



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header 1

List View

### General Information

[Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#)

Procurement Folder: 327212

SO Doc Code: CRFQ

Procurement Type: Central Contract - Fixed Amt

SO Dept: 0402

Vendor ID:

SO Doc ID: SBA1700000001

Legal Name: Rubino & Company, Chartered

Published Date: 5/16/17

Alias/DBA:

Close Date: 5/25/17

Total Bid: \$123,800.00

Close Time: 13:30

Response Date:

Status: Closed

Response Time:

Solicitation Description:

Total of Header Attachments: 1

Total of All Attachments: 1



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 327212

**Solicitation Description :** Addendum No. 1 Independent Auditor Services for the SBA

**Proc Type :** Central Contract - Fixed Amt

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-05-25 13:30:00	SR 0402 ESR05221700000005706	1

<b>VENDOR</b>
VS0000010624 Rubino & Company, Chartered

**Solicitation Number:** CRFQ 0402 SBA1700000001

**Total Bid :** \$123,800.00      **Response Date:** 2017-05-22      **Response Time:** 08:13:57

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

<b>Signature on File</b>	<b>FEIN #</b>	<b>DATE</b>
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Government auditing services				\$123,800.00

Comm Code	Manufacturer	Specification	Model #
93151607			

**Extended Description :** Reference Exhibit A Pricing Page.



SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

May 22, 2017

## Quote to Provide Independent Audit Services

Response to Request for Quotation# SBA1700000001

*Prepared by:*

**Rubino & Company, Chartered**  
6903 Rockledge Drive, Suite 1200  
Bethesda, Maryland 20817  
T 301-564-3636 | F 301-564-2994  
[www.rubino.com](http://www.rubino.com)



**School Building Authority  
OF WEST VIRGINIA**

May 22, 2017

Ms. Melissa Pettrey  
Senior Buyer  
Department of Administration  
West Virginia Purchasing Division  
2019 Washington Street, East  
Charleston, West Virginia 25305

**RE: Response to Request for Quotation (RFQ) # SBA1700000001**

Dear Ms. Pettrey,

In response to the above referenced solicitation number, Rubino & Company, Chartered (Rubino & Company) is enclosing our quote to provide independent audit services for the School Building Authority of West Virginia (SBA).

We are committed to the public sector. We believe that the selection of our firm will provide the SBA with the best possible team to serve you. Rubino & Company's desire is to build long-term relationships with our clients. Our goal is to provide valuable services and contribute to your success by delivering solutions that are just right for you. We hope that our expertise and reputation for quality will be major factors you consider when evaluating our firm.

Your time is valuable; therefore, for ease of review and to facilitate evaluation of our bid, you will find this document provides only the information that we believe will prove to be most critical to your decision-making process.

Selecting a new audit services provider is an important decision, and we know you will likely have questions. Please feel free to contact me at 410-218-0453 or email me at [mstephens@rubino.com](mailto:mstephens@rubino.com).

Sincerely,

**Rubino & Company, Chartered**



J. Michael Stephens, CPA  
Shareholder

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## INDEPENDENCE

(RFP Section 4.5.1.4.)

Rubino & Company, Chartered (Rubino & Company) makes the following affirmative statements:

1. Rubino & Company is independent of the School Building Authority (SBA) as defined by generally accepted auditing standards and the US General Accounting Office's *Government Auditing Standards* (1988).
2. Rubino & Company is independent of the State of West Virginia and all component units.
3. Rubino & Company will give the SBA written notice of any professional relationships entered during the period of this agreement which may cause a conflict of interest.



## LICENSE TO PRACTICE IN WEST VIRGINIA

*(RFP Section 4.5.1.5.)*

Rubino & Company is a properly licensed certified public accounting firm, able to practice in West Virginia. In addition, all key professional supervisory staff (shareholders) assigned to this engagement are properly licensed to practice as certified public accountants in West Virginia. Per the CPA Mobility Legislative Law passed in the State of West Virginia, our engagement team has practice privileges outside of their home jurisdiction without obtaining an additional license in another state. Most states, including West Virginia have adopted mobility legislation – which is a practice privilege that generally permits a licensed CPA in good standing from a substantially equivalent state to practice outside of his or her principal place of business without obtaining another license.

If the SBA may require additional documentation, please contact Mike Stephens at 410-218-0453.

## FIRM QUALIFICATIONS AND EXPERIENCE

(RFP Section 4.5.1.6.)

### Firm Overview

(RFP Section 4.5.1.6.1)

The following illustrations provides a high-level overview of Rubino & Company, Chartered (Rubino & Company), the size of our governmental audit staff, and the location of the office from which the work on this engagement is to be performed:



### Number of Professional Staff to be Employed in this Engagement on a Full-Time and Part-Time Basis

Due to our deep governmental audit pool, Rubino & Company has the ability to adequately staff for the size of any governmental engagement and will do so within the time constraints requested by the School Building Authority (SBA). The following table provides the number and nature of the professional staff to be employed in this engagement.

Professional Staff to be Employed on this Engagement	
Level	Number / Full-Time and Part-Time
Shareholder	1 full-time; 1 part-time
Manager	1 full-time
Senior	1 full-time; 1 part-time
Staff	1 full-time; 1 part-time

## Peer Review

(RFP Section 4.5.1.6.2)

Rubino & Company's commitment to quality is evidenced by our **stellar peer review record**. Our most recent peer review report is included below. In all of the firm's peer reviews, conducted by an independent CPA firm, we have received unmodified reports without a letter of comment.

This accomplishment is achieved by a small percentage of CPA firms and speaks to the level of our commitment to providing quality audit and review services. Our commitment to quality is not limited to audit and attestation engagements. **Quality control is ingrained in all services we provide.**

The most recent peer review did not include a review of specific government engagements.

### Briscoe, Burke & Grigsby LLP

CERTIFIED PUBLIC ACCOUNTANTS

#### System Review Report

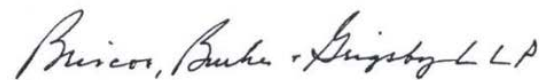
August 12, 2015

To the Shareholders of  
**Rubino & Company, Chartered**  
and the Peer Review Committee of the Maryland Association of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of **Rubino & Company, Chartered** (the firm) in effect for the year ended April 30, 2015. 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. As part of our peer review, we considered reviews by regulatory agencies, if applicable, in determining the nature and extent of our procedures. 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 an engagement performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of **Rubino & Company, Chartered** in effect for the year ended April 30, 2015, 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*. Rubino & Company, Chartered has received a peer review rating of *pass*.



Certified Public Accountants

## Federal or State Desk Reviews

*(RFP Section 4.5.1.6.3)*

The firm has not had any federal or state desk reviews or field reviews of its audits within the last three years nor does it have currently or previously any disciplinary action taken or pending against it with any state regulatory bodies or professional organizations.

In addition, in the past three years, there has been no disciplinary action taken, nor are there any pending disciplinary actions against Rubino & Company with state regulatory bodies or professional organizations.

## Minimum Experience in Auditing State Agencies

(RFP Section 4.5.1.6.4)

Rubino & Company has the minimum required experience in auditing state agencies. Mike Stephens, SBA’s engagement shareholder, has extensive present and previous experience providing audit and compliance services to governmental entities that are structured similar to the SBA. These entities include:



The SBA’s assigned engagement shareholder, Mike Stephens, has been involved with various debt structures created under numerous bond and federal loan programs.

In addition to the range of complexities listed to the right, most of Mike’s counties and town clients he previously served at his prior firm had bond issues (e.g., Arlington County, MD; Anne Arundel County, MD; Calvert County, MD; Newark, DE).



### Range of Complexities of the **Chesapeake Housing & Redevelopment Authority:**

- Multiple federal, state, and local funding sources
- GASB 68 implementation issues
- Cognizant agency corrective action plans



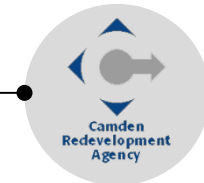
### Range of Complexities of the **Virginia Resources Authority:**

- Loan loss allowance
- Debt issuance and investments
- ARRA funding requirements



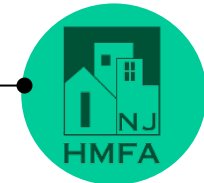
### Range of Complexities of the **Housing Authority of Baltimore City:**

- Compliance with HUD regulations and reporting
- Significant tax credit properties
- Intergovernmental activity with the City
- Development notes and mortgages receivable
- Litigation issues



### Range of Complexities of the **Camden Redevelopment Agency:**

- Multiple federal, state, and local funding sources
- Compliance with multiple oversight agencies including HUD, EPA, and others
- Intergovernmental activity with the City
- Development notes



### Range of Complexities of the **New Jersey Housing and Mortgage Finance Agency:**

- Significant tax credit funding and projects
- Loan loss allowance
- Debt issuance and investments
- Swap reporting under GASB 53



### Range of Complexities of the **California Housing Finance Agency:**

- Significant tax credit funding and projects
- Loan loss allowance
- Debt issuance and investments
- Swap reporting under GASB 53
- Valuation of Real Estate Owned



### Range of Complexities of the **Maryland Department of Housing & Community Development:**

- Desk reviews of submitted project audits (most being tax credits) which include both financial and compliance requirements
- Reviews in accordance with DHCD loan covenants
- Submission of project audit financial statements for DHCD review

In addition to the engagement partner's present and prior experience listed on the previous page, Rubino & Company presently serves the following governmental entities:

- Camden Redevelopment Agency, NJ
- Chesapeake Redevelopment & Housing Authority, VA
- Housing Authority of Baltimore City, MD
- Housing Authority of Santa Clara, CA
- Housing Authority of the Birmingham District, AL
- Housing Authority of the City of Asheville, NC
- Housing Authority of the City of Athens, GA
- Housing Authority of the City of Hartford, CT
- Housing Authority of Washington County, MD
- Housing Commission of Anne Arundel County, MD
- Housing Opportunities Commission of Montgomery County, MD
- Maryland Medical Cannabis Commission, MD
- Montgomery Housing Authority, AL
- Orlando Housing Authority, FL
- Sanford Housing Authority, FL
- Spartanburg Housing Authority, SC
- Town of Chesapeake Beach, MD

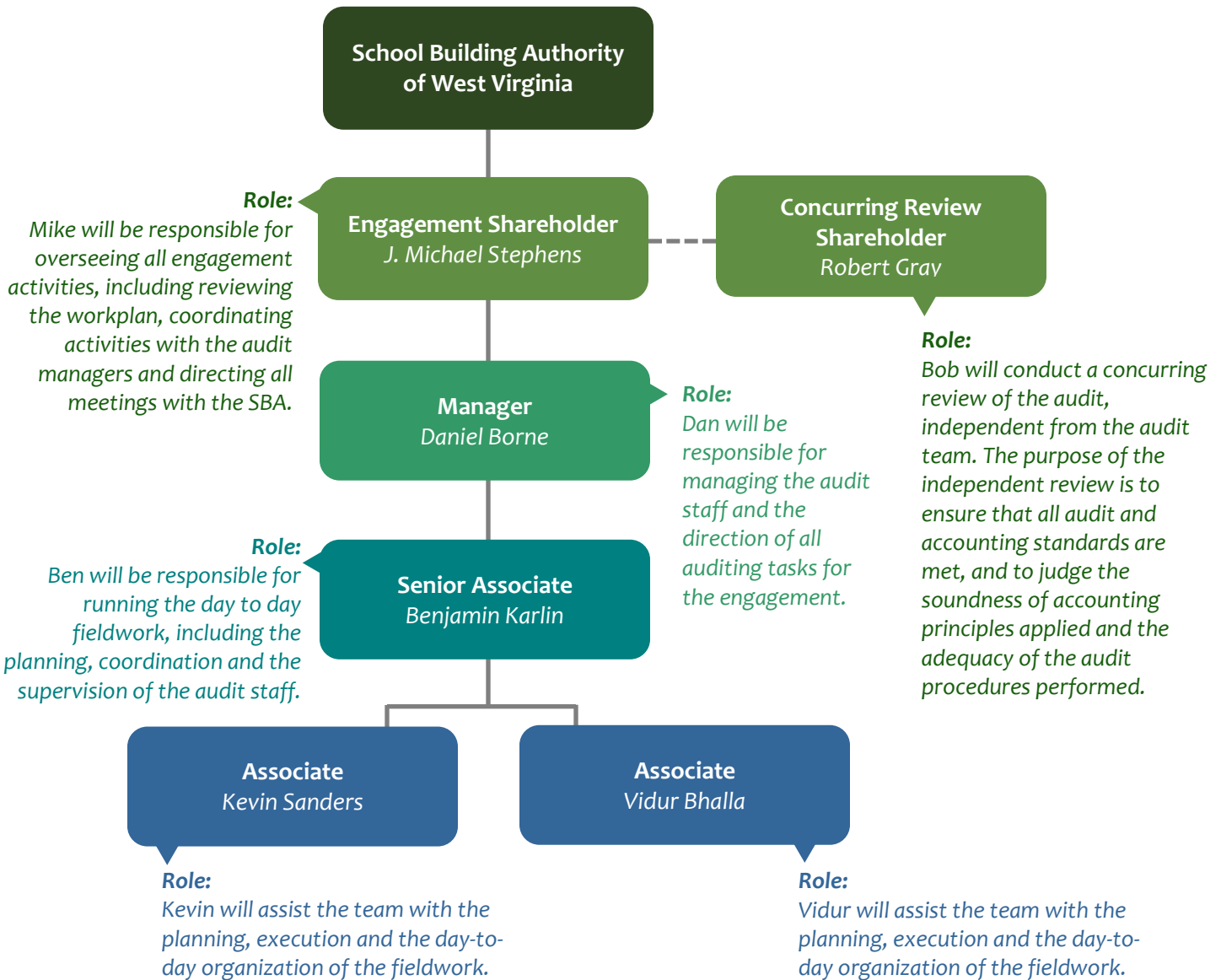
## PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS

(RFP Section 4.5.1.7.)

### Identification of Engagement Team

(RFP Section 4.5.1.7.1)

We know it is the people that are critical to the success of an engagement such as this. Know that the engagement team we have assembled already understands the challenges the SBA faces and Rubino & Company is committed to delivering value-added audit services to this engagement. The following organization chart provides our proposed engagement team:



**Licenses:** As previously stated, all key professional supervisory staff (shareholders) assigned to this engagement are properly licensed to practice as certified public accountants in West Virginia. Per the CPA Mobility Legislative Law passed in the State of West Virginia, our engagement team has practice privileges outside of their home jurisdiction without obtaining an additional license in another state. Most states, including West Virginia have adopted mobility legislation – which is a practice privilege that generally permits a licensed CPA in good standing from a substantially equivalent state to practice outside of his or her principal place of business without obtaining another license.



## Qualifications and Experience of Engagement Team

(RFP Section 4.5.1.7.2)

Prior experience of the individual audit team members has been included on the following pages. Each resume describes the individuals' professional qualifications and experience in auditing governmental entities.

**Your engagement team will provide you with the wisdom of their experience.**

Changing auditors for the SBA should not be a difficult task. Fortunately, your proposed engagement team has had many opportunities over the years to step in as the new auditor. This experience helps ensure that the transition goes as smoothly as possible. Because of your engagement team's experience with similar entities, Rubino & Company will hit the ground running, resulting in minimal disruption to management's day-to-day schedules.

The SBA can count on:

- ❖ Professionals who are highly skilled in working with governmental entities.
- ❖ Continuous interaction with your management throughout the year. We get involved...and stay involved.
- ❖ Prompt and responsive service. The SBA's needs will be met with a sense of urgency.
- ❖ An outstanding professional track record. We know and understand governmental entities.

Furthermore, we are committed to providing continuity for the SBA. Our firm believes that staff continuity starts at the shareholder level. We believe that for excellent client service to be achieved, shareholders must be directly and actively involved with our clients. Like all CPA firms, we use our staff to undertake some of the work. However, **unlike many CPA firms, Rubino & Company shareholders are active, working participants in all of our engagements.** This active role helps ensure deadlines are met at minimum cost and disruption to your staff. Perhaps equally important, it means that answers to your questions can be provided quickly, without the cost associated with researching issues, as is often the case with other firms.



**PROFESSIONAL AFFILIATIONS**

- American Institute of Certified Public Accountants
- Maryland Association of Certified Public Accountants
- Public Housing Authorities Directors Association
- National Association of Housing & Redevelopment Officials

**EDUCATION**

Bachelor's Degree in Accounting  
*Loyola College in Baltimore*

**SAMPLING OF GOVERNMENT CLIENTS:**

- Town of Chesapeake Beach, MD
- Camden Redevelopment Agency, NJ
- Chesapeake Redevelopment & Housing Authority, VA
- Housing Authority of Baltimore City, MD
- Housing Authority of Santa Clara, CA
- Housing Authority of the Birmingham District, AL
- Housing Authority of the City of Asheville, NC (*recently awarded*)
- Housing Authority of the City of Athens, GA (*recently awarded*)
- Housing Authority of Washington County, MD
- Housing Commission of Anne Arundel County, MD
- Housing Opportunities Commission of Montgomery County, MD
- Maryland Medical Cannabis Commission
- Montgomery Housing Authority, AL (*recently awarded*)
- Orlando Housing Authority, FL
- Sanford Housing Authority, FL
- Spartanburg Housing Authority, SC
- State of Maryland Department of Budget and Management

**J. Michael Stephens, CPA**

*Role: Engagement Partner*

**RELEVANT EXPERIENCE**

Mike has over 30 years of experience in public accounting and that entire time includes audits of governmental entities similar to the SBA.

Mike is a nationally recognized presenter and speaker having presented on audit, compliance and reporting issues that impact public sector organizations; especially in the government industry. He has extensive experience specializing in government audits and assisting clients in increasing the efficiency of their operations. During his career, Mike has developed a specialty for state and local government audit and accounting services. He is also well versed in compliance audits, and has managed, planned, and performed single audits for a variety of governmental agencies.

In addition, **Mike has assisted governmental clients in obtaining and retaining the GFOA Certificate of Achievement for Excellence in Financial Reporting award and was previously a GFOA reviewer for the Certificate program.**

Furthermore, Mike brings innovative ideas coupled with practical experience to the firm's governmental clients so they can stay apprised of new accounting pronouncements, state laws, fiscal trends and best practices. His personal approach to client service includes frequent communication with his clients and a genuine concern for their best interests.

**PROFESSIONAL AFFILIATIONS**

- American Institute of Certified Public Accountants
- Greater Washington Society of Certified Public Accountants
- Virginia Society of Certified Public Accountants
- Institute of Management Accountants

**EDUCATION**

Bachelor of Science - Accounting  
*Villanova University*

- Summa cum laude

**SAMPLING OF GOVERNMENT CLIENTS:**

Bob serves as the firm's Director of Quality Control for all audit clients.

**Robert Gray, CPA**

*Role: Quality Control Partner*

**RELEVANT EXPERIENCE**

Bob is a shareholder with more than 40 years of experience and provides accounting, auditing, tax and management services to a wide range of public sector organizations, including technical reviews on all government clients that require audits of financial statements, and single audits.

Bob oversees the accounting and auditing practice of Rubino & Company and serves as the firm's Director of Quality Control for its audit and attest function.

He has taught accounting and auditing courses at George Mason University and George Washington University. In addition, he is a frequent speaker, presenter and author. Bob has given numerous presentations and written articles for various publications on a wide range of accounting and auditing matters.

**PROFESSIONAL AFFILIATIONS**

- American Institute of Certified Public Accountants
- Greater Washington Society of Certified Public Accountants

**EDUCATION**

Bachelor of Science - Accounting  
Shippensburg University

**SAMPLING OF GOVERNMENT****CLIENTS:**

- Chesapeake Redevelopment & Housing Authority, VA
- Camden Redevelopment Agency, NJ
- Housing Authority of Baltimore City, MD
- Orlando Housing Authority, FL
- Housing Authority of Santa Clara, CA
- Housing Authority of the Birmingham District, AL

**Daniel Borne**

*Role: Audit Manager*

**RELEVANT EXPERIENCE**

Dan has over 10 years of accounting experience, including governmental audit experience. Since joining the Firm in 2006, Dan has devoted most of his time to the government sector, providing auditing, consulting and tax services to governmental entities.

Dan also provides auditing services under the requirements for single audits and reporting under Uniform Guidance, so he understands reporting and reporting requirements that are applicable to the Authority. **He is thoroughly familiar with the SBA programs to be audited.**

In addition, Dan has assisted governmental clients in obtaining and retaining the *GFOA Certificate of Achievement for Excellence in Financial Reporting* award.

**PROFESSIONAL AFFILIATIONS**

- American Institute of Certified Public Accountants
- Greater Washington Society of Certified Public Accountants

**EDUCATION**

Bachelor of Science – Accounting and Information Systems  
*University of Maryland, College Park*

**SAMPLING OF GOVERNMENT****CLIENTS:**

- Chesapeake Redevelopment & Housing Authority, VA
- Camden Redevelopment Agency, NJ
- Housing Authority of Baltimore City, MD
- Town of Chesapeake Beach, MD
- Orlando Housing Authority, FL
- Housing Commission of Anne Arundel County, MD
- Housing Authority of Washington County, MD
- Sanford Housing Authority, FL
- Spartanburg Housing Authority, SC
- Housing Authority of the Birmingham District, AL

**Benjamin Karlin**

*Role: Senior Audit Associate*

**RELEVANT EXPERIENCE**

With four years of experience, Ben has developed a specialty in governmental auditing and accounting with an emphasis on state and local government agencies. Ben also has extensive experience developing audit plans and reviewing work performed by staff. This work includes the performance of internal control reviews to assure the effectiveness and efficiency of operations, reliability of financial reporting and compliance with applicable laws and regulations.

Ben is also well versed in compliance audits, and has managed, planned, and performed compliance audits for a variety of governmental agencies. He is very familiar with federally funded programs as required under the OMB Uniform Grant Guidance.

In addition, Ben has assisted governmental clients in obtaining and retaining the *GFOA Certificate of Achievement for Excellence in Financial Reporting* award.

**EDUCATION**

Bachelor of Science – Accounting  
*Dakota State University*

**SAMPLING OF GOVERNMENT****CLIENTS:**

- Chesapeake Redevelopment & Housing Authority, VA
- Housing Authority of Baltimore City, MD
- Spartanburg Housing Authority, SC
- Housing Authority of the Birmingham District, AL

**Vidur Bhalla**

*Role: Audit Associate*

**RELEVANT EXPERIENCE**

Vidur is a member of our state and local government team and specializes in providing audit and accounting services to governmental authorities structured similarly to the Town. He has over 3 years of auditing experience serving public sector organizations. He regularly analyzes and reconciles balance sheet accounts and prepares financial statements. He executes various types of transaction testing which include disbursements, payrolls, and journal entries. On a regular basis, he performs walkthroughs with clients to better understand their system of recording.

**PROFESSIONAL AFFILIATIONS**

- American Institute of Certified Public Accountants

**EDUCATION**

Bachelor of Science – Operations Management and Supply Chain Management  
*University of Maryland, College Park*

**GOVERNMENT CLIENTS:**

- Housing Authority of the City of Asheville, NC
- Housing Authority of the City of Hartford, CT

**Kevin Sanders**

*Role: Audit Associate*

**RELEVANT EXPERIENCE**

Kevin has one year of public sector auditing experience. Since joining the firm, he has devoted most of his time to the public sector industry, performing financial statement audits through efficient execution and implementation of a client specific audit approach. Kevin has experience assessing, observing and testing internal control procedures and compliance with laws, regulations, and grant requirements.

## Continuing Professional Education

All staff assigned to the audit have met the continuing education requirements. Each member of our professional team, including principals, attends at least 40 hours of technical training annually. When team members work extensively in one of our industry segments, they also attend specific training for that field.

As illustrated below, Rubino & Company professionals are specifically trained in the industry at a level beyond our competitors:



Furthermore, Rubino & Company offers year-round training sessions for employees. Internal and external training programs include audit, accounting, and tax efficiency strategies. We provide a continuous learning environment in which our staff can develop and refine the skills necessary to serve our governmental clients. Updated information on recent changes in technical standards and regulations, as well as the firm's professional policies and procedures, is distributed to our team members on a regular basis. Individuals are required to familiarize themselves with all current changes in standards and procedures.

We have included relevant continuing professional education for each staff member assigned to SBA's engagement in *Appendix B: Continuing Professional Education*.

## Staff Rotation

*(RFP Section 4.5.1.7.3)*

We understand engagement partners, managers, and other supervisory staff and specialists may be changed if the assigned personnel leave the firm, are promoted, or are assigned to another office. Furthermore, we also understand these personnel may also be changed for other reasons with the express prior written permission of the SBA. However, in either case, the SBA retains the right to approve or reject replacements.

## **PRIOR ENGAGEMENTS WITH THE STATE OF WEST VIRGINIA**

*(RFP Section 4.5.1.8.)*

Rubino & Company has not done business with the State of West Virginia within the last five years.



## SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

(RFP Section 4.5.1.9.)

We encourage you to contact the following clients to learn more about our high-quality work product, and our demonstrated record of delivering services on time and within budget. **As requested, we have put the below references in order by total hours:**

Name of Organization: Housing Authority of Baltimore City, MD	
Client Contact	Ms. Rainbow Lin, Previous Chief Financial Officer (presently the CFO at the District of Columbia Housing Authority) Phone: 202-535-2878/ Email: rlin@dchousing.org and Ms. Sieglinde Chambliss, CFO (new to the position) Phone: 410-396-8303 /Email: sieglinde.chambliss@habc.org
Engagement Partner	Mike Stephens
Period of Performance	2002 to 2013* and 2016 to present * With another firm, Mike served HABC from 2002 to 2013. With Rubino and Company, Mike has served HABC since early 2016 to present).
Scope of Contract	<ul style="list-style-type: none"> <li>• Financial statement audit</li> <li>• Single Audit</li> <li>• Audit and tax returns for the Authority's tax credit properties</li> </ul>
Total Hours	~800 hours

Name of Organization: Camden Redevelopment Agency, NJ	
Client Contact	Ms. Johanna Conyer, Director of Finance Phone: 856-968-3544 / Email: joconyer@ci.camden.nj.us
Engagement Partner	Mike Stephens
Period of Performance	Early 2017 to present
Scope of Contract	<ul style="list-style-type: none"> <li>• Financial statement audit</li> <li>• Single Audit</li> </ul>
Total Hours	~240 hours

Name of Organization: Town of Chesapeake Beach, MD	
Client Contact	Ms. Laurie Smith, Town Treasurer Phone: 410-257-2230 / Email: lsmith@chesapeakebeachmd.gov
Engagement Partner	Mike Stephens
Period of Performance	2016 to present
Scope of Contract	<ul style="list-style-type: none"> <li>• Financial statement audit</li> <li>• Single Audit</li> </ul>
Total Hours	~225 hours

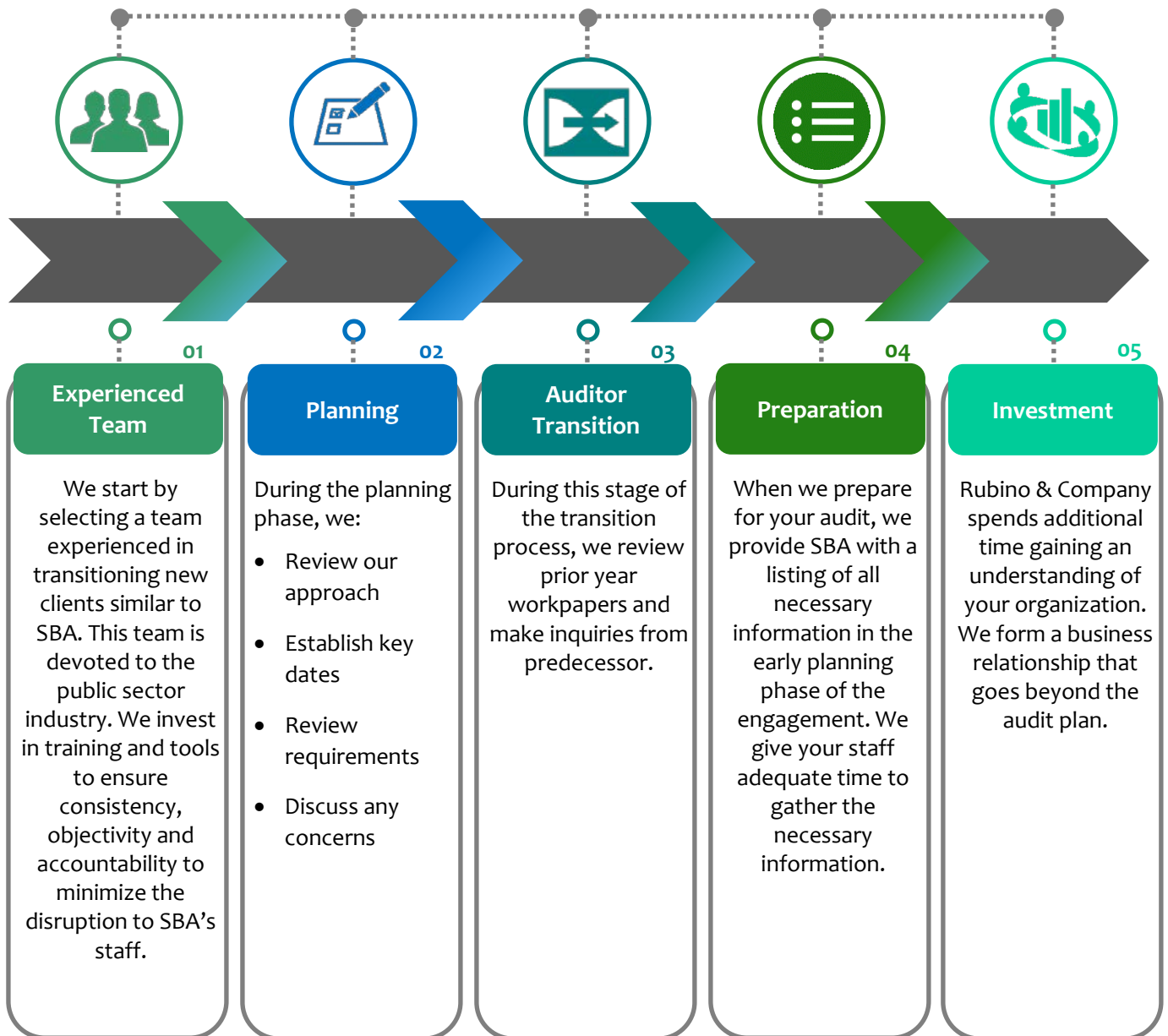
Name of Organization: Housing Opportunities Commission of Montgomery County, MD	
Client Contact	Ms. Gail Willison, Chief Financial Officer Phone: 240-627-9480 / Email: gail.willison@hocmc.org
Engagement Partner	Mike Stephens
Period of Performance	2004 to 2013* and 2014 to present * Performance of the agency wide audit was performed by Mike Stephen's (Engagement Shareholder) with his prior firm (2004 to 2013).
Scope of Contract	Audit and Tax Returns for tax credit partnerships
Total Hours	~175 hours

## SPECIFIC AUDIT APPROACH

(RFP Section 4.5.1.10.)

We are aware of the complications clients face when engaging accounting firms and realize that any change to the status quo can be stressful. Because of this, Rubino & Company works extremely hard to make the transition as smooth and painless as possible. We establish a strategy for our audit approach and work closely with management to determine the schedules you can prepare and the documents you would need to make available to us during our audit.

Our proven transition approach illustrated below effectively minimizes the impact of client transition issues:

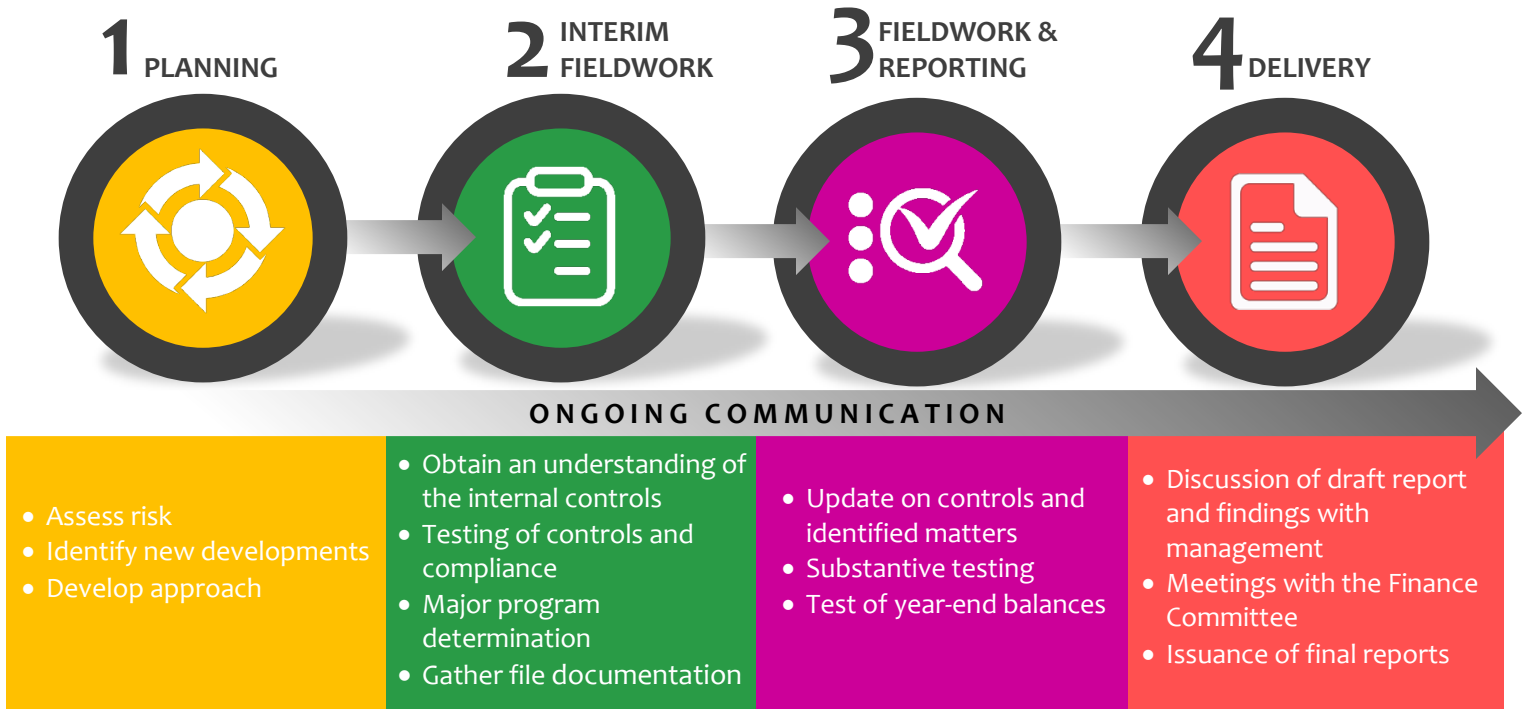


## Proposed Segmentation of the Engagement

(RFP Section 4.5.1.10.1.a.)

### Financial Statement Audit Approach

Our overall approach to the audit process centers on communication. We work cooperatively with clients and we are respectful of your time as we recognize that SBA has priorities other than the audit process. We firmly believe that open communication throughout the process is the key to an efficient, effective, and timely audit. As you will see in the following diagram, we are committed to ongoing communication throughout each step of the audit process:



### Planning

Rubino & Company places a heavy emphasis on planning as it is a key factor in providing an effective and efficient audit. We update our client participation schedules and discuss the timing with clients during audit planning meetings and entrance conferences.

Planning includes the following:

- Develop a comprehensive requested items list;
- Establish materiality thresholds;
- Document internal control procedures and policies for critical transaction cycles. During this process, Rubino & Company personnel will conduct in-depth interviews with SBA’s personnel responsible for the processing and approval of the various transactions;
- Assess significant risk levels for all audit areas, as well as assess risks at the entity level;
- Establish audit approach and programs; and,
- Plan walkthroughs, observations or tests of internal controls for all significant audit areas. The extent of these procedures will be determined in connection with the overall planning of the approach to the audit.

### Interim Audit Work

We will perform interim audit work in order to assess and document internal controls and organizational risks at an early stage of the audit process, which in turn, allows us to design audit procedures tailored to those risks. This work is usually performed over a three to four-day period. We will also gather relevant permanent file documentation during this time.

### Fieldwork and Reporting

All the audit fieldwork will be performed by Rubino & Company staff. We anticipate that fieldwork will be performed over the course of two weeks. The fieldwork and reporting phases of the engagement will include the following procedures:

- Update planned control reliance based on the results of our internal control audit procedures;
- Select samples and perform testing of the cash disbursement, payroll, and, as appropriate, other financial systems;
- Perform tests of revenue based on nature and source of support and revenue;
- Confirm relevant asset and liability balances;
- Perform extended audit procedures for support and receivables, while performing other procedures for other balances as we determine necessary;
- Prepare and post any proposed audit adjustments;
- Assess the pervasiveness of any exceptions noted during testing, determine whether any modifications to the audit plan were necessary, and document our findings;
- Obtain and test as necessary information to be included in the footnotes to the financial statements; and,
- Review the financial statements and footnotes; and draft internal control and audit communication letters.

### Effective & Efficient Audit Process

*Where you are strong, we rely on that strength. Where you may lack strength, we adapt our procedures and recommend specific remedies within the framework of overall cost-versus-benefit considerations that should temper every control decision.*

### Exit Conference

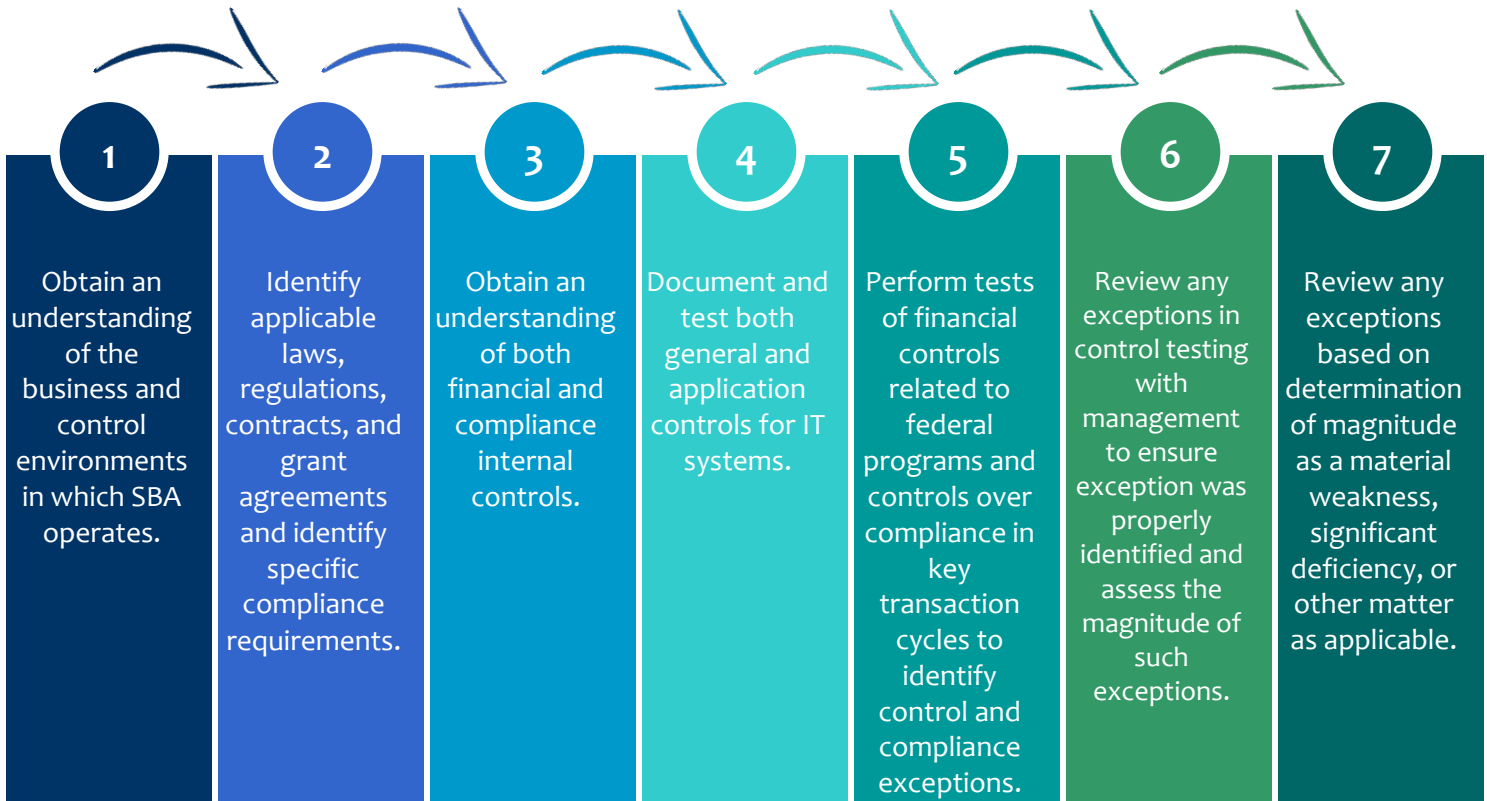
We will meet with SBA's Finance Committee to review the financial statements and any findings at the conclusion of fieldwork, as well as answer any questions the Finance Committee members may have.

### Compliance Audit Approach

We place a heavy emphasis on planning as it is the key factor in providing an effective and efficient audit. We update our client participation schedules and discuss the timing with clients during audit planning meetings and entrance conferences. The process begins with a review of your schedule of expenditures of federal awards and consideration of the requirements of the Uniform Guidance.

This is followed by an assessment of each federal program and the associated audit risks to determine which are major programs. Then, we perform further assessments of technology, materiality, internal controls, and the audit approach and design.

A single audit of SBA would be expected to include the following steps:



## Sample Sizes and the Extent to which Statistical Sampling is to be Used

*(RFP Section 4.5.1.10.1.b.)*

Our sampling methods and resulting sample sizes are in accordance with and result from guidance provided by the AICPA for both audits and single audits. Our sample sizes are directly related to the various risks (inherent and control) associated with the item being tested, confidence level to be obtained and overall materiality. Our sample sizes generally include up to 40 items for control and transactional testing or up to 60 items for single audit testing. The samples for substantive testing are highly dependent upon the balance of the account being tested and the materiality of the engagement.

We will utilize sampling methods where required and in accordance with the procedures as outlined by the SBA. The procedures determine where sampling is to be used and the sample sizes to be utilized. In selecting all samples, we will utilize random sampling methods to ensure that all items have an equal chance of being selected.

Whenever possible, we select our samples electronically based on populations (reports) provided by the SBA. We select our samples randomly or haphazardly depending on circumstances and provide the SBA with the samples to pull the documentation. In all cases, we prioritize our sample selection with our audit approach to ensure that we are as efficient as possible and to avoid overwhelming SBA staff with multiple requests at one time.

## Type and Extent of Analytical Procedures to be Used

*(RFP Section 4.5.1.10.1.c.)*

Analytical procedures are used in the planning, testing, review, and conclusion of the audit engagement. In planning, analytical procedures are used to help determine risk assessment, variances that should be analyzed further, and reasons for changes in activity. In testing, analytical procedures are used to test smaller balances and balances considered to have lower risks, and to identify activity that needs further explanation or testing. In reviewing and concluding, engagement managers perform analytical procedures to help ensure reporting is accurate and that risk areas have been adequately addressed and are adequately explained.

Analytical procedures include comparisons to prior periods, to budget, development of expected account balances versus actual (predictive tests), comparison to entities of similar size and programs, and ratio analysis.

## Extent and Use of Electronic Data Processing Software

*(RFP Section 4.5.1.10.1.d.)*

One of Rubino & Company's advantages is access to advanced audit tools and technology. Throughout the audit will employ the use of technology to increase efficiency and effectiveness in the performance of audits and in communicating with the SBA, including the following:

- We perform our audits through the use of third party electronic audit work paper software package; Pro-System Fx Engagement. FX Engagement is our "paperless" audit product. This product allows us to file and save all our audit workpapers in an electronic storage capacity; allowing Rubino & Company firm to save time and resources associated with maintaining and storing paper files. FX Engagement also boasts a trial balance software program, which is utilized to produce financial statements, lead schedules and allows us to perform trend analysis utilizing our clients' trial balances.
- We utilize another third-party vendor software package, PPC Checkpoint Tools, for our audit programs, checklists, standard correspondence and accounting research tools. These tools have great time-saving functionalities and they integrate with our work processes; therefore, allowing us to bring our clients the highest possible value, quality, and consistency.



- We use an electronic portal for the transfer of sensitive documents. This portal allows for both the upload and download of data that is password protected and encrypted. This helps ensure that the integrity of the organization's data is protected. With identity theft on the rise, the portal gives you peace of mind knowing that the only person who can access your files is you and anyone you designate.
- When gaining an understanding of SBA's internal control structure, we conduct interviews to document your internal control structure. Our interviews include "walkthroughs" of your processes (both manual and automated). After conducting our interviews, we will use PPC Smart Practice Aids (a risk assessment/evaluation software product) to customize our audit programs and overall audit approach. Our audit will include obtaining an understanding of SBA and its environment, including internal control, sufficient to assess the risks of misstatements of the financial statements. However, an audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Nevertheless, during the audit, we will communicate to SBA any internal control related matters that come to our attention.

### **Approach to be Taken to Gain an Understanding of SBA's Internal Controls Structure**

*(RFP Section 4.5.1.10.1.e.)*

We understand changing audit firms would require a new set of auditors to develop an understanding of the SBA and its operations and activities. Given our concentration in the public sector, we understand SBA's main sources of revenue and support and the related accounting practices. We will leverage our overall understanding of the governmental industry to specifically tailor our approach by utilizing as a baseline any existing internal control processes, policies, organizational charts, etc. SBA may have already documented. We will interview key accounting personnel to gain and further document our understanding of SBA. We will then perform walkthroughs of the significant audit areas to confirm our understanding of the key controls.

### **Approach to be Taken in Determining Laws and Regulations**

*(RFP Section 4.5.1.10.1.f.)*

Because of our experience in the public sector, we are knowledgeable of many of the regulations applicable to SBA. In addition, through our risk assessment procedures, building of our permanent file documentation, and review of SBA's programs, we will identify applicable laws and regulations. Although not typical, if necessary, we may follow-up with outside organizations to determine if particular guidance is applicable to SBA.

### **Approach to be Taken in Drawing Audit Samples for Purposes of Test Compliance**

*(RFP Section 4.5.1.10.1.g.)*

Our typical approach is to select samples of 25 – 60 for compliance testing based on the results of our risk assessment procedures which includes documentation of internal control and controls over compliance. Sample sizes for substantive testing of account balances are based on substantive sampling which again considers risk assessment, but also account balances and other risk factors. Our sampling approach is typically haphazard selection, however, if SBA has the capability or we are able to access certain information from the information system, we can use statistical sampling which sometimes allows us to reduce the sample size.

Because we work with agencies of all sizes, our method for drawing samples for compliance varies. Typically, we request reports to document the population (resident files, inspections, payroll listing, etc.) from which to select. We test these reports for completeness and then select the sample based on one of the methods described (haphazard, statistical, random, etc.) and request those documents. If SBA has the capability, we use audit software to select samples directly from the system.

## IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS

(RFP Section 4.5.1.11.)

We do not anticipate any audit issues to arise during the course of our engagement with SBA. However, if we identify accounting or financial reporting issues during the audit, we will communicate this to management, and members of the Board and will provide recommendations on the resolution of the issues.

A positive approach to communication with SBA's management and members of the Board keeps potential problems that could be encountered to a minimum. We will work with the SBA to make sure that any anticipated or potential problems encountered in conducting the audit are addressed proactively and that all parties involved are satisfied with the end result.

### Assistance Requested from the SBA

**We do not intend to utilize SBA's team beyond the scope identified in the RFP.** As indicated in our approach, we will coordinate with SBA's team during the planning stage to confirm expectations, timing, procedures, etc.

We will have regular meetings with the SBA through all phases of the audit to discuss the status of the segment of work being performed. We understand that responsiveness and effective communication is critical to the success of the audit.

We understand that the SBA has limited accounting staff. As such, we will work with you to find the most efficient way to obtain the information needed for the engagement. Before the audit begins, we will provide management with a list of documents needed to assist us in our audit. Most of the items requested are documents and schedules already prepared and maintained by your staff. In addition, we will ask that your staff prepare cash and other confirmations, provide information on your programs and assist us in finding certain supporting documentation during the audit. We will also ask that staff be available to assist us in documenting internal controls and with our walk-through of those controls.



## PRICING

*(RFP Section 5.2.)*

As requested, we have completed the Bid Schedule form and included on the following page. We have also entered the pricing information through wvOASIS.

EXHIBIT A Pricing Page

Description	Quantity	Unit Cost	Extended Cost
Independent Audit Services for Fiscal Year 2017	1		\$23,900
FY 2017 - Additional Cost for Federal Funds *	1		5,700
Independent Audit Services for Fiscal Year 2018(2nd year optional renewal)	1		24,600
FY 2018 - Additional Cost for Federal Funds * (2nd year optional renewal)	1		5,900
Independent Audit Services for Fiscal Year 2019 (3rd year optional renewal)	1		25,300
FY 2019 - Additional Cost for Federal Funds* (3rd year optional renewal)	1		6,100
Independent Audit Services for Fiscal Year 2020 (4th year optional renewal)	1		26,000
FY 2020 - Additional Cost for Federal Funds* (4th year optional renewal)	1		6,300
<b>TOTAL BID AMOUNT</b>			<b>\$123,800</b>

\* In any year the SBA utilizes Federal funds, this is the additional cost to be paid for the preparation of documents relating to the Single Audit Act. Any year the SBA does not have Federal Funds then this cost will not be paid.

**Please provide vendor contact information below:**

**VENDOR CONTRACT MANAGER NAME** - J. Michael Stephens, Shareholder  
**VENDOR NAME** - Rubino & Company, Chartered  
**VENDOR ADDRESS** - 6903 Rockledge Drive, Suite 1200, Bethesda, MD 20817  
**VENDOR PHONE NUMBER** - 410-218-0453  
**VENDOR FAX NUMBER** - 301-564-2994  
**VENDOR CONTACT E-MAIL** - mstephens@rubino.com

**TOTAL BID AMOUNT**  
**is the amount to be entered on the**  
**commodity line in wvOASIS**

## APPENDIX A: ADMINISTRATIVE ITEMS

- ❖ RFQ Cover Page and Addendum Acknowledgement Cover Page
  - ❖ Addendum Acknowledgement Form
- ❖ Designated Contact and Certification Form
  - ❖ Contract Manager Form
  - ❖ Purchasing Affidavit
- ❖ Vendor Preference Certificate



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Request for Quotation  
 34 — Service - Prof

Proc Folder: 327212

Doc Description: RFQ for Independent Auditor Services for the SBA

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-04	2017-05-25 13:30:00	CRFQ 0402 SBA1700000001	1

**BID RECEIVING LOCATION**

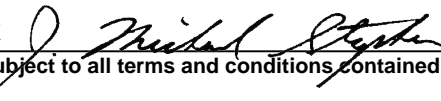
BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:  
 Rubino & Company, Chartered  
 6903 Rockledge Drive, Suite 1200  
 Bethesda, MD 20817  
 Phone: 410-218-0453

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

Signature X  FEIN # 52-1186096 DATE May 22, 2017

All offers subject to all terms and conditions contained in this solicitation



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Request for Quotation  
 34 — Service - Prof

Proc Folder: 327212

Doc Description: Addendum No. 1 Independent Auditor Services for the SBA

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-16	2017-05-25 13:30:00	CRFQ 0402 SBA1700000001	2

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

Rubino & Company, Chartered  
 6903 Rockledge Drive, Suite 1200  
 Bethesda, MD 20817  
 Phone: 410-218-0453

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
 (304) 558-0094  
 melissa.k.pettrey@wv.gov

Signature X

FEIN # 52-1186096

DATE May 22, 2017

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION:**

## Request For Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia School Building Authority to establish a contract for Independent Auditing Services per the attached bid requirements, specifications and terms and conditions.

INVOICE TO		SHIP TO	
SCHOOL BUILDING AUTHORITY 2300 KANAWHA BLVD E		SCHOOL BUILDING AUTHORITY 2300 KANAWHA BLVD E	
CHARLESTON	WV25311	CHARLESTON	WV 25311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Government auditing services	1			\$123,800

Comm Code	Manufacturer	Specification	Model #
93151607			

**Extended Description :**

Reference Exhibit A Pricing Page.

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: SBA170000001

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="" 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.

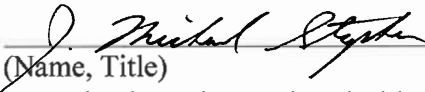
Rubino & Company, Chartered  
Company

  
Authorized Signature

May 22, 2017  
Date

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

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

  
\_\_\_\_\_  
(Name, Title)  
J. Michael Stephens, Shareholder  
\_\_\_\_\_  
(Printed Name and Title)  
6903 Rockledge Drive, Suite 1200, Bethesda, MD 20817  
\_\_\_\_\_  
(Address)  
Mike's Direct Phone: 410-218-0453 / fax: 301-564-2994  
\_\_\_\_\_  
(Phone Number) / (Fax Number)  
mstephens@rubino.com  
\_\_\_\_\_  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Rubino & Company, Chartered  
\_\_\_\_\_  
(Company)

 J. Michael Stephens, Shareholder  
\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)

J. Michael Stephens, Shareholder  
\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

May 22, 2017  
\_\_\_\_\_  
(Date)

Mike's Direct Phone: 410-218-0453 / Fax: 301-564-2994  
\_\_\_\_\_  
(Phone Number) (Fax Number)



REQUEST FOR QUOTATION  
Independent Auditor Services

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**11. MISCELLANEOUS:**

**11.1. Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

**Contract Manager:** J. Michael Stephens.  
**Telephone Number:** 410-218-0453.  
**Fax Number:** 301-564-2994.  
**Email Address:** mstephens@rubino.com.

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: Rubino & Company, Chartered

Authorized Signature: *J. Michael Styer*

Date: May 8, 2017

State of Maryland

County of Montgomery, to-wit:

Taken, subscribed, and sworn to before me this 8th day of May, 2017

My Commission expires February 10, 2019.

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

*Elizabeth Crews*

*Purchasing Affidavit (Revised 08/01/2015)*

ELIZABETH M. CREWS  
NOTARY PUBLIC - MARYLAND  
PRINCE GEORGE'S COUNTY  
MY COMMISSION EXPIRES  
FEBRUARY 10, 2019

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;
- Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **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 that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's 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) rescind the contract or purchase order; 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.

**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: Rubino & Company, Chartered

Signed: 

Date: May 22, 2017

Title: Shareholder

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

## **APPENDIX B: CONTINUING PROFESSIONAL EDUCATION**

On the following pages, we have provided a sampling of the engagement team's CPE records. A complete list with credits is available upon request.

## **Mike Stephens – Continuing Professional Education Courses**

- 2015 Government and Not-for-Profit Conference
- Meeting on Summary of Comments from Peer Review
- Overview of Uniform Guidance
- Introduction to SLG, F/S and Accounting
- Ethics (MD & DC)
- 27th Annual Nonprofit Finance & Accounting Symposium
- U.G. Cost Principle & Direct Rates
- 2016 Government and Not-for-Profit Conference
- Avoiding Deficiencies in Single Audits
- 2016 Compliance Supplement and Single Audit Update
- Annual Finance & Accounting Symposium
- How Proposed GASB Changes May Affect Other Postemployment Benefits
- GASB 70, Nonexchange Financial Guarantees
- Trends in Governmental Accounting
- Audits of HUD Assisted Projects
- Audits of HUD Lenders

## **Bob Gray – Continuing Professional Education Courses**

- MSI North America Local Members' Meeting 2015
- Audit Quality Discussion Part II: Avoiding Common Audit Deficiencies in Yellow Book and Single Audits
- Uniform Guidance for Federal Awards: Auditor Planning Considerations for the New Single Audit Rules
- SEC Quarterly Update Q1 Webcast
- Interpreting the New Revenue Recognition Standard: What All CPAs Need to Know
- GAQC 2015 Annual Update Webcast
- Government Contracting
- AICPA Not-for-Profit Industry Conference 2015
- EBP Audit Quality Town Hall
- Meeting on Summary of Comments from Peer Review
- Introduction to SLG, F/S and Accounting
- Overview of Uniform Guidance
- Ethics
- ACA Update: Understanding Changes that Impact the 2016 Filing Season
- 10th Annual George Mason University Tax & Accounting Conference - Session 1
- 10th Annual George Mason University Tax & Accounting Conference - Session 2
- U.G. Cost Principle & Direct Rates
- The Continued Complexities of Auditing Governmental Pensions
- Avoiding Common Deficiencies in Yellow Book and Single Audits
- Economic Outlook 2016
- 2016 GAQC Annual Update Webcast2.00
- 3rd Annual GWSCPA Employee Benefit Plan Conference
- Fundamentals of Cybersecurity and Privacy
- Social Security Planning Post Bipartisan Budget Act
- Understanding Qualified Retirement Plans
- State and Local Government Audit Planning Considerations
- Avoiding Deficiencies in Single Audits

- Revenue Recognition in a State and Local Government Environment
- Compliance Supplement and Single Audit Update
- Fundamentals of Governmental Accounting and Reporting
- Focus: Fraud Awareness
- FASB Update for Non-Public Entities
- Uniform Guidance & Single Audit Update
- Applying FASB's New Not-for-Profit Financial Statement Standards
- Revenue Recognitions: Recent Accounting Standards Updates
- Ethics
- Commonly Asked Questions About the Uniform Guidance and Yellow book

### **Daniel Borne – Continuing Professional Education Courses**

- Understanding Business Development
- QuickBooks
- Meeting on Summary of Comments from Peer Review
- Introduction to SLG, F/S and Accounting
- Overview of Uniform Guidance
- CDS: Business Development Series: Networking
- Ethics (MD & DC)
- Companion to PPC's Guide to Auditor's Reports - Course 1 - Special Reports
- Internal Control and Fraud in Governmental and Nonprofit Entities
- Companion to PPC's Guide to Audits of Nonpublic Companies - Course 1 - Substantive Procedures and Testing Internal Control
- Avoiding Deficiencies in Single Audits
- 2016 Compliance Supplement and Single Audit Update
- Audit Staff Training
- ASU-2016-14 (A&A)
- A&A Update
- Companion to PPC's Guide to Single Audits

### **Benjamin Karlin – Continuing Professional Education Courses**

- Avoiding Post-Retirement Insolvency
- Accounting for Farms and Ranches
- Introduction to Audits of Inventory
- CPA's Role in Mediation
- Journal Entry Testing - Applying SAS No. 99
- Auditor's Response to the Fraud Risk Assessment
- Delegating to Financial Employees
- Cyber Security to Protect Your Company and Your Clients
- Improving Analytical Procedures
- QuickBooks
- Meeting on Summary of Comments from Peer Review
- 990 Training
- Ethics (MD & DC)
- U.G. Cost Principle & Direct Rates
- Compilations: An Overview

- Fraud Auditing and Investigation
- The 93rd Annual GWSCPA Membership Meeting
- Revenue Recognition in a State and Local Government
- 2016 Compliance Supplement and Single Audit Update
- ASU-2016-15 (A&S)
- A&A Update
- Accounting for Governmental Assets and Liabilities
- Audits of States, Local Governments and Nonprofit Clients
- Governmental Financial Reporting
- GASB 34: Basic Financial Statements for State and Local Government Clients
- Trends in Governmental Accounting
- Performance Management Systems and Budgeting

### **Vidur Bhalla – Continuing Professional Education Courses**

- Current Developments Influencing the Accounting Profession
- Accounting Apps for Your Business
- Introduction to the Tax Increase Prevention Act of 2014
- PCAOB Audits: Planning and Risk Assessment Stage
- Specialized Industry GAAP for Computer Software
- Transitioning to the 2013 COSO Internal Control Framework
- 2015 Personal and Professional Ethics for North Carolina CPAs
- Accounting for Farms and Ranches
- Quarterly SEC and PCAOB Update
- An Overview of Abusive Tax Trusts
- Supreme Court Cases on Taxation You Should Know About
- Improving Analytical Procedures
- Introduction to Audits of Inventory
- Getting Started with Windows 8
- A&A Update
- Accounting for Governmental Assets and Liabilities
- Activity Based Budgeting
- CPAs and Independence
- Cyber Security to Protect Your Company and Your Clients
- AICPA Guidance for Pension Audits
- Cyber Liability
- 2016 Ethics for CPAs

### **Kevin Sanders – Continuing Professional Education Courses**

- ACCT-238 Auditing
- A&A Update
- AICPA Guidance for Pension Audits