

Proposal to Serve

West Virginia Educational Broadcasting Authority

Year Ended June 30, 2010

RFQ Number: EBA264
Firm Name: Gibbons & Kawash, CPAs
Address: 300 Chase Tower
707 Virginia St., East
Charleston, WV 25301
Telephone: 304-345-8400
Contacts: Robert R. Denyer
Melissa A. Price

Gibbons
& Kawash
Certified Public Accountants



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

Request for Quotation

BFO NUMBER
EBA264

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY
304-558-8801

VENDOR

RFQ COPY

TYPE NAME/ADDRESS HERE
 Gibbons & Kawash, CPAs
 300 Chase Tower
 707 Virginia St., East
 Charleston, WV 25301

SHIP TO

WSWP-TV
AIRPORT ROAD

BECKLEY, WV
25801 **255-1501**

DATE PRINTED 06/02/2010	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 06/17/2010		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		946-20		44,275
<p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA EDUCATIONAL BROADCASTING AUTHORITY, IS SOLICITING BIDS FOR AUDITING SERVICES PER THE ATTACHED SPECIFICATIONS.</p> <p style="text-align: center;">RECEIVED 2010 JUL 20 AM 11:45 WV PURCHASING DIVISION</p> <p>AUDITING SERVICES</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE 07/01/2010 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **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.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and 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.
14. **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>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **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 material, 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.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



State of West Virginia
 Department of Administration
 Purchasing Division
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255-1501

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/02/2010				

BID OPENING DATE: **06/17/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>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> <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>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> <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 style="text-align: center;">NOTICE</p>						

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PHOTO

PHOTO

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/02/2010				

BID OPENING DATE: **06/17/2010** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>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> <p>SEALED BID</p> <p>BUYER: SHELLY MURRAY</p> <p>RFQ. NO.: EBA264</p> <p>BID OPENING DATE: 06/17/2010</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>----- 304- 345-8451 -----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>----- Robert R. Denyer -----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Robert R. Denyer</i>	TELEPHONE 304-345-8400	DATE July 20, 2010
TITLE Partner	FEIN 56-0738985	ADDRESS CHANGES TO BE NOTED ABOVE

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

July 20, 2010

West Virginia Educational Broadcasting Authority
124 Industrial Park Drive
Beaver, West Virginia, 25813

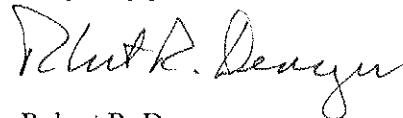
We are pleased to present our credentials to serve as independent auditors of the West Virginia Educational Broadcasting Authority (the EBA) for the year ended June 30, 2010, with the option of renewing the contract for each of the two subsequent fiscal years, and to perform the audits in accordance with auditing standards generally accepted in the United States of America, and *Government Auditing Standards*, prescribed by the Comptroller General of the United States. As a client of our firm, you can be sure of our total commitment to provide timely, responsive and quality service.

Gibbons & Kawash is most qualified to perform this engagement due to our substantial experience with federal and state grant funds, and experience auditing governmental entities and nonprofit organizations. This experience enables us to present unmatched qualifications and expertise in our proposal.

Gibbons & Kawash is independent of the State of West Virginia, and all of its component units, as defined by auditing standards generally accepted in the United States of America and *Government Auditing Standards* (2007 revision), issued by the Comptroller General of the United States. Gibbons and Kawash and all key professional staff are licensed to practice in West Virginia. There were no field reviews of Gibbons & Kawash audits during the past three years and all audits subject to desk reviews have been accepted. No disciplinary action has been taken or is pending against the firm during the past three years.

Enclosed is our proposal to perform the services described above as of and for the year ended June 30, 2010. We would be pleased to personally present this proposal to you at your convenience. If questions arise regarding this proposal, please feel free to call us at (304) 345-8400. It has been a pleasure for us to respond to your request for proposal and we look forward to providing timely, quality services to your organization.

Very truly yours,



Robert R. Denyer
Partner

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PROFILE OF GIBBONS & KAWASH

OVERVIEW

The audit of the West Virginia Educational Broadcasting Authority (the EBA) requires extensive experience in serving governmental entities. Our experience in serving governmental entities will enable us to effectively and efficiently meet the EBA's needs for quality and timely audit services.

GIBBONS & KAWASH'S PRACTICE

Gibbons & Kawash is a professional independent accounting firm which provides a full range of accounting and auditing, tax and management consulting services to clients throughout West Virginia, as well as portions of Ohio, Pennsylvania, Kentucky and Virginia, and is a leading firm in providing auditing, accounting, and consulting services to nonprofit and governmental clients. We currently employ a staff of 35 employees, of which 11 are certified public accountants. Our professionals have many years of experience in providing competent, high quality audit services to nonprofit entities and governments.

COMMITMENT TO QUALITY

Gibbons & Kawash's foremost goal is to provide *superior quality service*. Everything else is secondary to that goal. Our approach to client service incorporates the necessity to meet client needs as the primary focus of service. We strive to identify, understand and satisfy client's needs and expectations. This approach has helped Gibbons & Kawash build its extensive nonprofit and governmental practices.

Gibbons & Kawash strongly supports the rendering of quality services to our governmental clients. The following few paragraphs demonstrate the Firm's dedication to each aspect of audit quality.

Government Audit Quality Center - Gibbons & Kawash is a member of the Government Audit Quality Center of the American Institute of Certified Public Accountants. This Center has established increased continuing education and quality control requirements for its voluntary membership to enhance the quality of governmental audits.



EXTERNAL QUALITY CONTROL REVIEW

Gibbons & Kawash is a member of the American Institute of Certified Public Accountants' Peer Review Program. The program has established a self-regulatory process which includes requirements for peer review of the member firms every three years. These reviews, which are performed by knowledgeable independent CPAs from other firms, periodically evaluate and test systems of quality control of member firms. Our system of quality control provides assurance that we maintain, on a continuing basis, the highest professional standards to which we are committed. Our most recent external quality control review was performed by Rea & Associates, Inc., who expressed an *unqualified opinion* on our system of quality control, and issued *no letter of comments*. Their opinion is on file with the AICPA and is included as **Appendix B**.

Gibbons & Kawash is licensed and in compliance with all requirements to practice public accounting in the State of West Virginia. Furthermore, we have never been subject to any disciplinary or legal actions, nor are there pending or threatened actions against the Firm.

PROFILE OF GIBBONS & KAWASH

CONTINUING PROFESSIONAL EDUCATION

One of the best measures of a firm's commitment to its audit practice is the depth of specialized training provided to its professionals. Gibbons & Kawash provides internal and external training on governmental accounting, auditing, reporting, and operations in excess of the GAO requirements. We continually monitor the issuance of technical auditing and accounting pronouncements and provide our personnel with specialized training in these areas. Professionals at the in charge level and above receive specialized training in seminars and courses presented by nationally recognized experts in governmental and nonprofit accounting, auditing and financial reporting. Gibbons & Kawash's professional staff has met all continuing professional education requirements within the proceeding two years. Our personnel have received extensive training on the implementation of GASB Statements 51 to 59.

EXPERTISE IN COMPUTERIZED SYSTEMS

Computerizing the Audit

Gibbons & Kawash is committed to providing our auditors access to the latest technology in order to ensure optimum levels of efficiency in our engagements. Computerizing the audit process, enables our auditors to spend more time on judgment matters and in-depth analysis, rather than on "number crunching" and other mechanical aspects of auditing, and enhances efficiency by allowing for quick updating of audit applications from year to year.

With an internet connection, our personnel can work from anywhere and have complete access to the Firm's local area network as well as access to multiple high quality research sites for research of accounting and auditing issues. Our electronic audit workpaper software allows efficient integration of client prepared word and excel files into our workpaper files.

Statistical Auditing Techniques

Gibbons & Kawash uses an easy-to-use approach to statistical sampling in auditing that has been thoroughly field-tested and adapted for use on all audits. We will use statistically valid sampling techniques whenever it is considered to be cost-effective.

Encryption

All data on Gibbons & Kawash computers, including our workpapers in our computerized audit documentation management system, is encrypted using a 256-bit algorithm. The data encryption ensures that in the unlikely event that one of our computers were to be lost or stolen, your data and our workpapers would be unreadable to anyone other than Gibbons & Kawash personnel.

QUALIFICATIONS AND EXPERIENCE

ENGAGEMENT TEAM

The ultimate success and quality of our professional services to the West Virginia Educational Broadcasting Authority depends on our ability to provide an experienced and capable client service team. We have selected a group of individuals experienced in serving nonprofit and governmental entities. Their resumes are presented in **Appendix A**.

Your client service team will include:

Engagement Partner – Melissa A. Price, CPA will serve as the lead partner on your engagement. Melissa will assume primary responsibility for the successful completion of the audit and will maintain contact with senior management of the EBA throughout the engagement to ensure that services and resources are provided to the EBA in a timely professional manner. Melissa will also provide technical expertise to the audit team on accounting, auditing, and financial reporting matters and perform on-site review and supervision procedures.

Engagement Quality Control Review Partner - Robert Denyer, CPA will serve as engagement quality control review partner. Engagement quality control review is an essential element of Gibbons & Kawash's quality control program. Bob will be charged with objectively evaluating the significant judgments made by the engagement team and the conclusions reached in formulating our report.

Senior Manager - Rob Adams, CPA will serve as the engagement manager. Rob will be responsible for developing the engagement plan, supervising and coordinating the efforts of the engagement team, identifying and researching technical issues, and administrative matters. Rob will be in contact with you on a regular basis to ensure your needs and deadlines are met.

Senior Auditor - Anthony Carpenter is a senior auditor with three years of experience performing audits of four State of West Virginia component units. Anthony has been involved in six audits of State of West Virginia entities.

We do not anticipate any changes in the audit service team during the term of the agreement. However, if circumstances necessitate the change in team members assigned to the engagement, we will replace individual team members with other members of our staff with comparable experience and training. We will notify the EBA regarding any changes in staffing, provide management with the resume of any staff members added to the audit team and obtain their approval for the change.

GOVERNMENTAL AND NONPROFIT PRACTICES

Gibbons & Kawash has a long tradition of providing the highest quality professional services to nonprofit and governmental clients. Our governmental and nonprofit practice is managed by a core team of 10 professionals, including 5 partners and a senior manager. The core engagement team for the EBA has been selected from this pool of highly qualified professionals. The team's public sector experience includes cities, authorities, and State of West Virginia agencies, and component units. The team has assisted clients in earning and maintaining GFOA certificates in addition to conducting audits of financial statements, including audits conducted under the Single Audit Act of 1984, as amended in 1996, and OMB Circular A-133.

QUALIFICATIONS AND EXPERIENCE

Gibbons & Kawash has a long tradition of providing the highest quality professional services to nonprofit and governmental clients. Our State of West Virginia governmental clients include the following:

- School Building Authority of West Virginia
- West Virginia Board of Treasury Investments
- West Virginia Consolidated Public Retirement Board
- West Virginia Department of Transportation
- West Virginia Drinking Water Treatment Revolving Loan Fund
- West Virginia Economic Development Authority
- **West Virginia Educational Broadcasting Authority**
- West Virginia Housing Development Fund
- West Virginia Infrastructure and Jobs Development Council
- West Virginia Jobs Investment Trust
- West Virginia Lottery Commission
- West Virginia Parkways, Economic Development and Tourism Authority
- West Virginia Regional Jail and Correctional Facility Authority
- West Virginia Solid Waste Management Board
- West Virginia Water Development Authority
- West Virginia Water Pollution Control Revolving Loan Fund
- West Virginia Racing Commission
- West Virginia Alcohol Beverage Control Administration

Gibbons & Kawash also has extensive experience preparing the schedules and information required by FARS for 14 of the above entities, including the EBA. We have communicated and worked with FARS personnel to develop and resolve numerous financial reporting issues.

Gibbons & Kawash performs over 35 audits of nonprofit organizations each year. Our nonprofit experience includes colleges and universities, foundations, healthcare entities, and community organizations.

GFOA'S CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING



A limited number of entities in West Virginia have received the GFOA's coveted Certificate of Achievement for Excellence in Financial Reporting, which indicates that the recipient has achieved the highest standards in government accounting and financial reporting. Gibbons & Kawash has assisted six State of West Virginia entities with 38 successful submissions for this award.

Services To Be Provided

OUR UNDERSTANDING OF YOUR REQUIREMENTS

Gibbons & Kawash will audit the financial statements of the West Virginia Educational Broadcasting Authority and affiliates (the West Virginia Public Broadcasting Foundation, Inc. and the Friends of West Virginia Public Broadcasting, Inc.) (the EBA). Our audit will be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and OMB Circular A-133 as applicable. Our audit will also be performed in accordance with the requirements of the Corporation for Public Broadcasting. The financial statements to be audited are for the fiscal year ending June 30, 2010, with the option to audit the EBA's financial statements for each of the two (2) subsequent fiscal years and to provide technical assistance to the EBA accounting staff in the preparation of the financial statements, reports and documents necessary for compliance with the Comprehensive Annual Financial Report of the State of West Virginia and the requirements of the West Virginia Financial Accounting and Reporting Section of the Department of Administration. The audit and technical assistance will be provided in accordance with the provisions contained in the request for quotation.

We will prepare Federal Forms 990 and 990-T (if required) for the Friends of WV Public Broadcasting, Inc. and the West Virginia Public Broadcasting Foundation, Inc. for the year ended June 30, 2010.

We will assist in the preparation of the CPB AFR, review and attest to the information on the CPB AFR, and provide the Independent Accountant's Report and the Audited Financial Statements to CPB in the required format. Gibbons & Kawash will be available to provide advice on accounting issues to management.

TIME CONSIDERATION AND REQUIREMENTS

General Requirements:

1. Completed Federal forms 990, 990T and all subsidiary schedules common to Not-for-profit and exempt organizations must be filed no later than November 15, 2010, or earlier if deadline is revised by Internal Revenue Service.
2. Corporation for Public Broadcasting Annual Financial Reports and Audited Financial Statements must be completed no later than November 30, 2010 for review by the agency and must be submitted by the auditor to CPB no later than November 30, 2010, or earlier if deadline is revised by CPB.
3. Tentative draft of consolidated financial statements of WVEBA and affiliates to comply with FARS (Financial and Reporting Section) reporting requirements must be completed by September 15, 2010. A final draft must be submitted to FARS by October 15, 2010, or earlier if deadline is changed by FARS.
4. Financial records for all divisions will be available on July 31, 2010.

Reports to be Issued

1. Following the completion of the audit of the financial statements, we will issue a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles. As discussed above, it is the intention of the EBA to issue a bound set of financial statements. Accordingly, Gibbons & Kawash will provide technical assistance in the design of the financial statement package.
2. Irregularities and Illegal Acts. We will make an immediate, written report of all irregularities and illegal

Services To Be Provided

acts of which we become aware, to the State Comptroller and the Financial Accounting and Reporting Section of the Department of Administration under the authority of Section 5A-2-33 of the State Code.

3. Reporting to the West Virginia Educational Broadcasting Authority. At a minimum, we will inform the EBA of each of the following:

- The auditors' responsibility under generally accepted auditing standards
- Significant accounting policies
- Management judgments and accounting estimates
- Significant audit adjustments
- Other information in documents containing audited financial statements
- Disagreements with management
- Management consultation with other accountants
- Major issues discussed with management prior to retention
- Difficulties encountered in performing the audit

Professional Fees

	<u>Hours</u>	X	<u>Rate</u>	<u>Fee</u>
Partner	35		\$ 175	\$ 6,125
Senior Manager	65		140	9,100
Senior	130		100	13,000
Staff	180		85	15,300
Support	<u>15</u>		<u>50</u>	<u>750</u>
Total	<u>425</u>			<u>\$ 44,275</u>

Total, all inclusive price \$44,275.

APPENDIX A

QUALIFICATIONS AND EXPERIENCE OF THE ENGAGEMENT TEAM

APPENDIX A



Melissa A. Price, CPA

PARTNER

304-345-8400 ph
304-345-8451 fax
mprice@gandkcpas.com

Experience

Melissa has 12 years of professional experience providing audit, tax, and consulting services for numerous not-for-profit organizations, including colleges and universities, foundations, health and welfare organizations, and churches. She has consulted with not-for-profit organizations regarding federal grant compliance matters, unrelated business taxable income, and she has extensive experience in evaluating internal control at not-for-profit organizations. During her career, Melissa has participated in more than 40 college and university audits. She serves as the partner responsible for quality control under the Firm's membership in the AICPA Employee Benefit Plan Audit Quality Center. Melissa currently directs the audits of 16 employee benefit plans, including the plan of an SEC registrant.

- Alderson-Broaddus College
- Appalachian Bible College
- Charleston Catholic High School
- Concord University Foundation, Inc.
- Holy Trinity Parish
- Human Resource Development Foundation
- Our Lady of Fatima Parish
- Parkersburg Catholic High School
- Parkersburg Catholic Schools Foundation
- Sacred Heart Co-Cathedral
- St. Agnes Parish
- St. Joseph Central Catholic High School
- St. Joseph Parish
- St. Peter Claver Parish
- St. Stephen Parish
- Tech Foundation, Inc.
- United Methodist Foundation of West Virginia, Inc.
- The University of Charleston
- Westbrook Health Services, Inc.
- West Virginia Wesleyan College

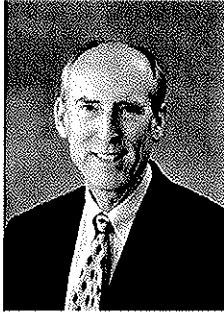
Professional Activities

Melissa is a member of the American Institute of Certified Public Accountants, the West Virginia Society of CPAs, and the Charleston Chapter of the West Virginia Society of CPAs. She is a member of the Recruiting and Opportunity project group of the West Virginia Society of CPAs.

Education

Melissa graduated from Marshall University with a Bachelor of Business Administration in Accounting.

APPENDIX A



Robert R. Denyer, CPA

PARTNER

304-345-8400 ph
304-345-8451 fax
rdenyer@gandkcpas.com

Experience

Bob has over 30 years of experience in providing audit, tax, and consulting services to public sector entities, including state agencies, local governments and nonprofit organizations. His in-depth industry

knowledge includes such areas as federal grant compliance, indirect cost reimbursement, employee benefit plan issues, and internal control and operational matters. He has supervised and managed audits of many privately-owned commercial companies, as well as large governmental entities, colleges and universities and other

nonprofit organizations. His service to governmental entities includes the following:

- West Virginia Board of Treasury Investments
- West Virginia Consolidated Public Retirement Board
- West Virginia Department of Transportation
- West Virginia Drinking Water Treatment Revolving Loan Fund
- West Virginia Economic Development Authority
- West Virginia Housing Development Fund
- West Virginia Infrastructure and Jobs Development Council
- West Virginia Jobs Investment Trust
- West Virginia Lottery Commission
- West Virginia Parkways, Economic Development and Tourism Authority
- West Virginia State Rail Authority
- West Virginia Racing Commission
- West Virginia Regional Jail and Correctional Facility Authority
- West Virginia School Building Authority
- West Virginia Solid Waste Management Board
- West Virginia Water Development Authority
- West Virginia Water Pollution Control Revolving Fund

Bob also serves as partner in charge of over 20 audits of nonprofit organizations each year.

Professional Activities

Bob is a member of the American Institute of Certified Public Accountants, West Virginia Society of Certified Public Accountants, and the Charleston Chapter of the West Virginia Society of CPAs.

Bob is a past board member and past president of the South Charleston Rotary Club and a member of the South Charleston Chamber of Commerce.

Education

Bob graduated from West Virginia University with a Bachelor of Science degree in business administration.

APPENDIX A



Robert E. Adams, CPA

SENIOR MANAGER

304-345-8400 ph
304-345-8451 fax
radams@gandkcpas.com

Experience

Rob's professional experience during the past 14 years has included significant responsibilities providing audit, tax, and consulting services to numerous public sector entities. Rob has supervised and managed audits of several large state governmental entities, local governments, and nonprofit organizations. His service to governmental and nonprofit organizations includes the following:

- Charleston Urban Renewal Authority
- City of Charleston, West Virginia
- Kanawha County, West Virginia
- Kanawha County Parks and Recreation Commission
- West Virginia Board of Treasury Investments
- West Virginia Department of Transportation
- West Virginia Certified Development Corporation
- West Virginia Drinking Water Treatment Revolving Loan Fund
- West Virginia Economic Development Authority
- West Virginia Educational Broadcasting Authority
- West Virginia Independent Colleges and Universities
- West Virginia Infrastructure and Jobs Development Council
- West Virginia Jobs Investment Trust
- West Virginia Lottery Commission
- West Virginia Regional Jail and Correctional Facility Authority
- West Virginia Solid Waste Management Board
- West Virginia Water Development Authority
- West Virginia Water Pollution Control Revolving Fund

Professional Activities

Rob is a member of the American Institute of Certified Public Accountants, the West Virginia Society of CPAs, and the Charleston Chapter of the West Virginia Society of CPAs.

Education

Rob graduated from West Virginia Wesleyan College with a bachelor of business administration in accounting.

APPENDIX A



Anthony Carpenter

SENIOR

304-345-8400 ph
304-345-8451 fax
acarpenter@gandkcpas.com

Experience

Anthony has three years of professional experience providing audit, tax, and consulting services to several non-profit organizations and local and state governmental agencies, and retirement plans. His service to public sector entities includes the following:

- Center for Neighborhood Enterprise
- Center for Rural Health Development
- Hatfield-McCoy Regional Recreational Authority
- Public Service Commission of West Virginia
- Region VI Planning & Development Council
- Region VII Planning & Development Council
- United Methodist Foundation
- West Virginia Advocates, Inc.
- West Virginia Board of Treasury Investments
- West Virginia Housing Development Fund
- West Virginia Independent Colleges & Universities
- West Virginia Parkways, Economic Development, and Tourism Authority
- West Virginia Racing Commission
- West Virginia Regional Jail and Correctional Facility Authority
- West Virginia Tobacco Settlement Finance Authority
- YMCA of Kanawha Valley, Inc.

Education

Anthony graduated from West Virginia State University with a Bachelor of Science degree in business administration.

APPENDIX B

PEER REVIEW REPORT



Rea & Associates, Inc.

ACCOUNTANTS AND BUSINESS CONSULTANTS

Focused on Your Future.

System Review Report

May 12, 2009

To the Partners of Gibbons & Kawash CPAs
and the Peer Review Committee of the American Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Gibbons and Kawash CPAs (the firm) applicable to non-SEC issuers in effect for the year ended February 28, 2009. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Gibbons & Kawash CPAs applicable to non-SEC issuers in effect for the year ended February 28, 2009, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Gibbons & Kawash CPAs has received a peer review rating of *pass*.

Rea & Associates, Inc.

APPENDIX C

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUMS



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
EBA264

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY 304-558-8801

VENDOR

ROBERT R DENYER CPA
 300 CHASE TOWER
 707 VIRGINIA STREET EAST
 CHARLESTON WV 25301

SHIP TO

WSWP-TV
 AIRPORT ROAD
 BECKLEY, WV
 25801 255-1501

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/07/2010				

BID OPENING DATE: 07/20/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 2 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS SUBMITTED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 06/28/2010 AS ESTABLISHED IN ADDENDUM NO. 1.						
ATTACHMENTS: QUESTIONS AND RESPONSES						
001	1	LS		946-20		
AUDITING SERVICES						
EXHIBIT 10						
REQUISITION NO.: EBA264						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1 ... X ...						
NO. 2 ... X ...						
NO. 3						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
-----------	-----------	------

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
-------	------	-----------------------------------

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



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
EBA264

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
SHELLY MURRAY 304-558-8801

VENDOR
RFQ COPY TYPE NAME/ADDRESS HERE

SHIP TO
WSWP-TV AIRPORT ROAD BECKLEY, WV 25801 255-1501

DATE PRINTED 07/07/2010	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
----------------------------	---------------	----------	--------	---------------

BID OPENING DATE: 07/20/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
------	----------	-----	----------	-------------	------------	--------

NO. 4
 NO. 5

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.

VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.

[Handwritten Signature]

 SIGNATURE

Gibbons & Kawash, CPAs

 COMPANY

[Handwritten Date]

 DATE

NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.

----- END OF ADDENDUM NO. 2 -----

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

APPENDIX D

VENDOR PREFERNCE CERTIFICATE

State of West Virginia
VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

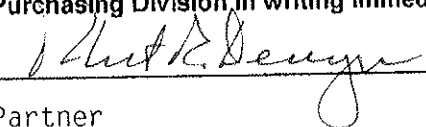
1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 _____ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 _____ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 _____ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 _____ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 _____ Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 4^x **Application is made for 5% resident vendor preference for the reason checked:**
 _____ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 _____ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 _____ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Gibbons & Kawash, CPAs

Signed: 

Date: July 20, 2010

Title: Partner

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.