



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.



CERTIFIED PUBLIC ACCOUNTANTS

June 8, 2010

West Virginia Lottery
312 MacCorkle Avenue
P.O. Box 2067
Charleston, West Virginia 25327

Suttle & Stalnaker, PLLC welcomes this opportunity to submit our proposal to serve as independent Certified Public Accountants to perform the annual audit of the financial statements of the West Virginia Lottery (Lottery) for the year ended June 30, 2010, with an option to renew for an additional two years. We are particularly well suited to serve you since we have previously performed the audit of the Lottery's annual financial statements, including assisting the Lottery with 3 previous submissions of its Certificate of Achievement for Excellence in Financial Reporting award winning Comprehensive Annual Financial Reports to the Government Finance Officers Association. Our experience is especially strong in working with West Virginia State government, and OMB Circular A-133 audits, governmentally funded organizations, including serving as West Virginia Lottery drawing accountants and as consultant for the review of financial information submitted by video lottery licensees in addition to previously auditing the Lottery's financial statements.

We understand your interest in competent and efficient audit services. We have assigned as your client service team a dedicated group of professionals who have effectively audited the West Virginia Lottery in the past and have developed effective client service plans for various businesses, governmental entities and not-for-profit organizations. From our experiences with auditing the Lottery and State government, we know many of the issues that are important to your management team and what is critical to keeping our clients pleased with our service delivery. Your engagement member will be Horace Emery. In addition to serving as engagement member for prior years, Horace was engagement manager for the initial audits of the Lottery's financial statements. He was responsible for the development of an effective audit approach as well as instrumental in providing technical assistance that helped Lottery management decide on appropriate accounting principles and financial statement presentation. He also was responsible for overseeing the internal control reviews, including the study and evaluation of electronic data processing controls. Many of the comments and recommendations made as a result of these studies were adopted by the Lottery. Suttle & Stalnaker, PLLC has provided technical assistance to the Lottery related to various issues, including revising its capitalization threshold, proper recording of the MUSL reserve, and proper accounting for donated equipment.

The West Virginia Lottery will be a highly valued client and will benefit from many aspects of our program. We believe it is our professional understanding of West Virginia State government and Lottery operations, the client service team that we have assembled to serve you and the cost effective total client service plan we have developed that distinguishes Suttle & Stalnaker, PLLC from the competition.

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WV PURCHASING
DIVISION

We will serve the West Virginia Lottery in a dedicated manner and you will be a top priority of our office. We would appreciate the opportunity to meet personally with you to further discuss this written proposal. We possess all of the technical and professional qualifications to serve you in the most effective manner. Please feel free to contact Horace Emery or Chris Lambert in respect to any questions you may have concerning this proposal. This proposal is a firm and irrevocable offer for ninety (90) days.

Very truly yours,

Suttle & Stalnaker, PLLC

	NUMBER OF HOURS	RATE PER HOUR FOR AUDIT	RATE PER HOUR FOR CAFR	RATE PER HOUR FOR COORDINATION OF LOTTERY AUDIT W/STATE FINANCIALS	TOTAL FEES
PARTNERS, MEMBERS	80.00	\$265.00	\$265.00	\$265.00	\$ 21,200.00
MANAGERS	20.00	\$160.00	\$160.00	\$160.00	3,200.00
SUPERVISORY	150.00	\$130.00	\$130.00	\$130.00	19,500.00
STAFF	190.00	\$100.00	\$100.00	\$100.00	19,000.00
EDP SPECIALIST	40.00	\$200.00	\$200.00	\$200.00	8,000.00
DISCOUNT					(25,250)
TOTALS					\$ 45,650.00

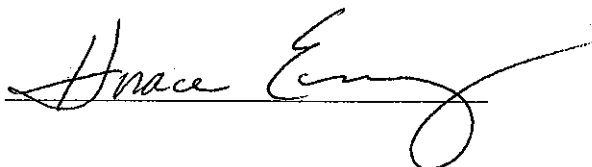
Rates for Additional Professional Services

The above estimate assumes that there will be adequate availability of the three internal audit staff to prepare schedules and perform procedures as appropriate. In the event the West Virginia Lottery requests additional services to either supplement the services requested in this request for proposals or to perform additional work as a result of the unavailability of the internal audit staff as appropriate or in response to specific recommendations included in any report issued on this engagement, such additional work shall be performed only if set forth in a change order to the contract between the West Virginia Lottery and Suttle & Stalnaker, PLLC. Any such additional work agreed to between the parties shall be performed at the same rates included in this proposal and made a part of the contract to be entered into.

I hereby commit Suttle & Stalnaker, PLLC to complete the tasks described in RFQ LOT459 and confirm the required experience in governmental accounting and lottery accounting to do so.

Print Officer Name: Horace Emery, CPA

Signature of Officer:



Title: Member

Date: June 8, 2010