

Request for Quotation
to Provide Temporary Staffing and IT Services

State of West Virginia

Submitted By:

Norman Comstock, Managing Director
(713) 407-3191
ncomstock@uhy-us.com



January 5, 2010

Ms. Jo Ann Adkins
Department of Administration
Purchasing Division
2019 Washington Street, East
Charleston, WV 25305-0130

Dear Ms. Adkins:

Our firm is pleased to present this proposal in response to the State of West Virginia request for quotation to provide temporary staffing with computer technical expertise and to provide IT services for projects. We believe we are uniquely situated to provide the West Virginia Office of Technology with both highly qualified resources and knowledge capital from similar partnering experiences.

As a national firm, UHY has assisted clients in successfully working through the various preparations and planning activities that are critical to selecting the right ERP vendor and system. We are excited to present our proposal to you and are confident that UHY's approach, resources, and philosophy will exceed your expectations. We are confident we can provide you with the quality and timeliness of service that you seek and deserve. We also believe we are positioned to serve your organization based on the following:

- Our structured plan and approach will be executed in a collaborative and coordinated manner.
- Our philosophy of providing professional services will emphasize cost-benefits in executing your client requests in order to provide the State of West Virginia with the highest level of service that is customized for its needs.
- Our knowledge and understanding of the similar environments, information technology and business process controls.
- The importance of utilizing your personnel and third-party consultants to the greatest extent possible, as a means of reducing costs in an efficient and well-planned manner.
- We bring industry best practices and thought leadership in order to add value to your organization.

We are a service organization. We understand the continuing obligation to earn your patronage through responsive service and constant attention to the needs of your institution. Your team will have access to our partners who have an equivalent level of experience and expertise in technology and complex system implementations.

Ms. Jo Ann Adkins
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Our senior management and partners will have extensive, hands-on involvement with your personnel. We are proactive business advisors constantly looking for ways to improve profitability through streamlining your business processes. Our staff is composed of highly motivated professionals with mature judgment and extensive experience in providing technology services.

Throughout the country, UHY has devoted substantial resources to become a presence in the field of technology consulting and having the State of West Virginia as a client is consistent with our goal to enhance our local and national reputation. We appreciate this opportunity to present our proposal and our plan for providing professional services to you. We look forward to serving you and will be pleased to supply any further information you require after reading our proposal. Should you have any questions or require any additional information, please feel free to contact me at (713) 407-3191, or e-mail me at ncmstock@uhy-us.com.

Sincerely,
UHY ADVISORS TX, LLC

A handwritten signature in black ink, appearing to read 'Norman Comstock', written in a cursive style.

Norman Comstock
Managing Director



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

RFQ NUMBER
ITECH10

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION TO
**JO ANN ADKINS
 504-558-8802**

SUSPICIOUS

**RFQ COPY
 TYPE NAME/ADDRESS HERE**

UHY Advisors TX, LLC
 Norman Comstock, Managing Director
 12 Greenway Plaza, Suite 200
 Houston, TX 77046

SHIP TO

**ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER**

DATE PRINTED 11/18/2009	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 01/07/2010	BID OPENING TIME		01:30PM	

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>REQUEST FOR QUOTATION</p> <p>THE PURCHASING DIVISION IS SOLICITING BIDS TO PROVIDE TEMPORARY STAFFING WITH COMPUTER TECHNICAL EXPERTISE AND TO PROVIDE IT SERVICES FOR PROJECTS.</p> <p>***** INQUIRIES</p> <p>WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON WEDNESDAY, DECEMBER 9, 2009. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED.</p> <p>ADDRESS INQUIRIES TO:</p> <p>JO ANN ADKINS DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305</p> <p>FAX: 304.558.4115 E-MAIL: JO.A.ADKINS@WV.GOV</p> <p>ATTACHMENTS:</p> <p>ITECH10 SPECIFICATIONS, DATED 11/18/2009, 30 PAGES. PURCHASING AFFIDAVIT</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE 	TELEPHONE 713-407-3191	DATE January 6, 2010
TITLE Managing Director	PEIN 76-0522558	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

GENERAL TERMS & CONDITIONS PURCHASE ORDER/CONTRACT

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will: (a) conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; (b) be merchantable and fit for the purpose intended; and/or (c) be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."



State of West Virginia
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 Purchasing Division
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 Post Office Box 50130
 Charleston, WV 25305-0130

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ADDRESS FOR CORRESPONDENCE TO ATTENTION OF
 JO ANN ADKINS
 304-558-8802

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE
 UHY Advisors TX, LLC
 Norman Comstock, Managing Director
 12 Greenway Plaza, Suite 200
 Houston, TX 77046

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 AND POLITICAL SUBDIVISIONS
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DATE PRINTED	TERMS OF SALE	SHIP VIA	P.O.#	FREIGHT TERMS
11/18/2009				

BID OPENING DATE: 01/07/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		946-30		
<p>RESIDENT VENDOR PREFERENCE EXHIBIT 10 - ADDENDUM ACKNOWLEDGEMENT</p> <p>TECHNICAL SUPPORT EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p>						

SIGNATURE		SEE REVERSE SIDE FOR TERMS AND CONDITIONS	TELEPHONE 713-407-3191	DATE January 6, 2010
TITLE Managing Director		FAX 76-0522558	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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TYPE NAME/ADDRESS HERE
 UHY Advisors TX, LLC
 Norman Comstock, Managing Director
 12 Greenway Plaza, Suite 200
 Houston, TX 77046

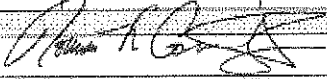
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DATE PRINTED	TERMS OF SALE	CHP. NO.	F.O.B.	FREIGHT TERMS
11/18/2009				
BID OPENING DATE: 01/07/2010		BID OPENING TIME 01:30PM		

LINE	QUANTITY	QDP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. 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.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE:  TELEPHONE: 713-407-3191 DATE: January 6, 2010

TITLE: Managing Director FEIN: 76-0522558 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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 304-558-8802**

RFQ COPY
TYPE NAME/ADDRESS HERE
 UHY Advisors TX, LLC
 Norman Comstock, Managing Director
 12 Greenway Plaza, Suite 200
 Houston, TX 77046

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11/18/2009				

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE 713-407-3191	DATE January 6, 2010
TITLE Managing Director	FAX 76-0522558	ADDRESS CHANGES TO BE NOTED ABOVE

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ADDRESS CORRESPONDENCE TO ATTENTION OF
 JO ANN ADKINS
 304-558-8802

SENDER'S NAME

RFQ COPY
 TYPE NAME/ADDRESS HERE

UHY Advisors TX, LLC
 Norman Comstock, Managing Director
 12 Greenway Plaza, suite 200
 Houston, TX 77046

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/18/2009				

BID OPENING DATE: 01/07/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
SEALED BID BUYER: FILE 42 RFQ. NO.: ITECH10 BID OPENING DATE: 01/07/2010 BID OPENING TIME: 1:30 PM PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: FAX 832-201-8611 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): Norman Comstock, Managing Director ----- ***** THIS IS THE END OF RFQ ITECH10 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE 713-407-3191	DATE January 6, 2010
TITLE Managing Director	FAX 76-0522558	ADDRESS CHANGES TO BE NOTED ABOVE

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I. CORPORATE DESCRIPTION

1.1 Firm & Contact Information

Company Name	UHY Advisors TX, LLC
Form of business	A Texas Limited Liability Company
Office Location	12 Greenway Plaza, Suite 200, Houston, TX 77046
Telephone Number	713-960-1706
Fax Number	713-407-3999
Federal Tax ID Number	76-0522558
Contact person representing firm	Norman L. Comstock, Jr.
Address	12 Greenway Plaza, Suite 200, Houston, TX 77046
Telephone Number	713-407-3191
Fax Number	ncomstock@uhy-us.com

1.2 Firm Profile

Our National Practice – Partners and Principals

- 75 in Assurance and Business Advisory Services that operate exclusively under UHY LLP
- 4 in Business Process Outsourcing (BPO)/Flex Staffing
- 7 in Enterprise Risk and Technology Assurance
- 20 in Forensic, Litigation and Valuation Services
- 68 in Tax and Business Consulting

Profile of Our National Practice

The Right Firm

The US firm was formed in 2000 as a result of the merger of five large regional accounting firms to offer a broader base of services on a national level. We bring the industry expertise, the client experience, and the depth in skills of the “Big 4” to the middle market. UHY specializes in providing high quality, value-added services with superior technical capabilities.

The Right Size

The firm currently has more than 35 years of experience and ranked as the 15th largest professional services firm by Accounting Today, and the 5th largest Houston area public accounting firm by The Business Journal in 2009. UHY is an independent US member of UHY International, which gives us global access to more than 6,300 professionals in 200 offices in more than 70 countries. You can find a complete listing of our international locations at www.uhy.com.

UHY has offices across the United States. The firm employs more than 1,200 professionals in the United States.

We provide both privately and publicly held companies, their shareholders and their executives with high quality tax and business consulting services through UHY Advisors. Through UHY LLP, a licensed CPA firm, we provide a wide range of audit and attest services

including SAS 70 Audit services. Our firm has a historical perspective of growth and an appreciation for our clients' financial needs in the ever-changing business environment.

Our clients tell us we offer the same industry knowledge or better than what is provided by larger firms, yet our cost structure is more competitive. Our clients also enjoy an enhanced level of attention from our senior management. The spirit of our corporate culture is defined as *The Next Level of Service*, which means we constantly challenge ourselves to be proactive, engaged, and to deliver value. We have a portfolio of over 15,000 public and private sector clients nationally, served by practice leaders with "Big 4" background, training and experience.

Our Credentials

People are our most important resource. We have a wealth of exceptional people to serve our clients. Our partners have an average of 25 years of experience in their specialties and "Big 4" experience and training. The majority of our practitioners hold professional designations such as certified public accountant (CPA), certified information systems auditor (CISA), certified information systems security professional (CISSP), certified information security manager (CISM), certified internal auditor (CIA) and certified in the governance of enterprise IT (CGEIT). UHY is committed to hiring and training the best professionals to respond to the needs of our clients.

1.3 Communications from Regulatory Agencies and Litigation

- On October 1, 2009, the Firm received its first PCAOB Inspection Report. The PCAOB did not identify any performance issues that in the inspection team's view resulted in the Firm failing to obtain sufficient competent evidential matter to support its opinion on the issuer's financial statements.
- In 2008, the Firm had its latest Peer Review that concluded with a passing report and no comments.
- The Firm has never been a named party in any criminal litigation matter. We are currently not a named party in any civil litigation matter.
- We have had no sanctions or enforcement actions by the SEC, PCAOB, or other regulatory agencies against our Firm.

US Office Locations

CONNECTICUT

HARTFORD
One Financial Plaza, 18th Floor
Hartford, CT 06103
Telephone: 860-549-8500
Fax: 860-549-8501

NEW HAVEN

555 Long Wharf Drive, 15th Floor
New Haven, CT 06511
Telephone: 203-777-1099
Toll-free: 800-998-1040
Fax: 203-776-1065

GEORGIA

ATLANTA
Five Concourse Parkway, Suite 2450
Atlanta, Georgia 30328
Telephone: 678-602-4400
Fax: 678-602-4300

ILLINOIS

CHICAGO
30 S. Wacker Dr. , Suite 2850
Chicago, IL 60606
Telephone: 312-578-9600
Fax: 312-346-6500

MARYLAND

COLUMBIA
6851 Oak Hall Lane, Suite 300
Columbia, MD 21045
Telephone: 410-720-5220
Fax: 410-381-2524

MASSACHUSETTS

BOSTON
53 State Street, 38th Floor
Boston, MA 02109
Telephone: 617-742-9666
Fax: 617-742-3178

METROPOLITAN D.C.

WASHINGTON D.C.
1747 Pennsylvania Ave., NW
Washington, DC 20006
Telephone: 202-609-6100
Fax: 202-609-6292

MICHIGAN

SOUTHFIELD
26200 American Drive, Suite 500
P.O. Box 5004
Southfield, MI 48086
Telephone: 248-355-1040
Fax: 248-355-1084

STERLING HEIGHTS

12900 Hall Road, Suite 500
Sterling Heights, MI 48313
Telephone: 586-254-1040
Fax: 586-254-1805

MISSOURI

ST. LOUIS
15 Sunnen Drive, Suite 100
St. Louis, MO 63143
Telephone: 314-615-1200
Fax: 314-647-8304

NEW JERSEY

OAKLAND
169 Ramapo Valley Road
Oakland, NJ 07436
Telephone: 201-337-0007
Fax: 201-337-1391

NEW YORK

ALBANY
66 State Street
Albany, NY 12207
Telephone: 518-449-3166
Fax: 518-449-5832

NEW YORK

19 West 44th Street
New York, NY 10036
Telephone: 212-381-4700
Fax: 212-354-6445

NEW YORK

555 Fifth Avenue
3rd Floor
New York, NY 10017
Telephone: 646-746-1120
Fax: 646-746-1125

WESTCHESTER

800 Westchester Avenue
Suite North 641
Rye Brook, NY 10573
Telephone: 914-697-4954
Fax: 914-697-7583

OHIO

BEREA
441 West Bagley Rd.
Suite 320
Berea, OH 44017
Telephone: 440-793-6160
Fax: 440-793-6160

TEXAS

DALLAS
1717 Main
Suite 5350
Dallas, TX 75201
Telephone: 214-243-2900
Fax: 214-243-2929

HOUSTON

12 Greenway Plaza
8th Floor
Houston, TX 77046
Telephone: 713-960-1706
Toll-free: 800-949-1706
Fax: 713-960-9549

HOUSTON

3555 Timmons Lane Suite 1100
Houston, TX 77027
Telephone: 713-548-0900
Fax: 713-407-3760

1.4 Communications regarding bankruptcy or insolvency proceedings

The Firm has not filed (or had filed against it) any bankruptcy or insolvency proceedings, voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors during the last ten (10) year period including the current status.

1.5 Our Bench Strengths

People are our most important resource. We have a wealth of exceptional people to serve our clients. Our senior partners have an average of 25 years experience in their specialties. Many were partners in "Big 4" firms before joining UHY Advisors. UHY Advisors is committed to hiring and training the best professionals to respond to the needs of our clients.

Our staff professionals are among the best and the brightest accounting graduates. We continually provide them with the training and tools that they need to serve our clients. Each of our professionals, no matter where they are located, receives more than the required continuing education that their State Board of Accountancy requires. In today's ever changing environment, it is important that our professionals have the requisite knowledge to bring our clients the solutions that are right for them. As a professional services firm, we realize that the quality of services the State receives will correlate directly to the skill level, dedication and resourcefulness of the professionals assigned to your engagement team.

Our firm has very little turnover of staff and we operate in groups, aligned by industry and practice expertise. Our staff services clients year after year with continuity, efficiency and knowledge of the client's business that is unmatched in the industry.

Unless required, UHY Advisors does not foresee a need to subcontract for this engagement. In the event that subcontracting is necessary, we would tend to seek out West Virginia based subcontractors.

Market Leadership through Superior Client Service

Our approach to client service is simple—select an engagement team with the proper qualifications and industry knowledge that will communicate with you all year long, not just during the project. This communication allows us to understand the ongoing business issues and challenges that you face. It allows us to provide timely advice regarding solutions and alternatives.

There are many components to delivering our services. We always start with an understanding of the client and their business. When we design our engagement plan, we will work with your management team to ensure that we have addressed not only the risks that we believe are significant, but also the objectives and concerns of the management. We will then allocate the resources that will be needed to carry out our engagement in the most appropriate manner. During our engagement, we will work closely with management to ensure that our work is performed as efficiently as possible.

Technology Assurance & Advisory Services (TAAS)

Our TAAS Team can assess your information risk management and operational effectiveness. Our highly certified, trained technology auditors and consultants, many of whom are CPA’s, CISA’s, CITP’s, CGEIT’s, CISSP’s, understand the financial reporting and internal controls requirements of companies.

Service Areas			
Plan & Organize	Acquire & Implement	Deliver & Support	Monitor & Evaluate
<ul style="list-style-type: none"> ▪ IT Governance ▪ CIO Services ▪ IT Strategy ▪ Project Management Office 	<ul style="list-style-type: none"> ▪ Pre/Post implementation review ▪ Software Selection ▪ Program Development Controls Implementation ▪ Detailed requirements definition ▪ Develop the RFP & Business Case ▪ Automate SOX, SoD, or ERM approach, ISO 27001 	<ul style="list-style-type: none"> ▪ Project Planning ▪ Project Coordination ▪ Implementation management ▪ Quality Assurance Reviews ▪ Security Planning ▪ Security Remediation ▪ SoD Design ▪ Implementation Support ▪ Identify threats and vulnerabilities ▪ Plan and prioritize remediation actions ▪ Secure and manage data and systems 	<ul style="list-style-type: none"> ▪ IT Audit ▪ Enterprise-Wide Risk Assessment ▪ General Controls Review ▪ ERP Security and Controls Assessments ▪ Security Re-design & Process Automation ▪ Application Controls Review ▪ ERAS SOX 404 (404i) ▪ PCI Security ▪ SAS 70 ▪ SAS 94 ▪ SAS 99 ▪ ABAS SOX 404 (404e)

We provide the following additional services to our clients:

- **Assurance and Business Advisory Services** – more than 400 professionals offering a broad range of assurance services designed to meet rigid compliance requirements. These services include: financial statement audits, reviews and compilations, agreed-upon procedures, SAS 70 Audit Services (attestations), public equity and debt offerings, pension and benefit plan audits, due-diligence procedures and attestation of internal control standards (for Sarbanes-Oxley legislation).
- **Tax Services** – more than 300 professionals providing a complete range of tax consulting and compliance services on local, state, national and international issues. Consulting services include tax minimization strategies, structuring of transactions, business formation and IRS controversy representation.
- **Enterprise Risk Advisory Services (ERAS)** – with more than 40 professionals, this group has deep experience in services which maximize value such as technology assurance, risk management, Sarbanes-Oxley documentation and testing, operational reviews, cost recovery, construction and joint interest audits, process mapping and improvement and acquisition due-diligence. Our Technology Assurance and Advisory Services (TAAS) operates under the Enterprise Risk Advisory Services (ERAS) umbrella.
- **Forensic, Litigation and Valuation Services** – more than 95 professionals offering forensic, litigation and valuation services, including eDiscovery, FCPA and turnaround and restructuring. Across the country and around the world, law firms rely on this group's broad knowledge base, decades of experience and excellent judgment.
- **Business Process Outsourcing/Flexible Staffing** – more than 40 professionals providing three levels of service to help companies complete any project accurately and on time – outsourcing financial and tax projects on a turnkey basis, staff augmentation and executive search.

1.6 Key Personnel

NORMAN L. COMSTOCK, JR.

Norman is a Managing Director of UHY Advisors TX, LLC. He is also a Certified Internal Auditor, Certified Information Systems Auditor, and a Certified Information Systems Security Professional.

Professional Experience:

- Over 20 years auditing, application development, and technology consulting experience serving small, mid-sized, and large, multi-national companies engaged to re-engineer business processes, implementing systems, improving working capital, and design and test internal controls.
- Spearhead Enterprise Risk Management training and consulting services as well as facilitating and designing Control Self-Assessments.
- Lead Technology Advisory and Assurance Services for IT risk assessment, software selection, software implementation, documenting and testing IT general controls and application controls, and evaluating information security strategy.
- Provided Sarbanes-Oxley 404 services to over 20 clients in E&P, Oil Field Services, Insurance, and Manufacturing. Responsible for extensive hands-on quality assurance review, numerous board level presentations, and audit committee meetings.

Background:

- M.S., International Business - University of St. Thomas – Houston, TX
- M.B.A., Marketing - University of St. Thomas – Houston, TX
- B.B.A., Accounting - University of Houston – Houston, TX
- Joined the firm in 2006
- Certified in the Governance of Enterprise Information Technology (CGEIT) - #0800657
- Certified Internal Auditor (CIA) #1247894
- Certified Information Systems Auditor (CISA) - # 0648084
- Certified Information Systems Security Professional (CISSP) - #97253
- Certified Sarbanes-Oxley Professional (CSOXP)
- Certified in Control Self-Assessment (CCSA) #1247894
- Qualified Security Assessor (QSA)

Active and Prior Professional Memberships Include:

- Member of the Institute of Internal Auditors, Houston Chapter
- Secretary of the Board - Information Systems Audit and Control Association, Greater Houston Chapter
- Leadership Council – The Open Compliance and Ethics Group
- Served on Microsoft's Business Intelligence Advisory Council in 2001 and 2002.
- Alumnus instructor of The Data Warehousing Institute

- Adjunct Professor – Business Ethics, Governance, Risk Management, and Compliance, CT Bauer School of Business - University of Houston

Selected Speaking Engagements:

- Proven Techniques to Recognize, Evaluate, and Address Data Quality and Security Issues That Impede Regulatory Compliance – SAP GRC 2007 Conference, Las Vegas, NV
- Big Firm/Little Firm Comparisons - how to make SOX compliance more efficient for large/small firms – Houston Chapter of CPAs, Houston, TX
- ERM – In search of Management’s Holy Grail – IIA Houston Chapter Luncheon, Houston, TX
- True Lies: Data Quality and the Reality of Compliance Risk – IT Compliance Institute Webinar

Selected Professional Publications:

- Sarbanes-Oxley: Even small cap companies must now fill big SOX
- 7 Habits of Highly Effective OLAP Development Teams
- Data Warehousing: What’s next? Part 7: Advance Your Analytic Power

ESKANDER YAVAR

Eskander is a Manager at UHY Advisors TX, LLC. Eskander has over 10 years of application development, technology consulting and business operations experience serving public and private - small, mid-sized, and large, multi-national companies. He has been engaged to develop custom technology solutions for supply chain, commodity pricing, health and safety, fleet management and medical needs. He has experience running global technology and operational teams across the Americas, Europe and the Asia Pacific regions. His focus on management efficiency and progression is reflected in his work to build the next generation of shared services models as well as the creation of an organizational performance management methodology. Eskander has a track record of proven successes delivering both technology and operational solutions in Merger & Acquisition and Subsidiary Integration environments across the Americas, Europe and Asia Pacific regions.

Professional Education:

- SAP Education – Management Development for Managers Managing Managers
- SAP Education – Essentials of Leaderships
- SAP Education – Managing Poor Performers
- Accenture Education - Team Leadership Essentials
- Accenture Education - The Spirit of Facilitation
- Oracle Education, Dallas – Oracle Forms
- Oracle Education, Denver – Oracle Reports
- Oracle Education, Austin – SQL and PL/SQL

Professional Experience:

- Managed co-sourced and out-sourced Technology projects for a variety of clients.
- Served on a Global Leadership Team for a multi-national company. Provided a variety of executive support including facilitating annual/quarterly meetings. Delivered corporate projects for the C-Suite executives.
- Assisted in the vision creation and roadmap for a new Project Management Office. This included defining the scope for the first 3 versions of the PMO along with the roll-out plan of the PMO to the IT Department for governance of application/infrastructure projects.
- Created the vision, roadmap and roll-out the next generation of shared services functions, *virtual shared services*. Included dynamically reconfigurable services across several international regions. The model focused around the following four main elements: an information library, a resource utilization model, a technology platform and a proactive communication plan.
- Led the business integration of a subsidiary into the operational model of the acquiring company.
- Created and implemented the Performance Management Process for Organizations. The model was based on 3 feedback sources and focused on implementing efficient organizational processes. Piloted for an IT organization of 16 employees during a weeklong workshop.
- Worked to start a staffing service offering for information technology resources. Responsible for pipeline, recruiting, marketing and management of any services provided.

- Assisted clients to align and fill IT resource needs with current projects on their technology roadmap. Able to leverage experiences in all areas of the Software Development Life Cycle, Project Management and Business Process Management to deliver better resource solutions.
- Responsible for the design, development quality control and release of several of Tier 1 applications including the management of project plans, requirements, development, testing and implementation as well as post production support activities - issue management, ongoing release management and client satisfaction.
- Performed in multiple roles of the SDLC including Sr. Project Manager, Development Team Lead, Production Support Team Lead, Production Support User Liaison, Sr. Business Analyst, Software Developer, Software Designer, Data Modeler and Training Coordinator.
- Manager of a pioneering virtual application support model to facilitate business process outsourcing.

Education:

- M.B.A., Business Administration - University of Houston – Houston, TX
- B.B.A., International Business - University of Texas – Austin, TX

W. DOUGLAS MOORE

Doug is a Manager in the Technology Assurance & Advisory Services (TAAS) group of UHY Advisors TX, LLC. Doug has over 18 of years auditing, business analysis, and technology consulting experience serving public and private - small, mid-sized, and large, global companies. This experience includes performing, Sarbanes-Oxley (SOX 404) engagements, IT audits, IT Vulnerability Assessments, IT consulting projects and integrated Internal Audits (financial and operational) domestically and globally in the energy, technology, financial, chemical, pharmaceutical and manufacturing sectors. This experience also includes the utilization of the COSO and COBIT control frameworks and the North American Electric Reliability Corporation (NERC) Reliability Standards.

Professional Certifications:

- CIA - Certified Internal Auditor
- CISA – Certified Information Systems Auditor
- CISSP – Certified Information Systems Security Professional

Professional Experience:

- Performed software selection, using a structured methodology, to replace a Customer Information System (CIS) for a large utility in the eastern United States.
- Assisted in the management and implementation of a CIS and Call Center for a large utility in the eastern United States.
- Designed, developed, coded, tested, implemented and supported CIS modules which provided new functionality or enhanced/corrected unstructured programs to help a large Midwestern utility maintain compliance with state regulatory requirements.
- Performed gap analysis and audit readiness preparation for entities impacting the grid (bulk power system) utilizing the NERC Reliability Standards and related Reliability Standard Audit Worksheets (RSAWs) large utility in the eastern United States. Also obtained, evaluated and organized supporting evidence for future audits.
- Performed and led numerous information technology (IT) audits of software packages including SAP, Oracle Financials, Microsoft Dynamics GP (formerly Microsoft Great Plains) and Visual by Infor and manufacturing Process Controls (DCS and PLC/SCADA) and various other system reviews globally.
- Provide professional services in the areas of performing risk-analysis, planning, documenting, testing and recommending risk mitigation solutions for:
 - IT general computing controls, application controls and segregation of duties.
 - Financial controls, including procure to pay, order to cash, inventory, production cost, fixed assets, general ledger, financial reporting, payroll, tax and freight/logistics.
 - Integrated application testing, including segregation of duties within applications.

- Analyzed and reduced the number of key Information Technology (IT) controls for SOX testing by 53% (from 64 to 34) in 2006, under AS2, and by 18% (from 34 to 28) in 2007, under AS5, working closely with the external auditor, who reduced their hours by placing significant reliance on my team's work.
- Managed consulting engagements and delivered quality solutions in a complex IT environment which included Windows 2003 server and Redhat Linux operating systems, single sign on using Active Directory and virtual terminal servers running Oracle Financials 11i and Visual ERP. Reviewed the Tripwire configuration used to monitor IT production changes and used QualysGuard to perform Vulnerability Assessments.
- Recovered \$3,000,000 by using ACL to analyze transaction records and identify duplicate payments, overpayments to vendors and un-invoiced shipments to customers.
- Translated business needs from legacy system into SAP cost master data/chart of accounts and implemented the various SAP modules, on schedule without business disruptions: a) financial/cost accounting (FI/CO), b) materials management (MM) and c) production planning (PP) modules for 14 contract manufacturing units and a Shared Services organization that served 1,000 people.
- Automated and simplified accounting processes that resulted in saving 400 man-hours per year using SAP.
- Provided functional guidance, based on generally accepted accounting principles (GAAP) and corporate policies and procedures, to four ledger accountants, resulting in consistent, prompt, accurate and complete cost reporting.

Education:

- M.B.A., Thunderbird, The Garvin School of International Management, Glendale, AZ
- M.S., Management Information Systems Northern Illinois University, DeKalb, IL
- B.S., Marketing (with Univ. Honors) Northern Illinois University, DeKalb, IL

CHARU PELNEKAR

Charu is a Manager with UHY Advisors TX, LLC. He is a licensed Certified Public Accountant, and a Chartered Accountant in India, and holds the following certifications: CISA – Certified Information Systems Auditor, CISM – Certified Information Systems Manager, MCSE – Microsoft Certified Systems Engineer, and ICWA – Institute of Cost and Works (Management) Accountant (ICWA)

Professional Experience:

- Highly skilled in Technology Risk Management and Process Controls, Information Security Audits, Process Reengineering, Policy/Procedure Development and Implementation, and Operational Risk Management.
- Performed ERP pre-post implementation reviews, PeopleSoft Security and Controls reviews, etc. for different industries.
- 16 years of national and international technology audits, internal audits and advisory experience across various industries and it includes compliance, and operational audits, privacy and security reviews, SOX 404 implementation and project management. An internal controls specialist,
- Offers in-depth knowledge of COBIT, ISO 17799, COSO frameworks and governance.
- A proven leader in working with organizations to implement governance, risk, and compliance solutions, risk assessment, manage complex technology/ERP dependent business processes, etc.
- Administered multiple SOX and IT security engagements for fortune 1000 companies, performing compliance readiness projects, compliance audits, IT Security GCC reviews, knowledge management, policy and procedure implementations, and process analysis and reengineering.
- Implemented IT Risk Management and Control Self Assessment Methodology for Fortune 500 organizations. Assisted organizations to develop and implement global compliance solution by simplifying global evidence collection process and outsourcing.
- Co-managed development of World Class IT Audit Methodology for Fortune 500 Company integrating COBIT and ISO 17799 principles along with COSO framework.
- Managed compliance projects including Sarbanes Oxley, OMB Circular 123, FFIEC and SAS 70 as well as assisted Fortune 500 companies in managing project risk and completing projects in a timely manner and within financial constraints, while ensuring the promotion of quality systems and effective processes.
- Facilitated training workshops in topics such as IT and internal audit, process documentation, control matrix preparation, global compliance challenges, and risk assessment and mitigation.
- Directed a large team during information security audits, risk assessment, prospective/current business analysis, internal audits, supply chain management (SCM), CRM, and process reengineering.

- Internal audit, operational audit, cost audit and cost reduction studies for the financial, and operational areas which includes purchase, pay roll, sales and distribution, marketing, inventory, accounts and finance, etc.
- Conducted information security policy and procedure documentation workshops based on COSO framework and ISO guidelines.
- Wide range of clients served includes higher education, pharmaceutical and healthcare, energy and power, oil & gas, banking and insurance, retail, technology, telecommunication and media.

Background:

- Bachelor of Commerce (BCOM), Bombay University
- ACAI India - Associate Chartered Accountant (ACA)
- AICWA India - Institute of Cost and Works (Management) Accountant (ICMA)
- Joined the firm in 2008

Active and Prior Professional Memberships Include:

- ISACA Austin Chapter, Vice President in 2007-08 and the Membership Director in 2006-07
- CONSEC 2006 and CONSEC 2008 Conference on Security, Texas. Committee member

**2. UHY ADVISOR'S
QUALIFICATIONS
&
EXPERIENCE IN STAFFING
CONTRACTS**

2.1 Staffing Categories of Interest

Staffing Category	Applying (Yes/No)
Web Programming	No
PC Programming	No
Mainframe Programming	No
Computer Systems Analysis	No
Computer Systems/Network Security	YES
Database Management	No
Desktop Support	No
Electronic Document Management	No
GIS Services	No
Help Desk Support	No
IT Support Staff - Operations	No
LAN/WAN Support	No
Enterprise Services	YES
Graphics and Presentation	No
Middleware Integration	No
Electronic Commerce / EDI	No
Project Management Services	YES
Telecommunications Services	No
Business Analyst Service	YES
ERP Implementation Services	YES
VoIP Implementation Services	No

2.2 Technical Competence & Expertise

UHY understands the complex challenges faced by the Public sector entities like the State of West Virginia. There is a constant effort to improve the efficiency of state services, leverage available resources, invest in new information technology services, and be accountable and transparent in the use of public funds. We believe that UHY offers the ideal value proposition aligned with the State's stated interests. UHY Advisors has worked with numerous public and private sector clients that seek an independent, objective firm that has the IT resources to thoroughly and efficiently serve the business, functional, and technical staffing requirements of the State. We take pride in effectively collaborating with client and vendor personnel in a scalable manner. As business, functional, and technical advisors, UHY Advisors has broad and deep background in IT to help the State in a host of areas.

2.3 Computer Systems Analysis

Computer Systems Analysis

Below is a list of clients for which UHY has performed work in this area:

Project Description	SAP Fixed Assets and Tax Remediation
Person's Duties	Analyze relationships of project WBS set up on fixed assets and the corresponding DD&A for correcting systemic errors in tax provision across multiple years; Identify issues, suggest remediation approach, and implement corrections; resource management; conversion planning; status reporting
General Value of Project	\$300K
Length of Project	12 months
Customer's Name	Marathon Oil Company
Contact's Name	Rick Bowers
Telephone Number	713-296-3904
Email Address	rcbowers@marathonoil.com

Project Description	Axentis – Enterprise GRC system implementation assistance
Person's Duties	Functional requirements definition; system configuration; data conversion; training; project management
General Value of Project	\$40K
Length of Project	9 months
Customer's Name	HCC Insurance Company
Contact's Name	Dawn Miller
Telephone Number	(713) 996-1135
Email Address	dmiller@hcch.com

Project Description	PeopleSoft Budgeting and Planning implementation assistance
Person's Duties	Requirements definition, data and process modeling, documentation; planning,
General Value of Project	\$45K
Length of Project	3 months
Customer's Name	Academy Sports+Outdoors
Contact's Name	Royd Graham
Telephone Number	281.646.5189
Email Address	Royd.graham@academy.com

2.4 Computer Systems/Network Security

Computer Systems/Network Security

Below is a list of clients for which UHY has performed work in this area:

Project Description	PeopleSoft Budgeting and Reporting, Cost Management, Security
Person's Duties	Review application security and key configurable controls assessment - PeopleTools and Automated Business process configurations. SOD assessment and remediation – technical
General Value of Project	\$ 200K
Length of Project	4 months
Customer's Name	Williams College
Contact's Name	Anita Gutmann-Charu, Assistant to the Provost
Telephone Number	413.597.4237
Email Address	

Project Description	IT Security Assessment and Remediation
Person's Duties	Review PeopleSoft HCM & FCM Security and key configurable controls assessment - PeopleTools and Automated Business process configurations. SOD assessment and remediation – technical; Security vulnerability and penetration testing
General Value of Project	\$ 400K
Length of Project	18 months
Customer's Name	Oceaneering
Contact's Name	Alex Lang – IT Security
Telephone Number	713.329.4709
Email Address	ALang@oceaneering.com

Project Description	IT Security assessment and remediation
Person's Duties	Security risk assessment; PCI compliance assistance; provide guidance to e-Commerce team for PCI readiness; resource management; status reporting
General Value of Project	\$80K
Length of Project	8 months
Customer's Name	Academy Sport + Outdoors
Contact's Name	Mike Anderson
Telephone Number	(281) 646-5112
Email Address	mike.anderson@academy.com

2.5 Project Management Services

Project Management Services

Below is a list of clients for which UHY has performed work in this area:

Project Description	CIS and Call Center implementation
Person's Duties	Software selection; project lifecycle management; resource management, risk management, status reporting, time and cost analysis; change management; configuration management; data conversion planning; go-live orchestration
General Value of Project	\$ 1.5M
Length of Project	14 months
Customer's Name	Mountaineer Gas Company
Contact's Name	Moses Skaff
Telephone Number	304-347-0566
Email Address	mosesskaff@mgcww.com

Project Description	SAP Fixed Assets and Tax Remediation
Person's Duties	Analyze relationships of project WBS set up on fixed assets and the corresponding DD&A for correcting systemic errors in tax provision across multiple years; Identify issues, suggest remediation approach, and implement corrections; resource management; conversion planning; status reporting
General Value of Project	\$300K
Length of Project	12 months
Customer's Name	Marathon Oil Company
Contact's Name	Rick Bowers
Telephone Number	713-296-3904
Email Address	rcbowers@marathonoil.com

Project Description	IT Security assessment and remediation
Person's Duties	Security risk assessment; PCI compliance assistance; provide guidance to e-Commerce team for PCI readiness; resource management; status reporting
General Value of Project	\$80K
Length of Project	8 months
Customer's Name	Academy Sport + Outdoors
Contact's Name	Mike Anderson
Telephone Number	(281) 646-5112
Email Address	mike.anderson@academy.com

2.6 Business Analyst Services

Business Analyst Services

Below is a list of clients for which UHY has performed work in this area:

Project Description	CIS and Call Center implementation
Person's Duties	Software selection; project lifecycle management; resource management, risk management, status reporting, time and cost analysis; change management; configuration management; data conversion planning; go-live orchestration
General Value of Project	\$ 1.5M
Length of Project	14 months
Customer's Name	Mountaineer Gas Company
Contact's Name	Moses Skaff
Telephone Number	304-347-0566
Email Address	mosesskaff@mgcww.com

Project Description	SAP Fixed Assets and Tax Remediation
Person's Duties	Analyze relationships of project WBS set up on fixed assets and the corresponding DD&A for correcting systemic errors in tax provision across multiple years; Identify issues, suggest remediation approach, and implement corrections; resource management; conversion planning; status reporting
General Value of Project	\$300K
Length of Project	12 months
Customer's Name	Marathon Oil Company
Contact's Name	Rick Bowers
Telephone Number	713-296-3904
Email Address	rcbowers@marathonoil.com

Project Description	PeopleSoft Financial Processes, Controls & System assessment
Person's Duties	Business process documentation; data flow documentation; process control gap assessment; training; as-is/to-be system documentation; functional and technical requirements definition
General Value of Project	\$250K
Length of Project	5 months
Customer's Name	Montana State Fund
Contact's Name	Rene Silverthorne
Telephone Number	406-444-9331
Email Address	resilverthorne@mt.gov

2.7 ERP Implementation Services

ERP Implementation Services

Below is a list of clients for which UHY has performed work in this area:

Project Description	CIS and Call Center implementation
Person's Duties	Software selection; project lifecycle management; resource management, risk management, status reporting, time and cost analysis; change management; configuration management; data conversion planning; go-live orchestration
General Value of Project	\$ 1.5M
Length of Project	14 months
Customer's Name	Mountaineer Gas Company
Contact's Name	Moses Skaff
Telephone Number	304-347-0566
Email Address	mosesskaff@mgcww.com

Project Description	SAP implementation services
Person's Duties	Software selection; project lifecycle management; resource management, risk management, status reporting, time and cost analysis; change management; configuration management; data conversion planning; go-live orchestration
General Value of Project	\$ 300K
Length of Project	12 months
Customer's Name	Transocean (formerly GlobalSantaFe)
Contact's Name	Bob Herrin
Telephone Number	832-587-6203
Email Address	Bob.Herrin@deepwater.com

Project Description	SAP implementation services
Person's Duties	Software selection; project lifecycle management; resource management, risk management, status reporting, time and cost analysis; change management; configuration management; data conversion planning; go-live orchestration
General Value of Project	\$ 200K
Length of Project	8 months
Customer's Name	Kraton Polymers
Contact's Name	Herve Bardolle
Telephone Number	832-204-5449
Email Address	Herve.Bardolle@kraton.com

**3. UHY ADVISOR'S
QUALIFICATIONS
&
EXPERIENCE IN SERVICE
CATEGORIES**

Service Categories of Interest

Service Category	Applying (Interested/Not Interested)
Data Warehouse Development and implementation	Not Interested
Electronic Government, Including Development and Implementation	Not Interested
Internet/Intranet and Electronic Commerce Security Development and Implementation	INTERESTED
Electronic Commerce – Web-based Development	Not Interested
Electronic Document Management Systems	Not Interested
Enterprise Systems Management Development and Implementation	Not Interested
Technology Advisory Services	INTERESTED
Major Project Implementation (including Project Management	INTERESTED
Enterprise Application Integration	Not Interested
Migration of Legacy Systems	Not Interested
Project Quality Assurance Review and Associated Services	Not Interested
ERP Implementation Services	Not Interested
VoIP Implementation Services	Not Interested
Advanced Internet Technology and Applications	Not Interested
Microsoft Specialists	Not Interested

3.1 Internet/Intranet and Electronic Commerce Security Development and Implementation

Internet/Intranet and Electronic Commerce Security Development and Implementation

UHY has been performing IT security audits and advisory services for more than 15 years. The firm currently has more than 35 years of experience and is ranked as the 15th largest professional services firm by Accounting Today, and the 5th largest Houston area public accounting firm by The Business Journal in 2009. UHY's Technology Assurance & Advisory Services (TAAS) group provides IT risk management and systems security assurance services, including audits and reviews, performed by qualified professionals holding Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP), Global Security Essentials Certification (GSEC), and/or Certified Public Accountant (CPA) accreditations.

There are four primary steps to completing an attack and penetration test:

- **Planning** – Rules are identified (IP Ranges, Restricted Hosts, Testing Times, Acceptable Testing Techniques), management approval is finalized, and testing goals are set.
- **Discovery** – Active and passive data collection and scanning, Port Scanning, and Vulnerability Scanning occur.
- **Attack** – Previously identified potential vulnerabilities are verified by attempting to exploit them. Safeguards are identified to mitigate any security exposures determined. UHY notifies the Agency for any vulnerability prior to attempting to exploit it.
- **Reporting** – Occurs simultaneously with other phases. An overall risk ranked testing report is developed identifying and providing guidance on mitigation for discovered weaknesses.

Our testing may include network as well as application layer testing. Generally, we approach our engagement from two perspectives. The first will be a non-authenticated user on the Internet attacking any and all externally available IP addresses. This exercise will include the active exploitation of found vulnerabilities. The second perspective will be a non-authenticated user from within the Agency's internal network. This internal testing will not attempt to exploit any found vulnerabilities. This should result in a point-in-time assessment of the overall security posture of the Agency.

Industry Best Practices

For all of our IT audit and advisory services, UHY relies on several common criteria for establishing the framework of our engagement, including:

- auditing standards generally accepted in the United States of America (U.S. GAAS)
- Information Systems Auditing Standards promulgated by the Information Systems Audit and Control Association (ISACA)

- Control Objective for Information Technology (COBIT) promulgated by the Information Systems Audit and Control Association (ISACA)
- OMB Memorandum M-02-01
- GAO's *Government Auditing Standards*
- GAO's *Federal Information System Controls Audit Manual (FISCAM)*
- NIST Special Publication 800-26, Security Self-Assessment Guide for Information Technology Systems

This document builds on the Federal IT Security Assessment Framework (Framework) developed by NIST for the Federal Chief Information Officer (CIO) Council. The Framework established the groundwork for standardizing on five levels of security status and criteria agencies could use to determine if the five levels were adequately implemented. This document provides guidance on applying the Framework by identifying 17 control areas, such as those pertaining to identification and authentication and contingency planning. In addition, the guide provides control objectives and techniques that can be measured for each area.

- NIST Special Publication 800-37 Guide for the Security Certification and Accreditation of Federal Information Systems

The purpose of this publication is to provide guidelines for the security certification and accreditation of information systems supporting the executive agencies of the federal government. The guidelines have been developed to help achieve more secure information systems within the federal government by:

- Enabling more consistent, comparable, and repeatable assessments of security controls in federal information systems;
- Promoting a better understanding of agency-related mission risks resulting from the operation of information systems; and
- Creating more complete, reliable, and trustworthy information for authorizing officials—to facilitate more informed security accreditation decisions.

- NIST Special Publication 800-53, Recommended Security Controls for Federal Information Systems

The purpose of this publication is to provide guidelines for selecting and specifying security controls for information systems supporting the executive agencies of the federal government. The guidelines apply to all components of an information system that process, store, or transmit federal information. The guidelines have been developed to help achieve more secure information systems within the federal government by:

- Facilitating a more consistent, comparable, and repeatable approach for selecting and specifying security controls for information systems;

- Providing a recommendation for minimum security controls for information systems categorized in accordance with Federal Information Processing Standards (FIPS) 199, Standards for Security Categorization of Federal Information and Information Systems;
- Promoting a dynamic, extensible catalog of security controls for information systems to meet the demands of changing requirements and technologies; and
- Creating a foundation for the development of assessment methods and procedures for determining security control effectiveness.

Reference 1

Project Description	Vulnerability Assessment & Penetration Testing
General Value of Project	\$50K
Length of Project	2 months
Types of Employees or Subcontractors used	W-2 Salaried Employees
Work performed	Vulnerability Assessment & Penetration Testing
Problems encountered	None
Performance results	On time, On budget
Customer's Name & Address	Oceaneering – Houston, TX
Customer Contact Name & Phone Number	Alex Lang - 713.329.4709

Reference 2

Project Description	Vulnerability Assessment & Penetration Testing
General Value of Project	\$45K
Length of Project	2 months
Types of Employees or Subcontractors used	W-2 Salaried Employees
Work performed	Vulnerability Assessment & Penetration Testing
Problems encountered	None
Performance results	On time, On budget
Customer's Name & Address	Academy Sports + Outdoors – Houston, TX
Customer Contact Name & Phone Number	Shelly Johnson - 713.329.4709

Reference 3

Project Description	Vulnerability Assessment & Penetration Testing
General Value of Project	\$10K
Length of Project	1 month
Types of Employees or Subcontractors used	W-2 Salaried Employees
Work performed	Vulnerability Assessment & Penetration Testing
Problems encountered	None
Performance results	On time, On budget
Customer's Name & Address	Rain CII Carbon, LLC– Houston, TX
Customer Contact Name & Phone Number	Alex La Mar - 281.318.2434

3.2 Technology Advisory Services

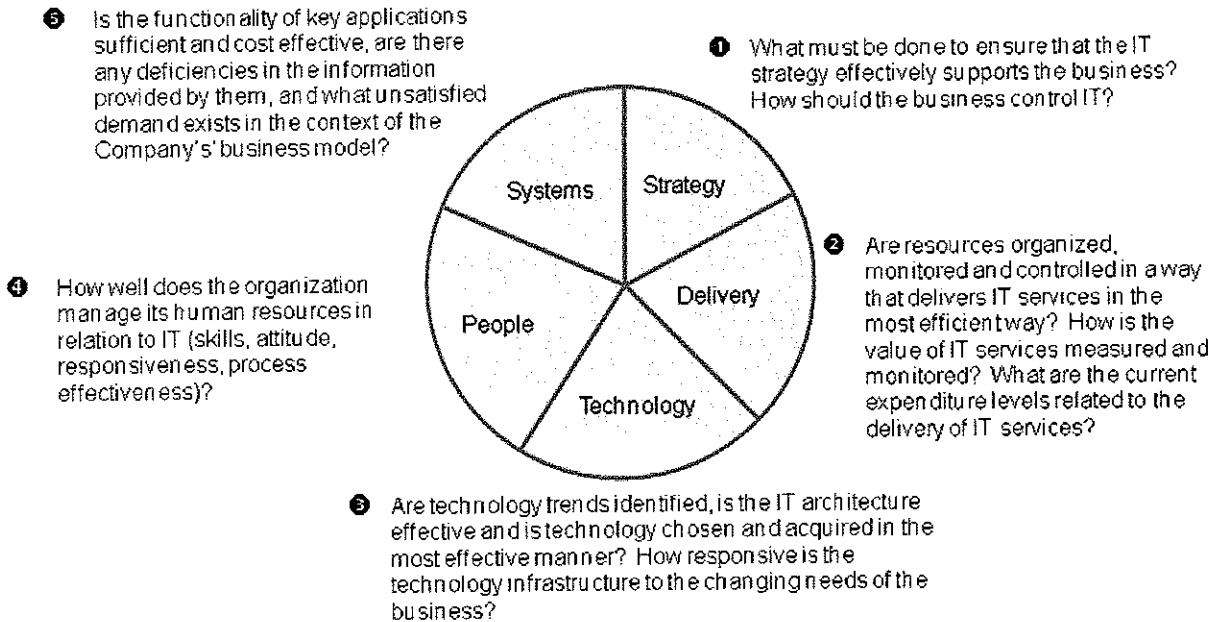
Technology Advisory Services

UHY's Technology Assurance and Advisory Services (TAAS) professionals offer decades of experience from both an IT and industry standpoint to help companies improve their operations. The top-level benefit is obviously cost savings, but improved IT operations also result in better regulatory compliance, less downtime, and greater internal client satisfaction.

By taking an IT Governance approach, organizing our practice along the CobIT domains, we are uniquely qualified to analyze the current system and recommend improvements. We also monitor your progress and can quantify the results in real dollars.

Many of our professionals also have specialized technology skills and practical experience to advise our clients about appropriate alternatives to fix IT issues identified in an internal audit review, a third party attestation engagement, or address a proactive strategic or tactical need.

Our Information Technology assessment methodology focuses on five principal areas. The basis of our assessment can be one of several internationally recognized standards for IT organizations, such as: COBIT, ISO 27001, ITIL, or another that you are familiar with.



Reference 1

Project Description	IT Strategy Roadmap
General Value of Project	\$25K
Length of Project	4 weeks
Types of Employees or Subcontractors used	W-2 Salaried Employees
Work performed	Facilitated meetings, interviews, and presentations on aligning business and IT objectives to optimize resource utilization and improve services and output
Problems encountered	None
Performance results	Formal adoption of 5 year strategic IT plan with major projects identified
Customer's Name & Address	Academy Sports + Outdoors
Customer Contact Name & Phone Number	Mike Anderson - (281) 646-5112

Reference 2

Project Description	SAP Fixed Assets and Tax Remediation
General Value of Project	\$300K
Length of Project	12 months
Types of Employees or Subcontractors used	W-2 Salaried Employees
Work performed	Analyze relationships of project WBS set up on fixed assets and the corresponding DD&A for correcting systemic errors in tax provision across multiple years; Identify issues, suggest remediation approach, and implement corrections; resource management; conversion planning; status reporting
Problems encountered	Rick Bowers
Performance results	On time, On budget
Customer's Name & Address	Marathon Oil Company – Houston, TX
Customer Contact Name & Phone Number	Rick Bowers – 713.296.3904

Reference 3

Project Description	PeopleSoft Financial Processes, Controls & System assessment
General Value of Project	\$250K
Length of Project	5 months
Types of Employees or Subcontractors used	W-2 Salaried Employees
Work performed	Business process documentation; data flow documentation; process control gap assessment; training; as-is/to-be system documentation; functional and technical requirements definition
Problems encountered	None
Performance results	Our work was the input for a formal RFP to upgrade and expand PeopleSoft by adding new modules to further improve financial reporting
Customer's Name & Address	Montana State Fund – Helena, MT
Customer Contact Name & Phone Number	Rene Silverthorne, 406-444-9331

3.3 Major Project Implementation (including Project Management)

Major Project Implementation (including Project Management)

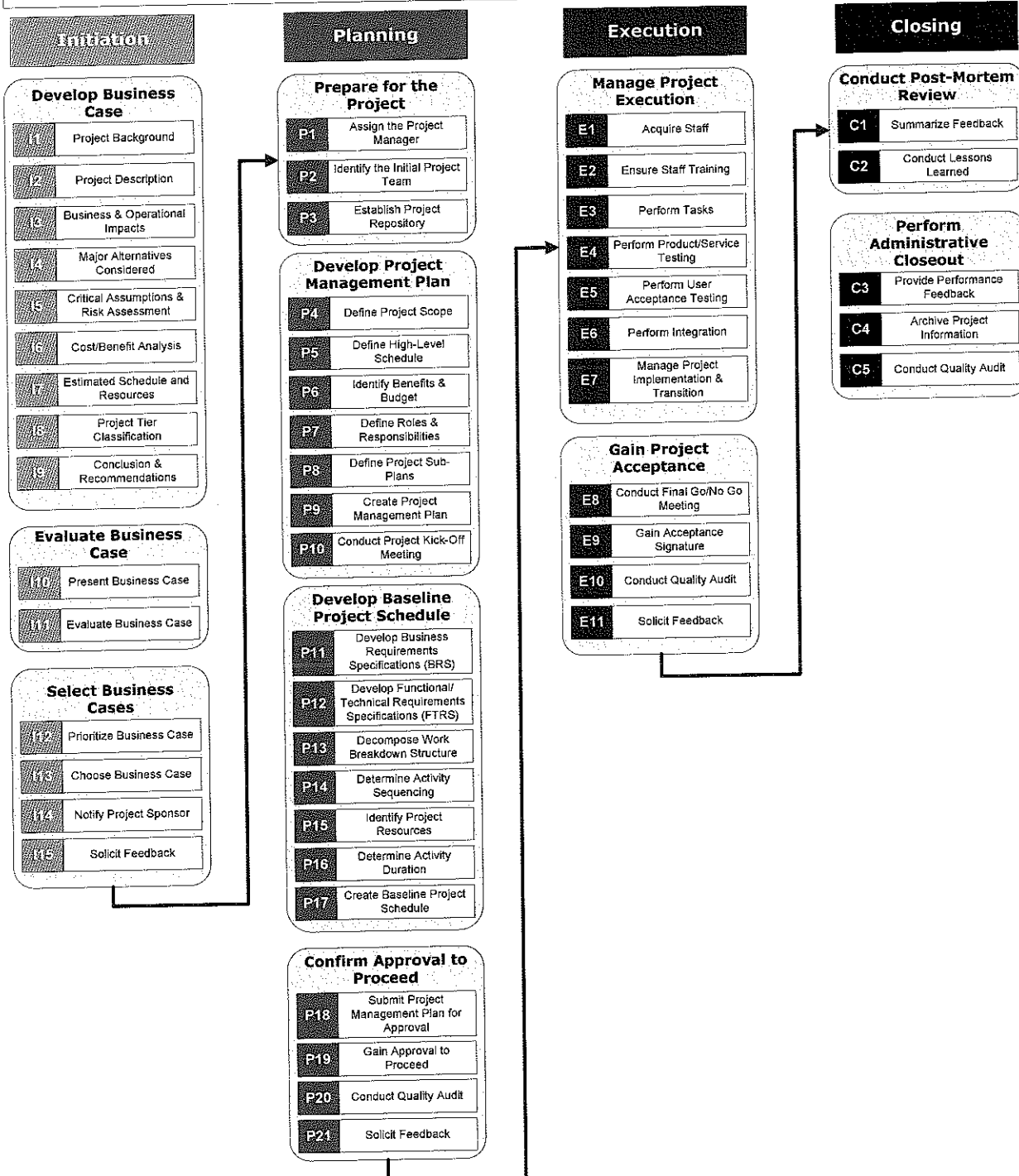
Key Concepts and Engagement Deliverables

The UHY project team will partner with the State to deliver the following artifacts as it relates to major project implementation:

- Executive Summary
- Project Background
- Project Description
- Business & Operational Impacts
- Major Alternatives Considered
- Critical Assumptions and Risk Assessment
- Cost/Benefit Analysis Overview
- Cost/Benefit Analysis Detail
- Vendor Selection and Scorecards
- Estimated Schedule and Resources
- Conclusion and Recommendations
- Project Plan for ERP Implementation

Project Lifecycle Diagram

Monitoring and Controlling

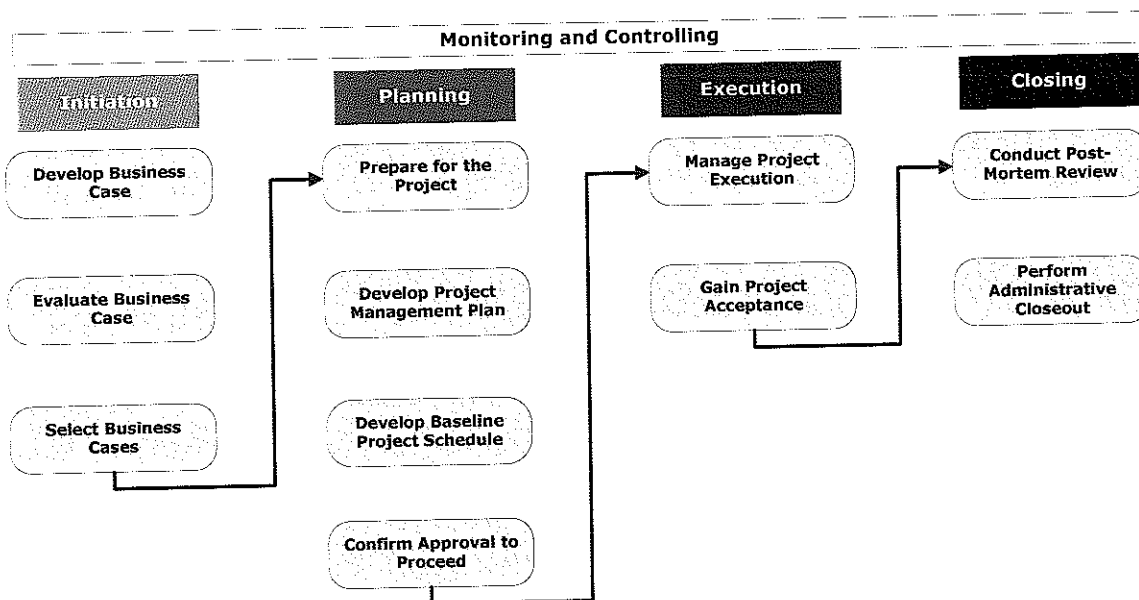


Life Cycles

There are two different lifecycles that work in conjunction with one another throughout the course of every project.

- The **project** lifecycle describes the processes and tasks that must be completed to produce a product or service. Different project lifecycles exist for specific products and services. (For example, the lifecycle followed to build a marketing campaign is different from the lifecycle followed to develop a software package.)
- The **project management** lifecycle defines how to manage a project. It will always be the same, regardless of the project lifecycle being employed.

This guide is meant to demonstrate how to align the project lifecycle with the project management lifecycle.



1. In the **initiation** phase, an individual (usually the project and/or executive sponsor) proposes a project to create a product or develop a service that can solve a problem or address a need in the organization. The Business Case form is submitted to the steering committee.

The Business Case:

- Describes the current problem/opportunity
- Describes the project
- Identifies the business and operational impacts
- Provides a list of the major alternatives considered
- Identifies the critical assumptions and initial risks
- Identifies the cost benefit analysis

- Provides and estimated schedule and resources
 - Defines Project Tier Classification
 - Provides a conclusion and recommendations
2. Project **planning** builds on the work done in project initiation. Usually, additional members join the project team, and they assist the project manager in further elaborating the details of the Triple Constraints: Budget, Scope, and Schedule. The team develops the Project Management Plan (PMP), Business Requirements Specifications (BRS), and the detailed project schedule. The sponsor, project manager, and key stakeholders are responsible for the following activities:
- Preparing for the project
 - Developing the project management plan
 - Baselineing the project schedule

When planning for the project, the PMO will be responsible for assigning the project manager and identifying the project team. Once a project manager has been assigned, the project manager will be responsible for creating the PMP. After creating the PMP, the project manager will conduct a project kickoff meeting where he/she will outline the high-level vision, strategy, project goals, project team structure, and critical milestones of the project.

After the project manager has conducted the kickoff meeting, the team will be responsible for creating the BRS document. The BRS document defines the business requirements, assumptions, dependencies, constraints, and success factors of a project.

This plan, once approved or agreed to, ensures a consistent understanding of the project, helps to set expectations, and identifies any other resources necessary to move the project to the next step of project planning.

To develop the Schedule:

- Confirm customer requirements and acceptance criteria
- Create Work Breakdown Structure (WBS)
- Determine activity sequencing
- Plan for resources
- Determine activity duration
- Identify risks
- Create supporting plans
- Revise budget from estimated costs
- Baseline schedule

If the budget is different from the estimated budget, then have the project sponsor(s) approve the new budget. This will become the baseline plan, and any change of baseline scope will require approvals as defined in the Change Control Management document from this point forward.

Although the project schedule and scope have been baselined at the end of Project Planning, Project Execution will continue to update the plan in more depth (for example, transition and implementation details may not be developed until later in Project Execution). At the conclusion of Project Planning, the business case and budget are revised and re-evaluated based on the completed planning documents, and a decision is again made to either halt the project, or to commit the resources necessary for Project Execution.

4. Project **execution** is where most of the resources are applied/expended on the project. A significant number of team members will join the project at the beginning of project execution. The primary task of the project manager during project execution is to enable the project team to execute the tasks on the project schedule and develop the product or service the project is expected to deliver. The project manager uses the processes and plans prepared during project initiation and project planning to manage the project, while preparing the organization for the implementation of the product/service and for transitioning responsibility of the product/service from the project team to the performing organization. The major control tasks are documented in the monitoring and controlling process group and finally the project team gains formal acceptance of the product or service.
5. In **closing** the project, the project team assesses the outcome of the project, along with the performance of the project team and the performing organization(s). This is accomplished primarily through soliciting and evaluating feedback from customers, project team members, and other stakeholders. The primary purpose of this assessment is to document the lessons learned for use on future projects. Key project metrics are also captured to enable the organization to compare and evaluate success measures across projects.
6. In **monitoring and controlling**, the project manager is responsible for managing time, scope, cost, quality, communications, risk, procurement and the project team itself.

Lessons Learned

Key learning's from other major projects	How UHY Advisors Can Help
<p>Be clear on the business objectives which will drive the financial management requirements - this will be the reference point for answering the key question "Are we aligned?"</p>	<p>We have considerable experience in designing strategy review sessions and workshops around business objectives at different levels in the organization – corporate, local business unit; functional; financial; operational – this will help you to ensure that the issues considered are relevant, complete and consistently applied.</p>
<p>Capture and better understand the key events, internal and external, that potentially might impact on the organization's ability to deliver its stated business objectives.</p>	<p>UHY uses a web-based GRC collaboration tool to focus on business objectives and identify risk that may impair those objectives. State will be able to use this online collaboration tool as a starting point for administering our assessments and surveys.</p>
<p>Provide greater structure and clarity in the business process, including response options / response drivers, and develop the framework of responsibilities for business, financial, and technical decisions.</p>	<p>Our GRC tool is consistent with risk frameworks process, aligning the business process and risk assessment with other management processes to bolster execution.</p>
<p>Ensure that the IT resource allocation and performance management systems - information, communications and monitoring processes - are effectively aligned with business objectives.</p>	<p>Our GRC tool supports Action Planning which enables specific actions to be allocated to named individuals for tracking purposes and supports corporate oversight of implementation progress.</p>
<p>Empower managers – with responsibility, knowledge, data, and accountability – to operate the risk management system on an ongoing basis.</p>	<p>Our web based tool, enables Action Plans to be created by the manager responsible and enables them to update it to reflect progress on actions.</p>

Reference 1

Project Description	CIS and Call Center implementation
General Value of Project	\$ 1.5M
Length of Project	14 months
Types of Employees or Subcontractors used	W-2 Employees and Subcontractors
Work performed	Software selection; project lifecycle management; resource management, risk management, status reporting, time and cost analysis; change management; configuration management; data conversion planning; go-live orchestration
Problems encountered	General technical issues with data conversion and maintaining continuity and productivity of other vendor resources
Performance results	New call center, new jobs, new customer information system; on time – on budget
Customer's Name & Address	Mountaineer Gas Company - Charleston, WV
Customer Contact Name & Phone Number	Moses Skaff , 304-347-0566

Reference 2

Project Description	PeopleSoft Upgrade
General Value of Project	\$ 300K
Length of Project	12 months
Types of Employees or Subcontractors used	W-2 Employees
Work performed	Software selection; project lifecycle management; resource management, risk management, status reporting, time and cost analysis; change management; configuration management; data conversion planning; go-live orchestration
Problems encountered	None
Performance results	General technical issues with data conversion and maintaining continuity and productivity of other vendor resources
Customer's Name & Address	Transocean -- Houston, TX
Customer Contact Name & Phone Number	Bob Herrin, 832-587-6203

Reference 3

Project Description	Axentis – Enterprise GRC system implementation assistance
General Value of Project	\$400K
Length of Project	9 months
Types of Employees or Subcontractors used	W-2 Employees
Work performed	Functional requirements definition; system configuration; data conversion; training; project management
Problems encountered	General technical issues with data conversion and maintaining continuity and productivity of other vendor resources
Performance results	On time – On budget; Significant efficiencies and increased transparency around internal control operating effectiveness
Customer's Name & Address	HCC Insurance Company - Houston, TX
Customer Contact Name & Phone Number	Dawn Miller, 713-996-1135

4. VENDOR POLICIES

UHY Advisors acknowledges that it will comply with all the following policies specified by the State:

- (1) The Vendor must agree to confirm the contractor's education and experience.
- (2) The Vendor must agree to assess the contractor's actual working knowledge.
- (3) The Vendor must, at its expense, arrange for a background check for each of its employees, as well as the employees of any of its subcontractors, who will have access to WV facilities, either through on-site access or through remote access. The background check must be conducted prior to initial access and on an annual basis thereafter.

The background check should consist of an Automated Fingerprint Identification System (AFIS) fingerprint search administered by the Criminal Records Section (CRS) of the West Virginia State Police and should include a records search by the Criminal Justice Information Services (CJIS) division of the Federal Bureau of Investigation. The information received will be a complete record of the criminal justice information processed by the CRS and the Criminal Identification Bureau (CIB) of the FBI, and would also reveal criminal abuse registry status.

- (4) The Vendor must certify that the employee has successfully completed industry-recognized information security training.
- (5) The Vendor will be responsible for reimbursing the employee for travel expenses incurred at the direction of the State agency. The Vendor will bill the State agency for these expenses providing the supporting details in accordance with the State's travel guidelines found at the following web address:
<http://www.state.wv.us/admin/purchase/Travel/TMRegs.htm>.
- (6) The Vendor must have the employee sign the agency's Confidentiality Statement prior to beginning work. A copy of the agency's Confidentiality statement will be provided with the bid document. Copies of the signed Confidentiality Statement will be

provided to WVOT and the agency for which the Vendor's employee is performing work.

- (7) The Vendor must agree to replace personnel when a replacement is requested by the agency for a logical reason, i.e., actual working knowledge not as expected

5. PURCHASING AFFIDAVIT

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor must make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she 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/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: _____ UHY Advisors TX, LLC
Authorized Signature:  _____ Date: December 23, 2009