.** The Auditor may be terminated if the Agency and the Department of Justice agree and upon good cause shown. Good cause shall include, among other things, any violation of the PREA Standards; or federal, state, or local law, which reasonably calls into question the Auditor's fitness to continue serving as the Auditor. The Auditor may also terminate the engagement at any time. You agree that the Auditor will be under no obligation to undertake or continue services on an audit if the Auditor deems such services to be in conflict with the interests of public interest, individual safety, ethics, or reporting, or if you fail to pay fees when due.
- o. **Audit Report Delivery.** The Auditor shall provide the audit report to the Agency head and the facility superintendent within 30 calendar days of the conclusion of the Auditor's on-site visit. If there are no standards requiring corrective action, the audit report shall be considered final.
- p. **Corrective Action Process.** If the audit report indicates that corrective action is required, the Auditor and the Agency shall work to promptly and jointly develop a corrective action plan toward achieving compliance with all standards. The corrective action plan shall contain a timeline for specific minimal remedial measures the Agency shall take to achieve compliance within a 180-day corrective action period. The Agency shall deliver, and the auditor shall review and comment upon, deliverables provided to the Auditor pursuant to the corrective action timeline. A thumb drive or computer disc is the preferred method for the Auditor the review Agency documentation in reference to Standards compliance. The Auditor shall issue its report at the conclusion of the 180-day corrective action period, or earlier if compliance has been achieved before the end of the corrective action period. Under no circumstances shall the final report be issued more than 180 days from the original due date.

### III. The Agency.

- a. **Tentative Audit Timeline.** The Parties tentatively agree that the contract will be approved prior to the calendar year 2015 and all on-site audits at all facilities will be completed no later than



August 20, 2016. At least one third of the on-site portion of the audits will be completed by August 2015 in accordance with the contract and PREA audit cycle timeline. Adjustments to the schedule will be dependent upon any unforeseen post-audit corrective action contingencies.

- b. **Maintenance of Documentation and information.** Any and all of the documentation (including electronic documentation) required by the National Standards shall be maintained and secured by the Agency. The Auditor is authorized to request, review, and retain all such documentation prior to, during, and after the on-site visit.
- c. **Auditor Access.** The Agency shall ensure that the Auditor have access to the facility, documentation (including electronically-stored information), personnel, and inmates, consistent with the auditing standards, until the issuance of the final report. The Agency will ensure access to any outside investigative records.
- d. **Posting of Auditor Contact Information.** The Agency shall ensure that auditor contact information, together with a statement of confidentiality, shall be conspicuously displayed in all inmate housing units of the facility to be audited, for the six-week period prior to the on-site visit.
- e. **External Advocacy Organizations.** The Agency shall work in good faith to identify and provide the Auditor with contact information for community-based or victim advocates who may have insight into relevant conditions in the facility, in order to permit the Auditor to fulfill its obligations under 28 C.F.R. § 115.401(o).
- f. **Access to External Investigative Personnel.** The Agency shall make best efforts to obtain and provide information and personnel from external investigative entities relevant to compliance with the National Standards to the Auditor.
- g. **Auditor Workspace and Electronics.** During any on-site visit, the Agency shall provide the Auditor with reasonable workspace, and shall permit the Auditor to maintain a laptop computer, mobile telephones, and/or a PDA within that workspace.
- h. **Publication of Audit Report.** The Agency shall publish the final audit reports on the Agency website within 14 days of receipt of the reports.
- i. **Retaliation Safeguards.** The Agency agrees that it shall not retaliate against any person because that person has provided any information or assistance to the Auditor, has filed or will file a complaint, or has participated in any other manner in the conduct of the Audit. The Agency agrees that it shall timely and thoroughly investigate any allegations of retaliation in violation of the National Standards as referenced by the PREA Resource Center or this Contract and take corrective action identified through such investigations.
- j. **Mandatory and Discretionary Reporting Information.** The Agency shall determine whether, and to what extent, the Auditor is legally a mandatory or discretionary reporter of inmate abuse in the relevant jurisdiction, and the Agency shall provide such information to the Auditor prior to the on-site visit. The Agency shall also inform the Auditor contact information for the entity or entities that may legally accept any discretionary or mandatory reporting.
- k. **Primary Points of Contact.** The Agency shall provide the Auditor with a list of primary points of contact (PPC) with respect to staff of all relevant disciplines within the agency and the facility (e.g., mental health care, investigations, and housing classification).

#### **IV. Standard Contract Provisions.**

- a. **Conflict with PREA Standards.** If any provision of this contract is found to be inconsistent with the PREA auditing standards, the auditing standards shall prevail.

#### **V. Proposal Information for Bid No: CRFQ-COR1500000019 PREA Audits.**

- a. My auditing plan is to complete the on-site portion of the PREA audit of all 26 statewide facilities by a deadline date of August 20, 2016. Three facilities per week every other month will receive an onsite audit in accordance with the below listed proposed schedule:

Week 1 Onsite Visit: February 23/24, 2015, Charleston Correctional Center; February 25/26, 2015, Tiger Morton Juvenile Center; February 27/28, 2015, Donald R. Kuhn Juvenile Detention Center.

Week 2 Onsite Visit: April 26/28, 2015, St. Mary's Correctional Center; April 29/30, Lorrie Yeager Jr., Juvenile Center; May 1/2, 2015, Parkersburg Correctional Center.

Week 3 Onsite Visit: June 28/29, 2015, Martinsburg Correctional Center; June 30 to July 1, 2015, Vicki V. Douglas Juvenile Center; July 2/3, 2015, J.M. Buckbee Juvenile Center.

Week 4 Onsite Visit: August 23/26, 2015, Huttonsville Correctional Center; August 27/29, 2015, Denmar Correctional Center.

Week 5 Onsite Visit: October 25/27, 2015, Northern Correctional Facility; October 28/29, Ohio County Correctional Complex; October 30/31, Northern Regional Juvenile Center.

Week 6 Onsite Visit: January 23/26, 2016; Mt. Olive Correctional Complex; January 27/28, 2016, Lakin Correctional Center; January 29/30, 2016, Ohio County Correctional Complex.

Week 7 Onsite Visit: March 26/28, 2016, Salem Correctional Center; March 29/31, 2016, Prunytown Correctional Center; April 1/2, 2016, Kenneth Rubenstein Juvenile Center.

Week 8 Onsite Visit: May 29/31, 2016, Anthony Correctional Center; June 1/2, 2016, Beckley Correctional Center; June 3/4, 2016, Gene Spadaro Juvenile Center.

Week 9 Onsite Visit: July 23/25, 2016, Stevens Correctional Center; July 26/27, 2016, McDowell County Correctional Center; July 28/30, 2016, Sam Perdue Juvenile Center.

If these terms are acceptable, please sign the last page of this letter in the space provided, and return that page to me. I look forward to working with you.

Sincerely,



Walter Sipple

Department of Justice Certified PREA Auditor

**Attachment 1**

To the Prison Rape Elimination Act (PREA) Auditor Contract Letter

**28 C.F.R. § 115.401 Frequency and scope of audits.**

- a. During the three-year period starting on August 20, 2013, and during each three-year period thereafter, the agency shall ensure that each facility operated by the agency, or by a private organization on behalf of the agency, is audited at least once.
- b. During each one-year period starting on August 20, 2013, the agency shall ensure that at least one-third of each facility type operated by the agency, or by a private organization on behalf of the agency, is audited.
- c. The Department of Justice may send a recommendation to an agency for an expedited audit if the Department has reason to believe that a particular facility may be experiencing problems relating to sexual abuse. The recommendation may also include referrals to resources that may assist the agency with PREA-related issues.
- d. The Department of Justice shall develop and issue an audit instrument that will provide guidance on the conduct of and contents of the audit.
- e. The agency shall bear the burden of demonstrating compliance with the standards.
- f. The auditor shall review all relevant agency-wide policies, procedures, reports, internal and external audits, and accreditations for each facility type.
- g. The audits shall review, at a minimum, a sampling of relevant documents and other records and information for the most recent one-year period.
- h. The auditor shall have access to, and shall observe, all areas of the audited facilities.
- i. The auditor shall be permitted to request and receive copies of any relevant documents (including electronically stored information).
- j. The auditor shall retain and preserve all documentation (including, e.g., video tapes and interview notes) relied upon in making audit determinations. Such documentation shall be provided to the Department of Justice upon request.
- k. The auditor shall interview a representative sample of inmates, residents, and detainees, and of staff, supervisors, and administrators.

- l. The auditor shall review a sampling of any available videotapes and other electronically available data (e.g., Watch tour) that may be relevant to the provisions being audited.
- m. The auditor shall be permitted to conduct private interviews with inmates, residents, and detainees.
- n. Inmates, residents, and detainees shall be permitted to send confidential information or correspondence to the auditor in the same manner as if they were communicating with legal counsel.
- o. Auditors shall attempt to communicate with community-based or victim advocates who may have insight into relevant conditions in the facility.

**28 C.F.R. § 115.402 Auditor qualifications.**

- a. An audit shall be conducted by:
  - (1) A member of a correctional monitoring body that is not part of, or under the authority of, the agency (but may be part of, or authorized by, the relevant State or local government);
  - (2) A member of an auditing entity such as an inspector general's or ombudsperson's office that is external to the agency; or
  - (3) Other outside individuals with relevant experience.
- b. All auditors shall be certified by the Department of Justice. The Department of Justice shall develop and issue procedures regarding the certification process, which shall include training requirements.
- c. No audit may be conducted by an auditor who has received financial compensation from the agency being audited (except for compensation received for conducting prior PREA audits) within the three years prior to the agency's retention of the auditor.
- d. The agency shall not employ, contract with, or otherwise financially compensate the auditor for three years subsequent to the agency's retention of the auditor, with the exception of contracting for subsequent PREA audits.

**28 C.F.R. § 115.403 Audit contents and findings.**

- a. Each audit shall include a certification by the auditor that no conflict of interest exists with respect to his or her ability to conduct an audit of the agency under review.
- b. Audit reports shall state whether agency-wide policies and procedures comply with relevant PREA standards.
- c. For each PREA standard, the auditor shall determine whether the audited facility reaches one of the following findings: Exceeds Standard (substantially exceeds requirement of standard); Meets Standard (substantial compliance; complies in all material ways with the standard for the relevant review period); Does Not Meet Standard (requires corrective action). The audit summary shall indicate, among other things, the number of provisions the facility has achieved at each grade level.
- d. Audit reports shall describe the methodology, sampling sizes, and basis for the auditor's conclusions with regard to each standard provision for each audited facility, and shall include recommendations for any required corrective action.

- e. Auditors shall redact any personally identifiable inmate or staff information from their reports, but shall provide such information to the agency upon request, and may provide such information to the Department of Justice.
- f. The agency shall ensure that the auditor's final report is published on the agency's website if it has one, or is otherwise made readily available to the public.

**28 C.F.R. § 115.404 Audit corrective action plan.**

- a. A finding of "Does Not Meet Standard" with one or more standards shall trigger a 180-day corrective action period.
- b. The auditor and the agency shall jointly develop a corrective action plan to achieve compliance.
- c. The auditor shall take necessary and appropriate steps to verify implementation of the corrective action plan, such as reviewing updated policies and procedures or re-inspecting portions of a facility.
- d. After the 180-day corrective action period ends, the auditor shall issue a final determination as to whether the facility has achieved compliance with those standards requiring corrective action.
- e. If the agency does not achieve compliance with each standard, it may (at its discretion and cost) request a subsequent audit once it believes that it has achieved compliance.

**28 C.F.R. § 115.405 Audit appeals.**

- a. An agency may lodge an appeal with the Department of Justice regarding any specific audit finding that it believes to be incorrect. Such appeal must be lodged within 90 days of the auditor's final determination.
- b. If the Department determines that the agency has stated good cause for a re-evaluation, the agency may commission a re-audit by an auditor mutually agreed upon by the Department and the agency. The agency shall bear the costs of this re-audit.
- c. The findings of the re-audit shall be considered final.

## **Agency Acknowledgement**

On behalf of the Agency, I acknowledge receipt of the Prison Rape Elimination Act (PREA) Auditor Contract Letter, together with its Attachment 1, and I confirm that I have read this engagement agreement. On behalf of the Agency, I agree to the terms of the Contract Letter on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Signature