

Proposal to Serve

## WORKFORCE West Virginia

June 30, 2014

RFQ Number: WWV14869  
Bid Opening Date: July 10, 2014  
Bid Opening Time: 1:30 pm  
Firm Name: Gibbons & Kawash, CPAs  
Address: 300 Chase Tower  
707 Virginia St., East  
Charleston, WV 25301  
Telephone: 304-345-8400  
Fax: 304-345-8451  
Contacts: Robert R. Denyer, Director  
Robert E. Adams, Director

July 10, 2014

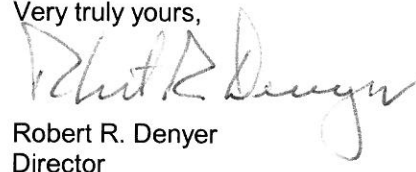
WORKFORCE West Virginia  
Charleston, WV 25305

We are pleased to present our credentials to serve as the independent auditors of WORKFORCE West Virginia (the Agency) in accordance with request for quotation No. WWV14869. We will perform the audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. As a client of our firm, you can be sure of our total commitment to provide timely, responsive, and quality service.

Gibbons & Kawash is qualified to perform auditing services for the Agency due to our extensive experience with State of West Virginia and local governmental entities. Of particular importance is our experience with entities using proprietary funds and reporting business type activities, as well as governmental fund types. We take great pride in our ability to assist our clients in navigating the changing standards of U.S. governmental generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board. Our experience with similar entities and preparing information required by the West Virginia Financial Accounting and Reporting Section is further described throughout this document.

Gibbons and 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* promulgated by the U.S. General Accounting Office. Gibbons and Kawash and all key professional staff are licensed to practice in West Virginia. There are no obligations or interests of our firm that might conflict with the interests of the Agency and the State of West Virginia.

Very truly yours,



Robert R. Denyer  
Director

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# PROFILE OF GIBBONS & KAWASH

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## OVERVIEW

The audit services to be provided to WORKFORCE West Virginia (the Agency) requires extensive experience in serving governmental entities to properly respond to your needs. Our experience in serving governmental entities will enable us to effectively and efficiently meet the Agency's needs for quality and timely services.

## GIBBONS & KAWASH'S GOVERNMENTAL PRACTICE

Gibbons & Kawash is a professional independent accounting firm which provides a full range of accounting, 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 governmental clients. Our professionals have many years of experience in providing competent, high quality audit services to State of West Virginia component units and local government entities.

## AN INDEPENDENT MEMBER OF THE

Gibbons & Kawash is an independent member of the BDO Alliance USA, a nationwide association of local and regional accounting and consulting firms. Membership enables us to access a level of expertise in specialties which are usually available only from large national and international CPA firms, without the high overhead costs.

As a member, we have access to vast resources and technical expertise, outstanding audit, tax and consulting professionals, and their specialty niche expertise with BDO USA, LLP serving clients through 40 offices and more than 400 alliance firm locations across the United States.

As an independent member of the BDO Alliance USA we offer the resources of a national firm, yet we remain autonomous so you are assured of a local presence of highly trained and knowledgeable experts with your needs in the forefront.

## AUDIT QUALITY

At Gibbons & Kawash, an uncompromising commitment to provide superior quality service is the overarching principle which governs the administration of every engagement.

To ensure the consistent delivery of quality services, we have developed a comprehensive system of quality control which covers virtually every aspect of our practice. This system is formalized in a written quality control document to which every staff member is expected to adhere. The elements of our quality control system are as follows:

- Leadership responsibilities for quality
- Relevant ethical requirements
- Acceptance and continuance of clients and engagements
- Human resources
- Engagement performance
- Monitoring

## PROFILE OF GIBBONS & KAWASH

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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, which was completed on July 10, 2012, was performed by Rea & Associates, Inc. Their opinion, which was "pass" (the highest possible rating under the peer review standards), is on file with the AICPA and is included as **Appendix B**. This quality control review included governmental audit engagements.

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 resulting from audit or assurance services, nor are there pending or threatened actions against the Firm as a result of such services.

### ***Audit Quality Center***

Gibbons & Kawash was among the first firms in West Virginia to join the AICPA's Governmental Audit Quality Center. Membership in the Center indicates that we recognize the specialized knowledge and experience necessary to perform audits of government entities. We are committed to going well beyond the minimum requirements of our professional standards to enhance our service capabilities in these areas.

### **Governmental Audit Quality Center**

This Center has established increased continuing education and quality control requirements for its voluntary membership to enhance the quality of governmental audits and audits of nonprofit organizations performed under *Government Auditing Standards* and OMB circular A-133.



### **CONTINUING PROFESSIONAL EDUCATION**

One of the best measures of a firm's commitment to its 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.

### **EXPERTISE IN COMPUTERIZED SYSTEMS**

Gibbons & Kawash is committed to providing our professionals access to the latest technology in order to ensure optimum levels of efficiency in our engagements. We use state-of-the-art "paperless" audit techniques which enable our professionals to spend more time on judgment matters and in-depth research and analysis, rather than on "number crunching" and other mechanical aspects of client service, and enhances efficiency by allowing for quick updating of documentation 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.

## PROFILE OF GIBBONS & KAWASH

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We combine the use of spreadsheet (excel), word processing (Microsoft Word), and trial balance software to perform the most efficient services possible. Some of the benefits of full automation include the ability to:

- Import data directly from your accounting system, thereby eliminating manual keypunching
- Spend more time on judgment matters and in-depth research and analysis rather than on “number crunching” and other mechanical aspects of client service
- Prepare graphs for management presentations; and use pre-formatted spreadsheets from year to year, allowing us to perform ratio and trend analysis on key accounts

We use the following software packages to perform the aforementioned tasks:



**ProSystem Fx Engagement** - A workpaper preparation program that produces financial statements, trial balances, journal entries, fluctuation and ratio analysis.



**Checkpoint** - Online access to an expansive library of tax, accounting, auditing, and corporate finance content, including primary source materials and expert analysis.



**IDEA** - A powerful data extraction and analysis program that provides us with access to large amounts of data from which can we quickly import, join, analyze, sample and extract data from almost any source. Through data extraction and analysis programs, a significant amount of information can be evaluated for unusual relationships, which may be the result of erroneous data.



**Prosystemfx Portal** - Our client portal offers convenient online storage space in which your confidential information can be uploaded, downloaded, stored and shared in a safe and secure environment.

### **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

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### ENGAGEMENT TEAM

The ultimate success and quality of our professional services to the Agency depends on our ability to provide an experienced and capable client service team. We have selected a group of individuals experienced in serving governmental entities.

Your client service team will include:

**Engagement Director** - Robert R. Denyer, CPA, a director with Gibbons & Kawash who has extensive experience in serving governmental clients, will serve as the engagement director responsible for the end product. In this role, Bob will assume primary responsibility for the successful completion of the engagement and will maintain contact with the Agency throughout the engagement to ensure that services and resources are provided to the in a timely professional manner. Bob will also provide technical expertise to the team on any matters and perform certain review and supervisory procedures.

**Engagement Quality Control Review Director** - Robert E. Adams, CPA, a director with Gibbons & Kawash who has extensive governmental experience, will serve as engagement quality control review director (EQCRD). The role of the EQCRD is an essential element of Gibbons & Kawash's quality control program over the delivery of services to a client. Rob will also be available to consult with the engagement team and provide technical expertise.

**Manager** - Anthony Carpenter, CPA will serve as the engagement manager. Anthony 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. Anthony will be in contact with you on a regular basis to ensure your needs and deadlines are met.

**Senior** - Danielle Westfall is a senior in Gibbons & Kawash's assurance practice with over two years of specialized experience with governmental entities. Danielle will be responsible for the conduct of day-to-day activities of the engagement and will be in contact with you on a regular basis to ensure your deadlines are met and any technical issues get resolved.

See **Appendix A** for resumes of your client service team.

### GOVERNMENTAL PRACTICE

Gibbons & Kawash has a long tradition of providing the highest quality professional services to governmental clients. Our governmental practice is managed by a core team of professionals, including 4 directors. The core engagement team for the Agency has been selected from this pool of highly qualified professionals. The team's public sector experience includes cities, counties, authorities, and State of West Virginia agencies.

Gibbons & Kawash has a long tradition of providing the highest quality professional services to nonprofit and governmental clients. Our governmental experience includes the following:

- City of Charleston, West Virginia
- Central West Virginia Regional Airport Authority
- Kanawha County Commission
- Kanawha Valley Regional Transportation Authority
- School Building Authority of West Virginia
- Tobacco Settlement Finance Authority of West Virginia
- West Virginia Alcohol Beverage Control Administration
- West Virginia Board of Treasury Investments
- West Virginia Consolidated Public Retirement Board
- West Virginia Department of Transportation, Division of Highways



## QUALIFICATIONS AND EXPERIENCE

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- West Virginia Drinking Water Treatment Revolving Loan Fund
- West Virginia Housing Development Fund
- West Virginia Infrastructure and Jobs Development Council
- West Virginia Jobs Investment Trust
- West Virginia Lottery Commission
- West Virginia Parkways Authority
- West Virginia Solid Waste Management Board
- West Virginia State Rail Authority
- West Virginia Water Development Authority
- West Virginia Water Pollution Control Revolving Loan Fund



# SCOPE OF WORK

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## OUR UNDERSTANDING OF YOUR REQUIREMENTS

From your request for quotation, we have obtained an understanding of your expectations for the public accounting firm with whom you will work in the future. Key among these is that your accounting firm should:

- Present a diversity of audit experience which demonstrates that the firm can meet your service needs.
- Have an experienced team of professionals with a proven record of providing high quality audit services and who will work closely with management. We would expect this experienced team of professionals to be utilized on a consistent basis from year-to-year.
- Have an audit approach that addresses areas of highest risk, concentrates its efforts in areas of most concern, and results in a smooth and efficient audit.
- Produce timely management letters which make specific, creative and practical suggestions, not only to strengthen internal controls, but also to improve operating performance and effectiveness.
- Provide ongoing communications with management regarding any accounting or financial reporting developments which may affect the Agency.

## TIME REQUIREMENTS

We will design, plan, and perform our audit in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States, and auditing standards generally accepted in the United States of America to meet the following time requirements:

We will design and plan our audit to meet the following time requirements:

- Entrance Conference - Gibbons & Kawash will schedule an entrance conference upon award and prior to July 31<sup>st</sup> of each year.
- Client Assistance - Gibbons & Kawash will provide the Agency a list of all schedules to be prepared by Agency personnel by August 1, 2014, and a detailed audit plan no later than August 14, 2014.
- Field Work and Draft Audit Reports and Financial Statements - Field work will be scheduled to begin on August 20, 2014 and draft audit reports and financial statements prepared by August 27, 2014.
- Revised Draft Audit Reports and Financial Statements - Revised drafts of the audit report and recommendations will be submitted to management for their review by September 4, 2014. Draft and final draft audit reports will be submitted to FARS by September 15 and October 14, respectively. The final signed report shall be delivered to management and FARS by October 20, 2014.

## REQUIRED AFFIRMATIVE STATEMENTS

**Independence** - Gibbons & Kawash is independent of the Agency, the State of West Virginia, and any component units of the State of West Virginia, as defined by generally accepted auditing standards and *Government Auditing Standards*. This includes reviewing the independence of all personnel within the firm including those assigned to this project.

Gibbons & Kawash shall give WORKFORCE West Virginia written notice of any professional relationships entered into during the period of the agreement with any major contractors as defined in WV State Code 29-22-23. We will also notify the Agency in writing of any other matters that come to its attention during this contract which may impair its independence.

## SCOPE OF WORK

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**License to Practice** - Gibbons & Kawash, CPAs, and all assigned key professional staff are properly licensed to practice and perform assurance services in West Virginia.

**Federal or State Desk or Field Reviews** - There have been no field reviews of Gibbons & Kawash audits during the past three years and all desk reviews have been accepted.

**Disciplinary Action** - No disciplinary action has been taken or is pending against Gibbons & Kawash, CPAs.

**Workpaper Retention** - We will retain all working papers and reports for a period of five years; unless we are notified by the Agency of the need to extend the retention period.

### REPORTING

We will issue our report and express an opinion on the fair presentation of the Agency's financial statements in conformity with accounting principles generally accepted in the United States of America. We will perform certain limited procedures to the required supplementary information required by the Government Accounting Standards Board. We will also perform audit procedures on the additional schedules required by FARS to be included as additional financial information. We will report on internal control over financial reporting and compliance as required by *Government Auditing Standards*.

Our audit will be performed in accordance with generally accepted auditing standards established by the American Institute of Certified Public Accountants and *Government Auditing Standards* issued by the Comptroller General of the United States.

At the conclusion of our audit, 50 signed copies of the Independent Auditor's Report will be delivered to WORKFORCE West Virginia, Director of FAM.

In addition, we will make an immediate written report of all fraud and illegal acts of which we become aware, to the Director of the Financial Accounting and Reporting Section of the Department of Administration under the authority of Section 5A-2-33 of the State Code.

Finally, we will inform the Agency's Executive Director and the Director of the FAM of each of the following:

- The auditor's 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
- Significant abuse, if any

### ADDITIONAL REQUIREMENTS

**We will comply** with all other provisions of your request for quotation not previously discussed in other sections of this document as presented in **Appendix D**.

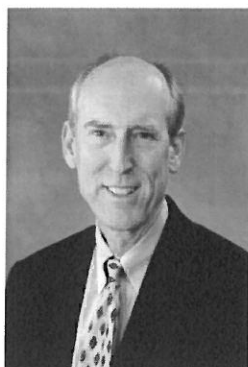
STATE OF WEST VIRGINIA				
WORKFORCE WEST VIRGINIA WWV14869				
Exhibit A - Pricing Page				
DELIVERABLES		Estimated Hours	Hourly Rate	Extended Cost
<b>PHASE I</b>				
	Entrance Conference	6	113	678
	Detailed audit plan	90	113	10,170
	Draft of WORKFORCE West Virginia Reports and financial statements for review	225	113	25,425
<b>TOTAL PHASE I</b>		321	113	\$ 36,273
<b>PHASE II</b>				
	Revised draft with all requests changed and modification of WORKFORCE West Virginia reports and financial statements for review	25	113	2,825
	Draft submitted to the Financial Accounting and Reporting Section (FARS) of the WV Department of Administration with copies to Executive Director of WORKFORCE West Virginia and Director of FAM	14	113	1,582
<b>TOTAL PHASE II</b>		39	113	\$ 4,407
<b>PHASE III</b>				
	Unsigned final draft with all modifications to WORKFORCE West Virginia management for final review	24	113	2,712
	Final signed report submitted to WORKFORCE West Virginia and FARS	16	113	1,808
<b>TOTAL PHASE III</b>		40	113	\$ 4,520
<b>Phase Total = PHASE I + PHASE II + PHASE III</b>		400	113	\$ 45,200
<b>Hourly Services</b>	Rate per hour for accounting, auditing, and consulting services	10	\$ 180	\$ 1,800
<b>Hourly Services Total</b>				\$ 1,800
<b>Grand Total (Total Hourly Services + Total Phase)</b>		410		\$ 47,000
HOURS SHOWN ARE AN ESTIMATION AND IS FOR AWARD PURPOSES ONLY.				
AWARD WILL BE BASED ON GRAND TOTAL, HOWEVER THE COST OF THE HOURS WILL BE ACTUAL PAYMENT AND THOSE HOURS ARE NOT GUARANTEED.				
Vendor may request payment pursuant to the following schedule:				
*First payment shall be 25% of the grand total and can be submitted upon completion of Phase I identified in the above table.				
*Second payment shall be 25% of the grand total and can be submitted upon completion of Phase II identified in the above table.				
*Third payment shall be 50% of the grand total and can be submitted upon completion of Phase III identified in the table.				
WORKFORCE West Virginia requires that the accounting firm be available to assist with accounting issues and new reporting requirements as they arise on an as-needed basis. The bid must include a firm fixed fee for the services shown above as well as an hourly rate for accounting and auditing consulting services. The total cost submitted for bid must include all travel and out-of-the-pocket expenses.				

## **APPENDIX A**

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### **QUALIFICATIONS AND EXPERIENCE OF THE ENGAGEMENT TEAM**

## APPENDIX A



**Robert R. Denyer, CPA**

**DIRECTOR**

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

review of the engagement. Specifically, the engagement director directs the engagement and is concerned with specialists, staffing, client involvement, field review, preparation, and presentation of the work product in accordance with the scope of work.

### ***Engagement Responsibilities***

The engagement director is the primary decision-maker with respect to a particular engagement. He has the ultimate responsibility for the planning, execution, and

### ***Experience***

Bob has more than 35 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. His service to governmental entities includes the following:

- Central West Virginia Regional Airport Authority
- Charleston Urban Renewal Authority
- City of Charleston, West Virginia
- Kanawha County Parks and Recreation Commission
- Kanawha County, West Virginia
- Kanawha Valley Regional Transportation Authority
- Metro Emergency Operations Center of Kanawha County
- School Building Authority of West Virginia
- Tobacco Settlement Finance Authority
- West Virginia Alcohol Beverage Control Administration
- 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 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 Fund

### ***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. He has served as a board member and past president of the South Charleston Rotary Club and a member of the South Charleston Chamber of Commerce.

## APPENDIX A

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### ***Education***

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

### ***Continuing Professional Education***

Bob is in compliance with all applicable CPE requirements. During the past three years, he has completed 154 hours of CPE, of which 66 hours were governmental CPE.

## APPENDIX A



**Robert E. Adams, CPA, CGMA**

**DIRECTOR**

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

### ***Engagement Responsibilities***

The role of the engagement quality control review director is an essential element of Gibbons & Kawash's quality control program over the delivery of services to a client. Rob will consult with the engagement team on engagement matters, including planning and reporting the work product, and will provide technical expertise to the engagement team.

### ***Experience***

Rob's professional experience during the past 18 years has included significant engagement responsibilities for several large governmental entities and nonprofit organizations. His governmental clients include the following:

- Central West Virginia Regional Airport Authority
- Charleston Urban Renewal Authority
- City of Charleston, West Virginia
- Kanawha County, West Virginia
- Kanawha County Parks and Recreation Commission
- Kanawha Valley Regional Transportation Authority
- Metro Emergency Operations Center of Kanawha County
- School Building Authority of West Virginia
- Tobacco Settlement Finance Authority
- West Virginia Alcohol Beverage Control Administration
- West Virginia Board of Treasury Investments
- West Virginia Consolidated Public Retirement Board
- West Virginia Department of Transportation - Division of Highways
- 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 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 State Rail Authority
- 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 Certified Public Accountants, and the Charleston Chapter of the West Virginia Society of CPAs. Rob is the Firm's Director assigned to the Governmental Audit Quality Center.



## APPENDIX A

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### ***Education***

Rob graduated from the West Virginia Wesleyan College with a Bachelor of Science degree in business administration.

### ***Continuing Professional Education***

Rob is in compliance with all applicable CPE requirements. He has completed 168 hours of CPE during the past three years, of which 74 hours were governmental CPE.

## APPENDIX A

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### **Anthony Carpenter, CPA**

#### **MANAGER**

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

### ***Experience***

Anthony has 7 years of professional experience providing audit, tax, and consulting services to non-profit organizations and local and state governmental agencies, and retirement plans. His service to public sector entities includes the following:

- Central West Virginia Regional Airport Authority
- Hatfield-McCoy Regional Recreational Authority
- Kanawha County, West Virginia
- Kanawha Valley Regional Transportation Authority
- Public Service Commission of West Virginia
- School Building Authority of West Virginia
- West Virginia Consolidated Public Retirement Board
- West Virginia Housing Development Fund
- West Virginia Independent Colleges and Universities
- West Virginia Lottery Commission
- West Virginia Municipal Pensions Oversight Board
- West Virginia Parkways Authority
- West Virginia Regional Jail and Correctional Facility Authority
- West Virginia Solid Waste Management Board
- West Virginia Board of Treasury Investments

### ***Professional Activities***

Anthony 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***

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

### ***Continuing Professional Education***

Anthony is in compliance with all applicable CPE requirements. He has completed 170 hours of CPE in the past three years, of which 102 hours were governmental CPE.

## APPENDIX A

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### **Danielle Westfall**

#### **Senior**

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

### ***Experience***

Danielle has three years of professional experience providing audit, tax, and consulting services to public sector entities, including state agencies and local governments. Her service to public sector

entities includes the following:

- Kanawha County, West Virginia
- City of Charleston, West Virginia
- West Virginia Board of Treasury Investments
- School Building Authority of West Virginia
- West Virginia Housing Development Fund
- West Virginia Solid Waste Management Board
- West Virginia Water Development Authority
- West Virginia Infrastructure and Jobs Development Council
- West Virginia Tobacco Settlement Finance Authority

### ***Education***

Danielle graduated from Marshall University with a Bachelor of Business Administration degree in Accounting and Finance.

### ***Continuing Professional Education***

Danielle is in compliance with all applicable CPE requirements. During the past three years she has completed 132 hours of CPE, of which 87 were governmental CPE.

## **APPENDIX B**

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### **EXTERNAL PEER REVIEW**



Rea & associates *a brighter way*

## System Review Report

July 10, 2012

To the Partners of Gibbons & Kawash, A.C.  
and the AICPA National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Gibbons & Kawash, A.C. (the firm) in effect for the year ended February 29, 2012. 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](http://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, A.C., in effect for the year ended February 29, 2012, 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, A.C. has received a peer review rating of *pass*.

*Rea & Associates, Inc.*

## **APPENDIX C**

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### **REQUIRED FORMS**



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

## Solicitation

NUMBER
WWV14869

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF.
BETH COLLINS 304-558-2157

V E N D O R	RFQ COPY
	TYPE NAME/ADDRESS HERE

S H I P T O	WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT-5302
	112 CALIFORNIA AVENUE CHARLESTON, WV
	25305-0112 304-558-2631

DATE PRINTED
06/04/2014

BID OPENING DATE: 07/10/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		946-20		
AUDITING SERVICES						
REQUEST FOR QUOTATION (RFQ)						
THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WORKFORCE WEST VIRGINIA, IS SOLICITING BIDS FOR AN OPEN-END CONTRACT FOR AUDITING OF AGENCY FINANCIAL STATEMENTS PER THE ATTACHED SPECIFICATIONS.						
***** THIS IS THE END OF RFQ WWV14869 ***** TOTAL:						\$47,000

SIGNATURE	<i>Phil R. Sawyer, CPA</i>	TELEPHONE	304-345-8400	DATE	July 10, 2014
TITLE	Director	FEIN	55-0738985	ADDRESS CHANGES TO BE NOTED ABOVE	

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



## CERTIFICATION AND SIGNATURE PAGE

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

Gibbons & Kawash, A.C.

(Company)

Robert R. Denyer

(Authorized Signature)

Robert R. Denyer, Director

(Representative Name, Title)

304-345-8400

(Phone Number)

304-345-8451

(Fax Number)

7/10/2014

(Date)

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

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

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

**DEFINITIONS:**

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

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

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

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

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Gibbons & Kawash, A.C.

Authorized Signature: [Signature] Date: July 9, 2014

State of WV

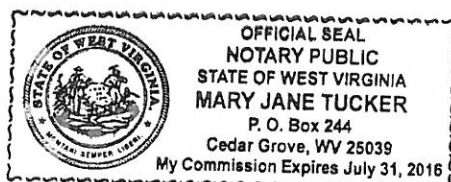
County of Kearney, to-wit:

Taken, subscribed, and sworn to before me this 9 day of July, 2014.

My Commission expires July 31, 2014.

**AFFIX SEAL HERE**

**NOTARY PUBLIC**



[Signature]  
Purchasing Affidavit (Revised 07/01/2012)

## 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 Vendor Preference, if applicable.

1. **Application is made for 2.5% 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% 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% 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% 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% 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% 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.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**  
☐ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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, A.C.

Signed: *Phil R. Deary*

Date: 7/16/2014

Title: Director

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: WWV14869**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input checked="checked" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2                   | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3                   | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4                   | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5                   | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Gibbons & Kawash, A.C.

Company

*Robert R. Deeryn*

Authorized Signature

*7/10/2014*

Date

**NOTE:** This addendum acknowledgment should be submitted with the bid to expedite document processing.