

**WEST VIRGINIA DEPARTMENT OF  
HEALTH AND HUMAN RESOURCES**

**Bureau for Behavioral Health and Health Facilities,  
Office of Health Facilities**

**Proposal in Response to  
RFQ Number BHS12047**

**"Accounting Services"**

**Buyer RW/File 22**

**September 28, 2011, 1:30 pm**

**Submitted by:**

**Arnett & Foster, P.L.L.C.  
Accountants and Consultants  
101 Washington Street, East  
Charleston, West Virginia 25301  
(304) 346-0441**

**Contact Person: Keith Hutcheson, P.L.L.C. Member**



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DIVISION

WEST VIRGINIA DEPARTMENT OF  
HEALTH & HUMAN RESOURCES

Response to RFQ BHS12047

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September 28, 2011

Department of Administration  
Purchasing Division  
Building 15  
2019 Washington Street, East  
Charleston, West Virginia 25305-0130

Attention Buyer 22:

We appreciate the opportunity to submit this proposal to you to provide professional services to the Bureau for Behavioral Health and Health Facilities, Office of Health Facilities.

Our responses to RFQ BHS12047 are presented in the following pages. We would, however, like to summarize several key reasons why Arnett & Foster, P.L.L.C. should be engaged as the Bureau's accounting and consulting firm for the projects and services identified in the RFQ.

**First, we meet all of the mandatory requirements.**

**Second, we have experience working with the State of West Virginia state-operated facilities.**

Our health care staff has extensive experience in serving state-operated health care facilities. We have completed or reviewed numerous Medicare/Medicaid cost reports for all state-operated facilities. Additionally, we have provided ongoing reimbursement consulting and accounting services to the state-operated health care facilities over the past twenty-five years.

**Third, we have the resources and experience of a national firm with the personal touch of a local firm.**

In addition to being the largest firm in West Virginia with a specialized health care auditing and consulting group, we are also affiliated with the 5th largest accounting firm in the country, McGladrey and Pullen. Through our "network" agreement, we work closely with McGladrey's health care staff on special projects and consult with them when needed. Through our network, we have access to the resources of more than 80 offices throughout the United States. McGladrey and Pullen serves over 300 hospitals nationally.

I. Introductory Letter

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**Finally, and most importantly, we offer value.**

As a provider of health care services and a state entity, we realize that you must analyze the cost-benefit of all goods and services you purchase. Since we only utilize professionals with extensive health care experience, the disruption to your staff will be minimized.

Please accept our sincere appreciation for the opportunity to submit this proposal.

Sincerely,



J. Keith Hutcheson, P.L.L.C. Member  
Health Care Services Group

JKH/sdb

gfr/03005/comp/cost report - medicare/  
bhs 12047 proposal/11/12-31



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## II. VENDOR INFORMATION

The Partnership of Arnett & Foster, P.L.L.C. (A&F) began business in October, 1967 in Charleston, West Virginia and is the successor of the proprietorship organized in 1950 by deceased partner James M. Arnett. The Firm has enjoyed substantial growth since its organization and maintains a position of dignity and responsibility in the business community. As of October 1, 1996, Arnett & Foster, P.L.L.C. became a Professional Limited Liability Company with all designations of "Partner" changing to "Member".

### Size and Organizational Structure of the Firm

Arnett & Foster, P.L.L.C. has offices in Charleston and Lewisburg. The majority of our staff is located in our Charleston office. An analysis of our complete staff is as follows:

- 17 Members
- 8 Senior Managers
- 6 Managers
- 16 Supervisors
- 15 Seniors Associates
- 11 Associates
- 19 Support Staff
- 92 *total staff including 49 CPA's*

The members and principals of Arnett & Foster, P.L.L.C. are as follows:

- ◆ Steve Robey, Presiding Member
- ◆ Jack Rossi, Financial Services Member
- ◆ Gary L. Swingle, Tax Services Member
- ◆ William H. McKee, Jr., Tax Services Member
- ◆ Greg Gibbs, Health Care Services Member
- ◆ Lane Ellis, Jr., Consulting Services Member
- ◆ David D. Hill, Executive Director, Member
- ◆ Keith Hutcheson, Health Care Services Member
- ◆ John Guido, Audit and Accounting Services Member
- ◆ Chris Joseph, Consulting Services Member
- ◆ Rod Hardy, Healthcare Services Member
- ◆ Marie Castro, Healthcare Services Member
- ◆ Chris Nice, Financial Services Member
- ◆ Susan Barber, Employee Benefit Services Member
- ◆ Harry Harless, Tax Services Member
- ◆ Mark Pendleton, Tax Services Member
- ◆ Keith Morgan, IT Services Member



### III. PROJECT EXPERIENCE/REFERENCES

Arnett & Foster, P.L.L.C. is one of the most highly recognized health care consulting firms in the State of West Virginia. We have achieved this status through a commitment of the firm's resources to health care. We provide our health care clients with a unique mix of services including auditing, reimbursement consulting (Medicare and Medicaid), regulatory assistance, computer consulting, and tax services.

Our health care client base continues to grow because of our reputation and the results of the services we provide. Our reputation and quality work have resulted in expansion of our services to Ohio, Pennsylvania, New York, Maryland, Virginia, Georgia, Iowa, Kentucky, and Minnesota. However, our primary market area is West Virginia and our primary client base is hospitals. The experience gained from our wide variety of diversified health care clients will benefit the Hospital. The types of health care clients served include:

- Hospitals
- Hospitals with hospital-based long-term care units
- Clinics and large physician groups
- Emergency care centers
- State Department of Health and Human Resources
- Federal government
- Physicians
- Skilled nursing facilities
- Intermediate care facilities
- Continuing care retirement centers
- Home health agencies

#### Mandatory Vendor's Experience

Arnett & Foster, P.L.L.C. exceeds all of the mandatory vendor experience requirements from Section 2.1 of RFQ Number BHS12047.

- |   |     |
|---|-----|
| • Vendor must be registered with the West Virginia Secretary of State   | Yes |
| • Vendor must have a minimum of ten (10) years experience as a Certified Public Accountant                                  | Yes |
| • Vendor must have at least five (5) years healthcare consulting experience including reimbursement regulations             | Yes |
| • Vendor must have at least three (3) years experience in AU 339 reporting  | Yes |
| • Vendor must have at least five (5) years experience Health Care Authority (HCA) reporting, including all required reports | Yes |
| • Vendor must have at least five (5) years experience related to rate regulation  | Yes |
| • Vendor must have at least three (3) years experience related to Disproportionate Share Hospital (DSH) reimbursement       | Yes |



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The following is a listing of experience qualifications relating to the services specifically requested in your request for proposal:

#### **Certified Public Accounting Experience**

The Partnership of Arnett & Foster, P.L.L.C. (A&F) began business in October, 1967 in Charleston, West Virginia and is the successor of the proprietorship organized in 1950 by deceased partner James M. Arnett.

**Key Point:** Arnett & Foster, P.L.L.C., has been an accounting firm registered in West Virginia in excess of the 10 years requirement. Copies of West Virginia Board of Accounting License and West Virginia Business Registration Certificates are attached to this proposal.

#### **State Operated Health Care Entities**

We have provided services to State operated hospitals and State operated long-term care facilities for over twenty (20) years. These include West Virginia Rehabilitation Center, Huntington State Hospital, Welch Emergency Hospital, William J. Sharpe, Jr. Hospital, Lakin State Hospital, Hopemont Hospital, Pinecrest Hospital and others. We have a thorough understanding of the State's accounting systems, budgetary process, and policies and procedures. Our experience will result in maximum efficiency in completing the task we are requested to perform.

**Key Point:** We have significant experience with the state operated facilities that no other CPA firm can match.

#### **Medicare Cost Reporting**

We prepare over 75 Medicare cost reports annually. We have assembled the most experienced staff of reimbursement specialists available. Included in our staff are several individuals with past Medicare fiscal intermediary audit experience. The individuals preparing our Medicare cost reports have between 5 and 28 years of cost report experience each.

**Key Point:** We have prepared cost reports for over twenty-five years.

#### **Health Care Authority (HCA)**

We have a thorough understanding of HCA reporting requirements and rate regulatory issues. Annually, we prepare approximately 20 HCA Uniform Reports and prepare 5 rate applications. We have been working with HCA reports and issues for over 20 years.

**Key Point:** We have a thorough understanding of the State of West Virginia regulatory environment and a long history of providing HCA regulatory services. We exceed the minimum experience requirement of experience in 5 of the last 7 years.



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**Appeal of Reimbursement Issues**

We have successfully filed appeals with the Provider Reimbursement Review board and currently have appeals of reimbursement related issues pending. Our appeals and reopening of prior year cost reports have resulted in significant improvement to third party revenues.

**Key Point:** We have the experience required to deal with any unforeseen reimbursement items that may require appeal.

**Feasibility Studies**

Because of our experience and understanding of health care, we regularly perform feasibility studies for health care providers. Examples of feasibility studies completed include bond refinancing, new medical services, hospital based rehabilitation units, union wage negotiations, and rural health clinics.

**Key Point:** Accurate and reliable financial feasibility studies are necessary to make management decisions about new services or ventures. With our background and knowledge of the state-operated facilities, experience with financial projections, and understanding of reimbursement issues, we can provide management the information they need.

**Hospital Based Physicians**

Hospital/physician relationships have changed much over the past five years. Arnett & Foster, P.L.L.C. has considerable experience reviewing and analyzing physician contracts and employment agreements. The structure of these arrangements has a direct bearing on the amount of thorough understanding of the Medicare Part B program, Medicare reimbursement under the RBRVS methodology, proper coding of procedures and proper billing practices.

**Key Point:** Our experience will help ensure that any physician services are properly structured and revenues maximized.

**Medicaid LTC Cost Report and MDS Experience**

We have extensive experience with long-term care cost report preparation and with Minimum Data Set (MDS) billing and RUG groups. We have been involved for many years with the system used by the Medicaid program in the State of West Virginia. In addition, we have an in-depth understanding of the Medicare MDS and RUG system. Even though the state-operated facilities are not paid using the RUG classifications, the documentation is still a required compliance issue at the facilities.





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**Key Point:** We have significant experience involved with the preparation and review of Medicaid cost reports at Hopemont, Lakin, Pinecrest, Welch and the John Manchin Sr. Health Care Center. We also have an in-depth understanding of the rate setting process for these facilities. In addition, our significant experience in MDS services will help ensure compliance with federal billing requirements.

#### **Disproportionate Share Experience**

We have been providing Disproportionate Share reimbursement consulting to the State of West Virginia Hospitals and over twenty private West Virginia Hospitals since the inception of the West Virginia disproportionate share plan was established through the Health Care Provider Tax Act of 1993. Our experience with the three state Hospital DSH facilities in this proposal include:

- Calculation of estimated uncompensated care for DSH payment.
- Verification of 1% Medicaid eligibility on a claim basis.
- Calculation of final uncompensated care for DSH payment.
- Assistance with analysis of facility changes that might affect future DSH payments.

**Key Point:** Our experience with the West Virginia State Hospitals over the past twenty years gives Arnett & Foster, P.L.L.C., unique experience in the area of Disproportionate Share reimbursement.

#### **AU 339 Reporting**

Arnett & Foster, P.L.L.C. is a member of the AICPA Peer Review Program and completes all engagements in accordance with AICPA professional standards including GAAP and GAAS standards and AU 339. We exceed the (3) year experience requirement for AU 339 reporting.



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**REFERENCES**

Following is a list of references for which we have asked permission to use their name:

- ▲ Doug Bentz, CEO, Roane General Hospital, Phone: (304) 927-6200  
Services performed include cost reports and consulting services.
  
- ▲ David Shaffer, Administrator, Stonewall Jackson Memorial Hospital, Phone: (304) 269-8059  
Services performed include audit, cost reports, HCA filings and consulting services.
  
- ▲ Steve Whited, COO, Minnie Hamilton Health Care Center, Phone: (304) 354-9244  
Services performed include audit, cost reports, HCA filings and consulting services.



#### IV. PROJECT LIAISON, STAFFING AND QUALIFICATIONS

Arnett & Foster, P.L.L.C. utilizes the client-member concept for all engagements. Under this concept, the client-member has the ultimate responsibility for the engagement. **Keith Hutcheson, CPA** has been designed as client-member and he will have the following major responsibilities:

- Acting as primary contact at Arnett & Foster, P.L.L.C. for the Center to assure an open and effective channel of communication at all times.
- Determining the final content of the accountant's reports and ascertaining compliance with Firm and professional standards.
- Director, controlling, and supervising the efforts of all personnel assigned to the engagements.
- Offering assistance in the solution of technical or sensitive problem areas encountered during the performance of assignments.
- Reviewing all working papers, cost reports, and other reports to be issued.

Mr. Hutcheson will also be assisted by other members of our staff having accounting, reimbursement and health care experience.

The following is a listing of key personnel to be assigned to the engagements.

Individual	Classification	Responsibility
Rod Hardy	Senior Manager	Responsible for technical reviews in the completion of the Cost Reports.
Greg Gibbs	Member	Responsible for providing accounting support and training.
Jill Newberry	Senior Manager	Responsible for assistance with billing and coding issues.
Chad Wright	Supervisor	Assistance with completion of Cost Reports and training.
Chad Hovis	Senior Manager	Assistance with revenue cycle and billing.



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**KEITH HUTCHESON, CPA**

Keith Hutcheson is a Member in the Accounting and Auditing Department of Arnett & Foster. Mr. Hutcheson has over twenty-five years of consulting and accounting experience.

Mr. Hutcheson is a graduate of Marshall University, Huntington, West Virginia with a Bachelor of Business Administration and a major in accounting. Mr. Hutcheson is a Certified Public Accountant in West Virginia and is a member of the West Virginia Society of Certified Public Accountants (WVSCPAs), the American Institute of Certified Public Accountants (AICPA) and the Charleston Chapter of the West Virginia Society of Certified Public Accountants.

Mr. Hutcheson's experience in healthcare includes responsibility for the audits of hospitals, skilled nursing facilities, home health agencies and other facilities requiring audit by the Healthcare Financing Administration (HCFA) through its fiscal intermediary, Blue Cross and Blue Shield. Mr. Hutcheson is experienced in many complex areas of Medicare reimbursement, including graduate medical education, bond defeasance and refunding, funded depreciation, capital related costs and other areas of significant Medicare and Medicaid reimbursement.

Mr. Hutcheson is the Member in charge of Consulting services at Arnett & Foster, P.L.L.C. Mr. Hutcheson is involved in all aspects of the Healthcare industry. He is heavily involved in reimbursement research projects for many hospitals. His experience also includes responsibility for audits of hospitals, skilled nursing facilities and related corporations.

Mr. Hutcheson is a skilled cost report preparer who fully understands the concepts of the cost report and how to maximize reimbursement through proper cost allocation and the proper matching of revenues and expenses. He has prepared numerous cost report appeals, exemption and exception requests and reopening for hospitals, skilled nursing facilities and home health agencies. He has spoken on numerous occasions to groups of Hospitals, nursing homes and even other CPA firms on cost reporting and reimbursement issues.

Mr. Hutcheson is a member of the West Virginia Chapter of the Healthcare Financial Management Association.



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**GREG GIBBS, CPA**

Greg Gibbs is a Member in the Accounting and Auditing Department and in charge of the Firm's health care practice. He has over thirty years experience providing a wide range of audit and consulting services to health care clients.

Greg graduated cum laude from Marshall University, Huntington, West Virginia in 1978 with a Bachelor of Science degree in Business Administration with a concentration in accounting.

As a member in charge of health care services, Greg is responsible for the coordination of all services provided to hospitals, nursing homes, nursing home chains, hospital chains, home health agencies, medical groups, continuing care retirement centers and Federal and state agencies. Greg's experience includes a mixture of audit and consulting services. Consulting service experience includes preparation and review of cost reports, reimbursement maximization studies, feasibility studies, Medicare and Medicaid audit support, fraud audit support and strategic planning. Medicaid reimbursement experience includes services provided to clients in several states including, West Virginia, Ohio, New York, Pennsylvania, Maryland, Virginia, Georgia and Kentucky. The reimbursement services Greg provides have typically resulted in enhanced revenues to providers such as hospitals and nursing homes. He also assists health care clients with managed care issues.

Professional affiliations in health care include, the Health Care Financial Management Association (HFMA), the Ohio Health Care Association, the West Virginia Health Care Association, and the Medical Group Practice Management Association (MGMA). Other professional affiliations include the West Virginia Society of Certified Public Accountants, the Ohio Society of Certified Public Accountants and the American Institute of Certified Public Accountants.

Greg is a frequent speaker on health care issues including instructional classes on third-party reimbursement issues.



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**ROD HARDY, CPA**

Rod Hardy is a Member in the Health Care Consulting Division of Arnett & Foster, P.L.L.C. Rod has approximately twenty-five years of experience in various aspects of Medicare and Medicaid reimbursement.

Mr. Hardy graduated cum laude from Marshall University, Huntington, West Virginia in 1982 with a Bachelor of Business Administration with a major in accounting. Mr. Hardy is a Certified Public Accountant in West Virginia and is a member of the West Virginia Society of Certified Public Accountants (WVSCPAs), the American Institute of Certified Public Accountants (AICPA) and the Charleston Chapter of the West Virginia Society of Certified Public Accountants.

Mr. Hardy's experience in the healthcare industry encompasses audit work of Medicare cost reports through his employment with Blue Cross and Blue Shield, as an Intermediary for CMS, as well as preparation of Medicare and Medicaid cost reports while working for an acute care hospital. Audits and cost report preparation include acute care hospitals, skilled nursing facilities, home health agencies, rehabilitation hospitals and Mental Health hospitals. Mr. Hardy's experience includes exposure to various complex reimbursement issues such as graduate medical education, bond refunding, funded depreciation and capital related costs.

In his position with Arnett & Foster, P.L.L.C. Mr. Hardy is responsible for the review of staff work relating to cost report preparation as well as technical Medicare and Medicaid reimbursement issues. Mr. Hardy is also involved in the review of reports required to be filed with the West Virginia Health Care Authority (HCA).

Mr. Hardy is a member of the West Virginia Chapter of the Health Care Financial Management Association.



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**JILL NEWBERRY, CPA, CPC**

Ms. Newberry's, Senior Manager, expertise in the health care regulatory field includes auditing and reimbursement functions related to health care entities, and establishing and implementing ethics and compliance programs. She has a wide range of leadership experience directing various activities that includes auditing cost reports for compliance with Medicare regulations, assisting with fraud investigations, preparation of Medicaid cost reports, oversight of Medicare enrollment process, creation and implementation of charity care program policies and procedures. With her consulting services background, she has performed various activities relating to health care compliance and reimbursement engagements with a variety of entities that includes large health care systems, hospitals, physician practices and clinics. Additionally, she has extensive experience with assisting attorneys with regulatory matters. She has eleven years of experience in large tertiary teaching hospitals including four years with OhioHealth Corporation in Columbus, Ohio where she was the system Corporate Director for Reimbursement and the Interim Director of Ethics and Compliance and five years with Charleston Area Medical Center in Charleston, West Virginia where she was the Chief Compliance Officer. She has extensive experience with the State of Ohio's Hospital Care Assurance Program (HCAP) as well as Medicaid rules and regulations.

Ms. Newberry's public accounting background includes performing audit and tax services for diverse organizations including health care, banking, coal industry, and manufacturing companies.

Ms. Newberry is a graduate of the University of Charleston with a Bachelor of Science degree in Accounting. She is a certified public accountant and is a member of both the American Institute of Certified Public Accountants and the West Virginia Society of Certified Public Accountants. She also is a Certified Professional Coder and is a member of the American Academy of Professional Coders. Additionally, she is a member of the Health Care Compliance Association, American Health Lawyers Association, Association of Certified Fraud Examiners, and the Healthcare Financial Management Association.



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**K. CHAD WRIGHT**

Chad Wright is a Senior Associate in the Healthcare Services Department of Arnett & Foster, P.L.L.C. Mr. Wright has thirteen years of healthcare auditing and consulting experience.

Mr. Wright graduated from Marshall University, Huntington West Virginia, with a Bachelor of Business Administration Degree in Accounting.

Mr. Wright is a member of the Health Financial Management Association (HFMA).

Mr. Wright's experience includes employment experience with the Medicare intermediary, United Government Services, LLC. Mr. Wright worked as an auditor of cost reports for the Centers for Medicare and Medicaid Services (CMS). This work included audits of hospitals, long-term care facilities, home health agencies and other facilities that file a cost report with CMS. Chad has significant cost report and reimbursement experience that would be beneficial to your organization.

Mr. Wright also has experience as a financial statement auditor. Chad performs financial statement audits for Arnett & Foster, P.L.L.C. healthcare clients when he is not working on cost report preparation.





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**CHAD T. HOVIS, CPA**

Chad Hovis, CPA is a Senior Manager in the Health Care Services Department of Arnett & Foster, P.L.L.C.

Mr. Hovis graduated from Marshall University, Huntington, West Virginia, with a Bachelor of Business Administration Degree in Accounting.

In addition to his undergraduate work, Mr. Hovis annually exceeds the 40 hour professional education requirement as a Certified Public Accountant.

A Certified Public Accountant in West Virginia, Mr. Hovis is a member of the American Institute of Certified Public Accountants (AICPA), the West Virginia Society of Certified Public Accountants (WVSCPAs) and the Health Financial Management Association (HFMA).

Mr. Hovis' experience includes:

- Audits, reviews and compilations
- Medicare audits for skilled nursing facilities, hospitals and renal dialysis units
- Cost report preparation, reimbursement consulting
- Medicare cost report appeals and reopenings
- Exemption and exception requests for skilled nursing facilities and hospitals
- Financial Statement Forecasts and Projections
- Charge Master analysis
- Collections analysis/Billing reviews
- Over 11 years in Public Practice, specializing in the Health Care Industry



V. PRICE QUOTATION SUPPORT



**BID SCHEDULE SHEET**

The price(s) quoted in the vendor's Quotation will not be subject to any increase and will be considered firm for the life of the contract. Unit costs shall be firm and include all costs in the bid response. Bidder is to provide an all-inclusive price for each service/tasks to be provided as requested in Section 2.2.

The vendor's quotation must include bids for the following information as outlined:

**A. The vendor must provide technical assistance and in-service training as follows:**

General Administration Services	All-Inclusive Cost/Task
1. General accounting/technical assistance for healthcare facilities.	<u>2,000</u>
2. Medicare & Medicaid cost accounting and Statistical methods for cost reporting purposes.	<u>1,500</u>
3. In-Service training – a minimum of three (3) per year, two (2) day sessions or as requested by BHHF	<u>4,500</u>
<b>Total "Task A"</b>	<b>\$ <u>8,000</u></b>

**BID SCHEDULE SHEET**

**B. The vendor will provide technical assistance in compiling the accounting documents necessary to complete the cost reports for:**

Facilities	All-Inclusive Cost/Task
1. Hopemont Hospital	<u>2,000</u>
2. Lakin Hospital	<u>2,000</u>
3. Jackie Withrow Hospital	<u>2,000</u>
<b>Total "Task B"</b>	<b>\$ <u>6,000</u></b>

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**BID SCHEDULE SHEET**
**C. The vendor will review the completed cost reports for:**

Facilities	All-Inclusive Cost/Task
1. Hopemont Hospital	<u>2,500</u>
2. Lakin Hospital	<u>2,500</u>
3. John Manchin, Sr. Health Care Center	<u>2,500</u>
4. Jackie Withrow Hospital	<u>2,500</u>
<b>Total "Task C"</b>	<b>\$ <u>10,000</u></b>

**D. The vendor will provide technical assistance for maximizing reimbursement from third party payers. The vendor's services will include the following:**

D-1: Assisting the Department with modifying and/or updating each facility's routine, professional and ancillary services fee schedule (except Welch Community Hospital, Mildred Mitchell-Bateman Hospital, and William R. Sharpe, Jr. Hospital). All changes must be made in accordance with Medicare and Medicare principles.

Facilities	All-Inclusive Cost/Task
1. Hopemont Hospital	<u>1,000</u>
2. Lakin Hospital	<u>1,000</u>
3. John Manchin, Sr. Health Care Center	<u>1,000</u>
4. Jackie Withrow Hospital	<u>1,000</u>
<b>Total Task D-1</b>	<b>\$ <u>4,000</u></b>

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**BID SCHEDULE SHEET**

D-2: Provide technical assistance to update each facility's (except Welch Community Hospital, Mildred Mitchell-Bateman Hospital, and William R. Sharpe, Jr. Hospital) billing and collections procedures. All procedures must be in accordance with Medicare and Medicaid principles.

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Facilities	All-Inclusive Cost/Task
1. Hopemont Hospital	<u>1,000</u>
2. Lakin Hospital	<u>1,000</u>
3. John Manchin, Sr. Health Care Center	<u>1,000</u>
4. Jackie Withrow Hospital	<u>1,000</u>
Total "Task D-2"	<u>\$ 4,000</u>

**E. Vendor will provide technical assistance in setting the following LTC facility's Medicaid rates:**

Facilities	All-Inclusive Cost/Task
1. Hopemont Hospital	<u>1,250</u>
2. Lakin Hospital	<u>1,250</u>
3. John Manchin, Sr. Health Care Center	<u>1,250</u>
4. Jackie Withrow Hospital	<u>1,250</u>
5. Welch Community Hospital	<u>1,250</u>
<b>Total "Task E"</b>	<b>\$ <u>6,250</u></b>

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**BID SCHEDULE SHEET****F. Vendor will provide technical expertise to maximize the Disproportionate Share Hospital (DSH) reimbursement:**

Facilities	All-Inclusive Cost/Task
1. Welch Community Hospital	<u>6,000</u>
2. William R. Sharpe, Jr. Hospital	<u>6,000</u>
3. Mildred Mitchell-Bateman Hospital	<u>6,000</u>
<b>Total "Task F"</b>	<b><u>\$ 18,000</u></b>
<b>SUB-TOTAL OF A, B, C, D-1, D-2, E &amp; F:</b>	<b><u>\$ 56,250</u></b>

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**BID SCHEDULE SHEET**


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**HOURLY RATE FOR OPTIONAL ADDITIONAL SERVICES THAT MAY BE REQUESTED  
 ANCILLARY TO THE CONTRACT SCOPE OF WORK AND AGENCY REQUIREMENTS**

<u>Classification</u>	<u>Maximum Hours</u>	<u>Hourly Rate</u>	<u>TOTAL</u>
Partner/Member	<u>15</u>	<u>300</u>	<u>4,500</u>
Manager	<u>15</u>	<u>250</u>	<u>3,750</u>
Supervisor	<u>15</u>	<u>180</u>	<u>2,700</u>
Staff	<u>15</u>	<u>100</u>	<u>1,500</u>
Clerical	<u>15</u>	<u>65</u>	<u>975</u>
Total Cost for Additional Services			<u>\$13,425</u>

NOT TO EXCEED GRAND TOTAL OF A, B, C, D, E & F and  
 ADDITIONAL SERVICES FOR A ONE YEAR PERIOD:


\$ 69,675

Basis of Award:

The lowest responsible bidder (vendor who meets all of the mandatory requirements and submits the lowest bid) will be awarded the contract.

Vendor: Arnett & Foster, P.L.L.C.

Date: 9/29/11

Signature: 

Printed Name: Jon Keith Hutcheson

VI. VENDOR PREFERENCE 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.  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: Aenett & Foster, P.L.L.C.      Signed: [Signature]  
 Date: 9/28/11      Title: P.L.L.C. Member

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

VII. PURCHASING AFFIDAVIT



STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: 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.

**DEFINITIONS:**

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

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

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

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.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: Arnold & Foster, P.L.L.C.

Authorized Signature: [Signature] Date: 9/28/11

State of West Virginia

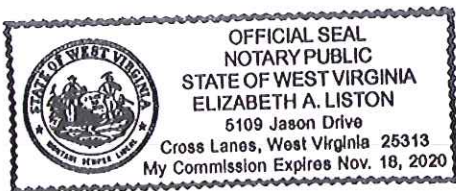
County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 28 day of September, 2011.

My Commission expires November 18, 2020.

AFFIX SEAL HERE

NOTARY PUBLIC Elizabeth A. Liston



VIII. LIABILITY AND WORKERS COMPENSATION CERTIFICATES



DECLARATIONS  
ACCOUNTANTS PROFESSIONAL LIABILITY POLICY

---

PRODUCER	BRANCH	PREFIX	POLICY NUMBER
<b>003613</b>	<b>970</b>	<b>APL</b>	<b>128570554</b>

---

INSURANCE IS PROVIDED BY  
CONTINENTAL CASUALTY COMPANY  
CNA PLAZA, CHICAGO, IL 60685  
A STOCK INSURANCE COMPANY  
REFERRED TO AS WE, US, OR OUR.

1. Named Insured and Mailing Address

Arnett & Foster, PLLC  
P.O. Box 2629  
Charleston, WV 25329-2629

\* \* \* NOTICE \* \* \* \*

THIS IS A CLAIMS-MADE POLICY AND COVERS  
ONLY CLAIMS FIRST MADE AGAINST THE INSURED  
DURING THE POLICY PERIOD. PLEASE READ  
THIS POLICY CAREFULLY AND DISCUSS THE  
COVERAGE WITH YOUR INSURANCE AGENT.

---

2. POLICY PERIOD: FROM: 10/01/10 TO: 10/01/11 at 12:01 A.M. Standard time at your address shown above.

---

3. PRIOR ACTS DATE: NO PRIOR ACTS DATE LIMITATION APPLIES

---

4. \$200,000 PROFESSIONAL LIABILITY PER CLAIM/AGGREGATE DEDUCTIBLE

---

5. LIMITS OF LIABILITY: (INCLUDES CLAIM EXPENSES UNLESS AMENDED BY ENDORSEMENT)

\$10,000,000 PER CLAIM  
\$10,000,000 AGGREGATE

---

6. FOR NON-RENEWAL : 60 days notice will be given you in accordance with policy conditions.

---

7. PRINTED ENDORSEMENTS ATTACHED AT POLICY ISSUANCE INCLUDE:

G-127136-A(1/08) Policy	G-127151-A Prior Acts Date - Predecessor
G-127137-A(5/00) Declarations Page	GSL7660XX Broad-Form Bridge-Endorsement
G-127157-A(6/97) Nuclear Energy & Pollution Excl.	
G-127164-A47(6/97) Amend. Termination Provisions - WV	
G-141584-A(6/03) Policyholder Notice	
G300201-A(10/05) WV Civil Justice Reform	
G300202A(10/05) WV Surcharge	
GSL2656XX(5/08) Network Risk & Privacy Claim	
G-127139-A Excl Named Individuals or Entities	

---

8.	\$176,942.00	ANNUAL PREMIUM
	\$973.18	STATE SURCHARGE
	\$177,915.18	TOTAL PREMIUM

---

THIS POLICY IS NOT VALID UNTIL SIGNED BY OUR AUTHORIZED REPRESENTATIVE.



---

Authorized Representative





WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY

INFORMATION PAGE WC 00 00 01 (A)

RENEWAL OF POLICY NUMBER: WC10034687-07
POLICY NUMBER: WC10034687-08

INSURER: BRICKSTREET MUTUAL INSURANCE COMPANY

- 1. INSURED: ARNETT & FOSTER PLLC, PO BOX 2629, CHARLESTON, WV 25329-2629
PRODUCER: FERRELL & HILL INSURANCE AGENCY LLC, PO BOX 277, MADISON, WV 25130

Insured is a(n) LLC

Other work places and identification numbers are shown in the schedule(s) attached.

- 2. The policy period is from 06/12/2011 to 06/12/2012 12:01 A.M. at the insured's mailing address.
3. A. WORKERS COMPENSATION INSURANCE: Part One of the policy applies to the Workers Compensation Law of the state(s) listed here: WEST VIRGINIA
B. EMPLOYERS LIABILITY INSURANCE: Part Two of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:
Bodily Injury by Accident: \$1,000,000 Each Accident
Bodily Injury by Disease: \$1,000,000 Policy Limit
Bodily Injury by Disease: \$1,000,000 Each Employee
C. OTHER STATES INSURANCE: Part Three of the policy applies to the states, if any, listed here: "Part Three of the policy applies to the states, if any, listed here: All states and U.S. territories except, North Dakota, Ohio, Washington, Wyoming, Puerto Rico, and the U.S. Virgin Islands, and states designated in Item 3.A. of the Information Page."
D. This policy includes these endorsements and schedules: SEE LIST OF ENDORSEMENTS - EXTENSION OF INFORMATION PAGE
4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All required information is subject to verification and change by audit to be made in accordance with Part Five of the Policy.

DATE OF ISSUE: 06/14/2011
ISSUING OFFICE: Charleston, WV
PRODUCER: FERRELL & HILL INSURANCE AGENCY LLC



**WORKERS COMPENSATION  
AND  
EMPLOYERS LIABILITY POLICY**

**EXTENSION OF INFORMATION PAGE - LIST OF  
ADDITIONAL NAMED INSURED(S) WC 00 00 01 (A)**

**RENEWAL OF POLICY NUMBER: WC10034687-07  
POLICY NUMBER: WC10034687-08**

**LIST OF ADDITIONAL NAMED INSURED(S):**

ARNETT & FOSTER  
ARNETT & FOSTER  
P O BOX 2629  
CHARLESTON WV 25329-0000

A & F FINANCIAL HOLDINGS LLC  
  
101 WASHINGTON STREET EAST  
CHARLESTON WV 25301  
55-0786007

A F CONSULTING LLC  
  
101 WASHINGTON ST E  
CHARLESTON WV 25301  
55-0763517

**DATE OF ISSUE: 06/14/2011  
ISSUING OFFICE: Charleston, WV  
PRODUCER: FERRELL & HILL INSURANCE AGENCY LLC**



**WESTFIELD**  
INSURANCE

Sharing Knowledge. Building Trust.®

BUSINESS OWNERS

33

POLICY

AMENDED DECLARATIONS

COMPANY PROVIDING COVERAGE WESTFIELD INSURANCE COMPANY

ITEM #1 NAMED INSURED & MAILING ADDRESS	AGENCY	47-05077	PROD.	000
---	--------	----------	-------	-----

ARNETT & FOSTER, PLLC 101 WASHINGTON ST E PO BOX 2629 CHARLESTON WV 25329	FERRELL & HILL INS AGCY LLC PO BOX 277 MADISON WV 25130-0277 TELEPHONE 304-369-1111
--	--

Policy Number: BOP 3 056 812 WIC ACCOUNT NUMBER: 4701245703 A

Policy Period	From 07/01/11 To 07/01/12	at 12:01 A.M. Standard Time at your mailing address shown above.
---------------	------------------------------	--

Effective 07/01/11 This amended declarations changes this policy and supersedes all other declarations issued during this policy period

Business: CPA FIRM Named Insured is: A PLLC

In return for the payment of the premium, and subject to all terms of this policy, we agree with you to provide the insurance as stated in this policy.

Endorsement Addl. Premium	\$0.00
Addl. Terrorism Premium	\$0.00
Total Additional Premium	\$0.00

SCHEDULE OF DESCRIBED PREMISES				
Loc.	Bldg.	Address, City & State	Construction	Occupancy
001	001	200 WASHINGTON ST. LEWISBURG WV 24901	Masonry Non-Combustible	Office
002	001	101 WASHINGTON ST E CHARLESTON WV 25301	Masonry Non-Combustible	Office
003	001	1545 HANSFORD ST CHARLESTON WV 25311	Masonry Non-Combustible	Office
004	001	155 E BROAD ST STE 2100 COLUMBUS OH 43215	Masonry Non-Combustible	Office

PROPERTY COVERAGES			Limits of Insurance
001	001	Business Income & Extra Expense	Actual Loss Sustained \$8,000
001	001	Business Personal Property	
002	001	Business Income & Extra Expense	Actual Loss Sustained \$1,566,000
002	001	Business Personal Property	
003	001	Business Income & Extra Expense	Actual Loss Sustained \$20,000
003	001	Business Personal Property	
004	001	Business Income & Extra Expense	Actual Loss Sustained \$40,000
004	001	Business Personal Property	

LIABILITY AND MEDICAL PAYMENTS		Limits of Insurance
BUSINESS LIABILITY		
Each Occurrence Limit		\$1,000,000
General Aggregate Limit		\$2,000,000
Products/Completed Operations Aggregate Limit		\$2,000,000
Personal & Advertising Injury Limit(Per Person or Organization)		\$1,000,000
Medical Expenses Each Person		\$10,000
Damage to Premises Rented To You Limit(Any One Premises)		\$100,000

Each paid claim for the above coverages reduces the amount of insurance we provide during the applicable annual period. Please refer to Section II - Liability in the Businessowners Coverage Form and any attached endorsements.

OPTIONAL COVERAGES		Limits of Insurance
ALL	ALL	Terrorism Insurance Coverage
ALL	ALL	Business Income (Extended) Extended Period of Indemnity
		Number of Days 30
ALL	ALL	Business Income - Ordinary Payroll



**WESTFIELD  
INSURANCE**

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BUSINESS OWNERS

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POLICY

AMENDED DECLARATIONS

COMPANY PROVIDING COVERAGE		WESTFIELD INSURANCE COMPANY		
ITEM #1	NAMED INSURED & MAILING ADDRESS	AGENCY	47-05077	PROD. 000
ARNETT & FOSTER, PLLC 101 WASHINGTON ST E PO BOX 2629 CHARLESTON WV 25329		FERRELL & HILL INS AGCY LLC PO BOX 277 MADISON WV 25130-0277 TELEPHONE 304-369-1111		
Policy Number: BOP 3 056 812		WIC ACCOUNT NUMBER: 4701245703 A		

Loc. Bldg.		OPTIONAL COVERAGES	Limits of Insurance
		Coverage Period	60
ALL	ALL	Electronic Data	\$10,000
ALL	ALL	Employee Benefits Liability	
This insurance contains claims-made coverage. Except as may be otherwise provided herein, specified coverages of this insurance are limited generally to liability for injuries for which claims are first made against the insured while the insurance is in force. Please read and review the insurance carefully and discuss the coverage with your agent.			
		Each Employee Limit	\$1,000,000
		Aggregate Limit	\$1,000,000
		Retroactive Date: 07/01/1998	
This insurance does not apply to any Negligent Acts, Errors or Omissions which occurred before the Retroactive date if any shown above.			
ALL	ALL	Employee Dishonesty	\$10,000
ALL	ALL	Forgery and Alteration	\$10,000
ALL	ALL	Fire Department Service Charge	\$10,000
ALL	ALL	Hired Auto and Non-Owned Auto Liability	\$1,000,000
ALL	ALL	Interruption of Computer Operations	\$10,000
ALL	ALL	Personal Property Off Premises	\$10,000
001	001	Accounts Receivable	\$5,000
001	001	Business Income from Dependent Properties	12 Months
001	001	Business Income and Extra Expense - Revised Period of Indemnity	\$10,000
001	001	Debris Removal Additional Insurance	\$5,000
001	001	Fine Arts Coverage	\$10,000
001	001	Money and Securities - Inside Premises	\$5,000
001	001	Money and Securities - Outside Premises	\$10,000
001	001	Outdoor Property	\$10,000
		Any One Occurrence	\$1,000
		Any One Tree, Shrub or Plant	\$2,500
001	001	Outdoor Signs	
001	001	Utility Services - Direct Damage	
Covered Property:			
Building			
Utility Services:			
		Water Supply	\$10,000
		Communication Supply - Not Including Overhead Transmission Lines	\$10,000
		Power Supply - Not Including Overhead Transmission Lines	\$10,000
Covered Property:			
		Business Personal Property	
Utility Services:			
		Water Supply	\$10,000
		Communication Supply - Not Including Overhead Transmission Lines	\$10,000
		Power Supply - Not Including Overhead Transmission Lines	\$10,000
001	001	Valuable Papers and Records	\$10,000
001	001	Water Back-Up and Sump Overflow	\$5,000
		Covered Property Annual Aggregate	\$5,000
		Business Income and Extra Expense Annual Aggregate	\$10,000
002	001	Accounts Receivable	\$5,000
002	001	Business Income from Dependent Properties	12 Months
002	001	Business Income and Extra Expense - Revised Period of Indemnity	\$10,000
002	001	Debris Removal Additional Insurance	\$5,000
002	001	Fine Arts Coverage	



COMPANY PROVIDING COVERAGE

WESTFIELD INSURANCE COMPANY

ITEM #1 NAMED INSURED & MAILING ADDRESS

AGENCY

47-05077

PROD.

000

ARNETT & FOSTER, PLLC  
101 WASHINGTON ST E  
PO BOX 2629  
CHARLESTON WV 25329

FERRELL & HILL INS AGCY LLC  
PO BOX 277  
MADISON WV 25130-0277  
TELEPHONE 304-369-1111

Policy Number: BOP 3 056 812

WIC ACCOUNT NUMBER: 4701245703

A

OPTIONAL COVERAGES

Loc.	Bldg.		Limits of Insurance
002	001	Money and Securities - Inside Premises	\$10,000
002	001	Money and Securities - Outside Premises	\$5,000
002	001	Outdoor Property	\$10,000
		Any One Occurrence	\$1,000
		Any One Tree, Shrub or Plant	\$2,500
002	001	Outdoor Signs	
002	001	Protective Safeguards	
		Protective Safeguards Symbol Applicable: P-1	
002	001	Utility Services - Direct Damage	
		Covered Property:	
		Building	
		Utility Services:	
		Water Supply	\$10,000
		Communication Supply - Not Including Overhead	
		Transmission Lines	\$10,000
		Power Supply - Not Including Overhead	
		Transmission Lines	\$10,000
		Covered Property:	
		Business Personal Property	
		Utility Services:	
		Water Supply	\$10,000
		Communication Supply - Not Including Overhead	
		Transmission Lines	\$10,000
		Power Supply - Not Including Overhead	
		Transmission Lines	\$10,000
002	001	Valuable Papers and Records	\$10,000
002	001	Water Back-Up and Sump Overflow	
		Covered Property Annual Aggregate	\$50,000
		Business Income and Extra Expense Annual Aggregate	\$50,000
003	001	Accounts Receivable	\$10,000
003	001	Business Income from Dependent Properties	\$5,000
003	001	Business Income and Extra Expense -	12 Months
		Revised Period of Indemnity	
003	001	Debris Removal Additional Insurance	\$10,000
003	001	Fine Arts Coverage	\$5,000
003	001	Money and Securities - Inside Premises	\$10,000
003	001	Money and Securities - Outside Premises	\$5,000
003	001	Outdoor Property	\$10,000
		Any One Occurrence	\$1,000
		Any One Tree, Shrub or Plant	\$2,500
003	001	Outdoor Signs	
003	001	Utility Services - Direct Damage	
		Covered Property:	
		Building	
		Utility Services:	
		Water Supply	\$10,000
		Communication Supply - Not Including Overhead	
		Transmission Lines	\$10,000
		Power Supply - Not Including Overhead	
		Transmission Lines	\$10,000
		Covered Property:	
		Business Personal Property	
		Utility Services:	
		Water Supply	\$10,000
		Communication Supply - Not Including Overhead	
		Transmission Lines	\$10,000
		Power Supply - Not Including Overhead	
		Transmission Lines	\$10,000
003	001	Valuable Papers and Records	\$10,000
004	001	Accounts Receivable	\$10,000



**WESTFIELD**  
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POLICY

AMENDED DECLARATIONS

COMPANY PROVIDING COVERAGE		WESTFIELD INSURANCE COMPANY		
ITEM #1	NAMED INSURED & MAILING ADDRESS	AGENCY	47-05077	PROD. 000
	ARNETT & FOSTER, PLLC 101 WASHINGTON ST E PO BOX 2629 CHARLESTON WV 25329	FERRELL & HILL INS AGCY LLC PO BOX 277 MADISON WV 25130-0277 TELEPHONE 304-369-1111		
Policy Number: BOP 3 056 812		WIC ACCOUNT NUMBER: 4701245703		A

Loc. Bldg.		OPTIONAL COVERAGES	Limits of Insurance
004	001	Business Income from Dependent Properties	\$5,000
004	001	Business Income and Extra Expense - Revised Period of Indemnity	12 Months
004	001	Debris Removal Additional Insurance	\$10,000
004	001	Fine Arts Coverage	\$5,000
004	001	Money and Securities - Inside Premises	\$10,000
004	001	Money and Securities - Outside Premises	\$5,000
004	001	Outdoor Property	\$10,000
		Any One Occurrence	\$1,000
		Any One Tree, Shrub or Plant	\$2,500
004	001	Outdoor Signs	
004	001	Utility Services - Direct Damage	
		Covered Property:	
		Building	
		Utility Services:	
		Water Supply	\$10,000
		Communication Supply - Not Including Overhead Transmission Lines	\$10,000
		Power Supply - Not Including Overhead Transmission Lines	\$10,000
		Covered Property:	
		Business Personal Property	
		Utility Services:	
		Water Supply	\$10,000
		Communication Supply - Not Including Overhead Transmission Lines	\$10,000
		Power Supply - Not Including Overhead Transmission Lines	\$10,000
004	001	Valuable Papers and Records	\$10,000

Only the coverages listed above are afforded

Loc. Bldg.		OTHER INTERESTS
ALL	ALL	Additional Insured - Owners, Lessees or Contractors Name of Person or Organization: THE OHIO STATE UNIVERSITY & ITS BOARD OF TRUSTEES 2650 KENNY RD COLUMBUS OH 43210
002	001	Loss Payable Clauses - Loss Payable Loss Payee (Name & Address): KONICA MINOLTA PREMIER CONTRACT # 25061612 1111 OLD EAGLE SCHOOL RD WAYNE PA 19087
004	001	Description of Property: 6 KOMIN COPIERS VALUED AT \$117,203 Additional Insured - Managers or Lessors of Premises Name of Person or Organization (Additional Insured): NC PLAZA, LLC C/O ARTHUR GOLDNER & ASSOC, INC 707 SKOKIE BLVD SUITE 100 NORTHBROOK IL 60062



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**POLICY**

**AMENDED DECLARATIONS**

**COMPANY PROVIDING COVERAGE**

**WESTFIELD INSURANCE COMPANY**

**ITEM #1 NAMED INSURED & MAILING ADDRESS**

**AGENCY**

47-05077

PROD.

000

ARNETT & FOSTER, PLLC  
101 WASHINGTON ST E  
PO BOX 2629  
CHARLESTON WV 25329

FERRELL & HILL INS AGCY LLC  
PO BOX 277  
MADISON WV 25130-0277  
TELEPHONE 304-369-1111

**Policy Number: BOP 3 056 812**

**WIC ACCOUNT NUMBER: 4701245703**

A

**DEDUCTIBLES**

Deductible is \$500  
Optional Coverage/Exterior Building Glass Deductible is \$500  
Employee Benefits Deductible is \$1,000 (Each Employee)  
Employee Dishonesty Deductible is \$500  
Money & Securities Deductible is \$500  
Outdoor Signs Deductible is \$500  
**Loc. Bldg.**  
001 001 Fine Arts Coverage Deductible \$500  
001 001 Water Back-Up and Sump Overflow Deductible is \$500  
002 001 Fine Arts Coverage Deductible \$500  
002 001 Water Back-Up and Sump Overflow Deductible is \$500  
003 001 Fine Arts Coverage Deductible \$500  
004 001 Fine Arts Coverage Deductible \$500

**FORMS AND ENDORSEMENTS**

ALC2000	01/87*	BP0137	01/06	BP0158	04/08	BP1203	01/10	BP0430	01/06
BP0402	01/06	BP0407	01/06	BP0409	01/06	BP0410	01/06	BP0417	01/10
BP0404	01/10	BP0446	01/06	BP0456	01/10	BPW0105	03/06*	BP0523	01/08
ID7004	08/10	BP0577	01/06	BPW0207	01/07	BP0003	01/10	BPW0186	03/06
BP7029	03/11	BP0453	01/10	BP0483	01/10*	BP7034	03/11	BP1405	01/10
BP0501	07/02	BP0498	01/10	BP0493	01/06	BPW0187	03/06	BPW0203	01/06
BP0450	01/06	BPW0201	03/06						

COUNTERSIGNED: Date 8/17/11  
By [Signature]  
(authorized representative)

Response to RFQ BHS12047

IX. West Virginia Accounting and Business Certificates

---

IX. WEST VIRGINIA ACCOUNTING AND BUSINESS CERTIFICATES





**WEST VIRGINIA  
STATE TAX DEPARTMENT  
BUSINESS REGISTRATION  
CERTIFICATE**

ISSUED TO:  
**ARNETT & FOSTER P L L C  
DBA ARNETT & FOSTER  
101 WASHINGTON ST E  
CHARLESTON, WV 25301-1516**

BUSINESS REGISTRATION ACCOUNT NUMBER: **1035-2299**

This certificate is issued on: **06/9/2010**

*This certificate is issued by  
the West Virginia State Tax Commissioner  
in accordance with W.Va. Code § 11-12.*

*The person or organization identified on this certificate is registered  
to conduct business in the State of West Virginia at the location above.*

**This certificate is not transferrable and must be displayed at the location for which issued.**

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.  
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.

West Virginia Board of Accountancy  
100 Capital Street, Suite 100  
Charleston, WV 25301  
(304) 558-3557



Your fee has been received for renewal of your firm permit. This registration may be detached from the perforation at left and used until the date indicated.

Any errors in the attached information should be reported to the Board office at 304.658-3557

*Harold B. Davis*  
Board President

*J. H. Shuler*  
Executive Director

State of West Virginia  
West Virginia Board of Accountancy  
100 Capital Street, Suite 100  
Charleston, WV 25301  
(304) 558-3557



The entry listed below was issued a  
**FIRM PERMIT**  
for the period beginning  
July 1, 2011 through June 30, 2012

F0100A  
ARNETT & FOSTER PLLC  
PO BOX 2629  
CHARLESTON WV 25329-2629

*Harold B. Davis*  
Board President

*J. H. Shuler*  
Executive Director

Response to RFQ BHS12047

X. Signatures and Certifications, Including Addendums

---

X. SIGNATURES AND CERTIFICATIONS, INCLUDING 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  
 BHS12047

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 ROBERTA WAGNER  
 304-558-0067

VENDOR

\*709041713 304-346-0441  
 ARNETT & FOSTER PLLC  
 PO BOX 2629  
 CHARLESTON WV 25329

SHIP TO


HEALTH AND HUMAN RESOURCES  
 BBH/HF  
 ROOM 350  
 350 CAPITOL STREET  
 CHARLESTON, WV  
 25301-3702 304-558-3672

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
08/17/2011				

BID OPENING DATE: 09/15/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
001	1	YR		946-10		# 69,675
<p>ACCOUNTING SERVICES</p> <p>CONTRACT TO OBTAIN THE SERVICES OF A CERTIFIED PUBLIC ACCOUNTING FIRM WITH HEALTHCARE FINANCIAL MANAGEMENT EXPERIENCE TO PROVIDE TECHNICAL ASSISTANCE TO THE DEPARTMENT OF HEALTH AND HUMAN RESOURCES, BUREAU FOR BEHAVIORAL HEALTH AND HEALTH FACILITIES, OFFICE OF HEALTH FACILITIES PER THE ATTACHED SPECIFICATIONS.</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 SERVICE SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>INQUIRIES          WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 8/30/2011. ALL INQUIRIES SHALL 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. ADDRESS INQUIRIES TO:          ROBERTA WAGNER</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE  TITLE P.L.H.C. Member	FEIN 550486667	TELEPHONE 304-346-0441	DATE 9/28/11
--	-------------------	---------------------------	-----------------

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  
 BHS12047

PAGE  
 2

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 ROBERTA WAGNER  
 304-558-0067

VENDOR

\*709041713      304-346-0441  
 ARNETT & FOSTER PLLC  
 PO BOX 2629  
 CHARLESTON WV 25329

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08/17/2011				

BID OPENING DATE: 09/15/2011      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311  FAX: 304-558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV						
LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON NOVEMBER 1, 2011, 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 THIRTY (30) DAYS WRITTEN NOTICE.						
UNLESS SPECIFIC PROVISIONS ARE STIPULATED IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS, AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.						
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.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-346-0441	DATE 9/28/11
TITLE PLLC Member	FEIN 550486667	ADDRESS CHANGES TO BE NOTED ABOVE

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08/17/2011				

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<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>REV 07/16/2007</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>THIS TEAM EXHIBIT HAS BEEN REPLACED BY THE ONLINE VERSION WHICH IS AVAILABLE HERE:  <a href="http://www.state.wv.us/admin/purchase/vrc/venpref.pdf">HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE/VRC/VENPREF.PDF</a></p> <p>NOTICE</p> <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>PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED.</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:-----RW/FILE 22-----</p> <p>RFQ. NO.:-----BHS12047-----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

GNATURE <i>[Signature]</i>	TELEPHONE 304-346-0441	DATE 9/28/11
TITLE <i>PLLC Member</i>	FEIN 550486667	ADDRESS CHANGES TO BE NOTED ABOVE

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/12/2011				

BID OPENING DATE: 09/28/2011      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. TO MOVE THE BID OPENING DATE FROM 9/15/2011 TO 9/28/2011. 3. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. EXHIBIT 10						
REQUISITION NO.: BHS12047						
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 ..... ✓						
NO. 2 .....						
NO. 3 .....						
NO. 4 .....						
NO. 5 .....						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	304-346-0441	9/28/11
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
PLC, Member	550486667	

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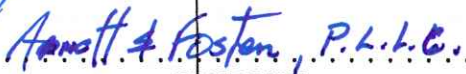
\*709041713      304-346-0441  
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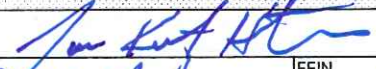
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">             .....            SIGNATURE              .....            COMPANY            9/28/11            .....            DATE         </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p style="text-align: center;">END OF ADDENDUM NO. 1</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	304-346-0441	9/28/11
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Ph.L.C. Morgan	550486667	

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
001	1	YR		946-10		\$69,675
ACCOUNTING SERVICES						
***** THIS IS THE END OF RFQ BHS12047 ***** TOTAL:						\$69,675

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	304-346-0441	9/28/11
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
PKLC, Member	550486667	

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**ADDENDUM #1**  
BHS12047

1. Many of the requests for technical assistance under Section 2.2 are vaguely written, so it is difficult to understand the requested level of assistance. Accordingly, would you please provide an actual number of hours for each item listed under Section 2.2 for last year or an anticipated number of hours for each item listed under Section 2.2 for the current year?

Response: We can not provide an "actual number". Based on the current contract the estimated number of hours for each item listed under 2.2 would be 9.5 hours per task.

2. Please provide an agenda from the training sessions for the last year.

Response: We did not have training last year

3. Please provide the due dates of the cost report for each facility and indicate if extensions were filed for the most current year.

Response: November 30 and there were no extensions for FY2010.

4. Please provide the current Medicaid rates set for each facility detailed in Item E.

Response: Please see the attached – Rate Change Letter 2012

5. Will the letters provided to summarize findings/suggestions be available to the public for review?

Response: No, the information provided to the state owned hospitals will not be shared with the public. However, if a Freedom of Information Act is requested the information will be subject to public review.

6. Please provide copies of the most recent cost reports for Hopemont Hospital, Lakin Hospital, John Manchin, Sr. Health Care Center, and Jackie Withrow Hospital.

Response: Please see attachments.

7. On the bid schedule sheet included on page 14 of the RFQ it has a maximum number of hours by level filled in as 15. Does this mean that out-of-scope billings under the contract are limited to 15 hours or was this just for illustrative purposes?

Response: Yes, the out-of-scope billings are limited to a 15 hour maximum.

8. Are you looking for expertise in both Medicare and Medicaid DSH? If not, which are you looking for?

Response: We are looking for expertise specifically in MEDICAID DSH.

9. Who will be responsible for developing the in-service training courses? Is the vendor only responsible for providing the training, not developing the courses?

Response: The vendor will be responsible for developing and providing in-service training courses.

10. We were told by another party that there is a pre-bid conference for RFQ BHS12047. I do not see any mention of one in the RFQ or on the WV Purchasing site. Is there a pre-bid conference for this RFQ?

Response: No there will not be a pre bid conference for this RFQ.

11. Who was the previous contractor?

Response: Arnett & Foster.

12. What was the previous contract price? Would you please break down that price by the various tasks?

Response: See attached copy of contract.

13. Did the previous contract require the same services as this RFQ?

Response: The previous contract request similar services but the specifications on BHS12047 do differ. Vendors are responsible for bidding the specifications as they are written for BHS12047.

14. May we have a copy of the previous contractor's contract?

Response: See attached copy of previous contract.