

Proposal to Serve

West Virginia Alcohol Beverage Control Administration

Year Ended June 30, 2017

RFQ Number: ABC1700000002
Attention: Michelle L. Childers
Bid Opening: May 23, 2017
Bid Time: 1:30pm
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 E. Adams

05/22/17 16:18:07
WV Purchasing Division

May 23, 2017

Michelle L. Childers, Bid Buyer
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, West Virginia 25305

Dear Ms. Childers:

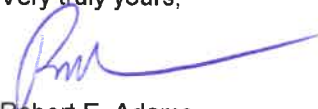
We are pleased to present our credentials to continue serving as independent auditors of the West Virginia Alcohol Beverage Control Administration (the ABCA) for the year ended June 30, 2017, (with the option of renewing the contract for each of the three subsequent fiscal years June 30, 2018, 2019, and 2020, respectively) and to perform the audits in accordance with auditing standards generally accepted in the United States of America, and *Government Auditing Standards*, prescribed by the Comptroller General of the United States. As a client of our firm, you can be sure of our continued total commitment to provide timely, responsive and quality service.

As you have already experienced, Gibbons and Kawash is responsive, smart, and timely. Our reputation is unmatched when it comes to auditing state of West Virginia component units. We have many years of experience in assisting the State of West Virginia's Financial Accounting and Reporting Section in completing the statewide financial statement project and are well trained on the impact of new financial and accounting standards as promulgated by the Governmental Accounting Standards Board. We value our previous relationship with you and believe we have demonstrated a level of service that you can continue to count on in the future. We want you to know that we want your business.

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

Enclosed is our proposal to perform the services described above as of and for the year ended June 30, 2017 (with the option of renewing the contract for each of the three subsequent fiscal years June 30, 2018, 2019, and 2020, respectively). We would be pleased to personally present this proposal to you at your convenience. If questions arise regarding this proposal, please feel free to call us at (304) 345-8400. It has been a pleasure for us to respond to your request for proposal and we look forward to continuing to provide timely, quality services to your organization.

Very truly yours,



Robert E. Adams
Director

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PROFILE OF GIBBONS & KAWASH

OVERVIEW

The audit of the West Virginia Alcohol Beverage Control Administration (the ABCA) requires extensive experience in serving governmental entities. Our experience in serving governmental entities, including the ABCA, will enable us to effectively and efficiently meet the ABCA's needs for quality and timely audit services.

GIBBONS & KAWASH'S PRACTICE

Gibbons & Kawash is a Charleston, West Virginia based professional independent accounting firm which provides a full range of accounting and auditing, tax and management consulting services to clients throughout West Virginia and the surrounding region, and is a leading firm in providing auditing, accounting, and consulting services to governmental clients. We currently employ a staff of 40 employees, of which 15 are certified public accountants. Our professionals have many years of experience in providing competent, high quality audit services to governmental 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 60 offices and more than 400 Alliance firm locations across the United States. BDO, USA, LLP serves as an additional technical resource to your engagement team.

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.

INDEPENDENCE

The credibility of the audit results is critical for oversight by the ABCA and in meeting public expectations. Gibbons & Kawash carefully evaluates all services provided to audit clients to ensure that the very detailed requirements for independence of *Government Auditing Standards* applicable to individual auditors and audit firms are satisfied. We are independent with respect to the ABCA, the State of West Virginia and its component units, and will carefully guard and maintain our independence during the course of any audit services provided to the ABCA and State of West Virginia.

COMMITMENT TO 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

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.

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. There have been no federal or state field reviews of audits performed by Gibbons & Kawash in the past three years and all desk reviews have been accepted.

Audit Quality Centers

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



The Governmental Audit Quality Center (GAQC) provides access to comprehensive resources that enhance the quality of audits performed for nonprofit organizations and governments in accordance with *Government Auditing Standards* and The Uniform Guidance. The GAQC membership provides our firm with timely information on a variety of technical, legislative and regulatory subjects that we can, in turn, apply to our audits to help ensure compliance with the appropriate standards and changes in regulations. By joining the GAQC, Gibbons & Kawash has committed to adhere to the highest quality standards by voluntarily agreeing to the Center membership requirements, which include designating a partner with oversight responsibility for the quality of our nonprofit and governmental audit practice, establishing quality control programs, performing annual internal inspection procedures, and making our peer review report publicly available. The GAQC membership allows our firm to continue our quality initiatives within our nonprofit and governmental audit practice and demonstrates our continued commitment to deliver the most efficient quality audit possible.



Gibbons & Kawash was among the first firms in West Virginia to join the AICPA Employee Benefit Plan Audit Quality Center (EBPAQC). Membership in the EBPAQC indicates that we recognize the specialized knowledge and experience necessary to serve the employee benefit plan sector, and that we are committed to going well beyond the minimum requirements of our professional standards to enhance our service capabilities in this area. As a member of the EBPAQC, we have designated an audit director to have firm-wide responsibility for the quality of the firm's employee benefit plan audit practice. We have also established a continuing education program specific to the employee benefit plan sector to ensure that our personnel possess current knowledge of specialized professional standards, rules, and regulations affecting this area. In addition, both our annual internal quality control inspections and our triennial external peer review must include a representative selection of employee benefit plan audits, and our external peer reviewers must also be members of the EBPAQC.

PROFILE OF GIBBONS & KAWASH

External Peer Review

Our most recently released external quality control review, which was completed on July 11, 2015, was performed by Hill, Bath & King, LLC. The previous peer review was performed by Rea & Associates, Inc. and completed on July 10, 2012. Both opinions, were "pass" (the highest possible rating under the peer review standards), and are on file with the AICPA and are included as **Appendix B**. These quality control reviews included governmental audit engagements.

Continuing Professional Education

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

EXPERTISE IN COMPUTERIZED SYSTEMS

Computerizing the Audit

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

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

We combine the use of spreadsheet, word processing, interactive data extraction and analysis, and trial balance software to perform the most effective and efficient audits 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
- The use of 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.

PROFILE OF GIBBONS & KAWASH



IDEA - A powerful data extraction and analysis program that provides us with access to large amounts of data from which we can 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

ENGAGEMENT TEAM

The ultimate success and quality of our professional services to the West Virginia Alcohol Beverage Control Administration 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. Their resumes are presented in **Appendix A**.

Your client service team will include:

Engagement Director - Robert E. Adams will serve as the lead director on your engagement. Rob will assume primary responsibility for the successful completion of the audit and will maintain contact with senior management of the ABCA throughout the engagement to ensure that services and resources are provided to the ABCA in a timely professional manner. Rob will also provide technical expertise to the audit team on accounting, auditing, and financial reporting matters and perform on-site review and supervision procedures. In addition to his extensive experience auditing many other State of West Virginia component units, Rob has numerous years of experience auditing the West Virginia Alcohol and Beverage Control Administration.

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

Senior Manager - Anthony Carpenter will serve as the engagement senior manager. Anthony will be responsible for developing the engagement plan, 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.

In-Charge – Josh Harner will serve as the in-charge accountant during field work. Josh will be present in the field on a daily basis to ensure the efficient and effective execution of the engagement plan. Josh will conduct the more complex areas of the engagement while closely supervising and reviewing the work of the staff accountants. He will be a vital link in the chain of communication between your staff and ours.

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

GOVERNMENTAL AND NONPROFIT PRACTICES

This practice includes four directors and three senior managers who have extensive experience serving government and nonprofit clients. The core engagement team for the ABCA has been selected from this pool of highly qualified professionals. The team's public sector experience includes counties, cities, authorities and State of West Virginia agencies. The team has assisted clients in earning and maintaining GFOA certificates of achievement in financial reporting in addition to conducting general purpose audits including audits conducted under the *Government Auditing Standards* and the U. S. Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

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

- Central West Virginia Regional Airport Authority
- City of Charleston, West Virginia

QUALIFICATIONS AND EXPERIENCE

- Kanawha County, West Virginia
- 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 Municipal Pensions Oversight Board
- West Virginia Department of Transportation, Division of Highways
- West Virginia Drinking Water Treatment Revolving Loan Fund
- West Virginia Economic Development Authority
- West Virginia Housing Development Fund
- West Virginia Infrastructure and Jobs Development Council
- West Virginia Jobs Investment Trust
- West Virginia Lottery Commission
- West Virginia Parkways Authority
- West Virginia Prepaid College Tuition and Savings Plan
- West Virginia Racing 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 Loan Fund

Gibbons & Kawash has extensive experience preparing financial statements for governmental entities in accordance with generally accepted accounting principles (GAAP), having performed this service for all of the entities listed above.

Gibbons & Kawash also has extensive experience preparing the schedules and information required by the West Virginia Financial Accounting and Reporting Section (FARS) for the State of West Virginia component units listed above, including the ABCA. We have communicated and worked with FARS personnel to develop and resolve numerous financial reporting issues.

GFOA'S CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

Obtaining a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) is a goal for many governmental entities. Gibbons & Kawash is well qualified to assist governments in obtaining and maintaining these certificates.

Gibbons & Kawash has provided technical assistance to the following state agencies in connection with obtaining the GFOA Certificate of Achievement for Excellence in Financial Reporting:

- West Virginia Consolidated Public Retirement Board
- West Virginia Board of Treasury Investments
- West Virginia Department of Transportation, Division of Highways
- West Virginia Parkways, Economic Development and Tourism Authority
- West Virginia Lottery Commission
- West Virginia Prepaid College Tuition and Savings Fund
- West Virginia Housing Development Fund
- City of Charleston, West Virginia



QUALIFICATIONS AND EXPERIENCE

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

Engagements performed in past years that are similar to the ABCA are as follows:

	<u>Years Served in Past 5 Years</u>	<u>Engagement Partner</u>	<u>Principal Client Contact</u>	<u>Phone Number</u>
West Virginia Alcohol Beverage Control Administration	June 30, 2012 - 2016	Robert E. Adams	Julia Jones	304-356-5500
West Virginia Board of Treasury Investments	June 30, 2012 - 2016	Robert E. Adams	Kara Hughes	304-340-1564
West Virginia Housing Development Fund	June 30, 2012 - 2016	Robert R. Denyer	Erica Boggess	304-345-6475
West Virginia Consolidated Public Retirement Board	June 30, 2011 - 2015	Robert R. Denyer	Terasa Miller	304-558-3570
West Virginia Lottery Commission	June 30, 2012 - 2016	Robert E. Adams	Dean Patrick	304-558-0500
West Virginia Infrastructure and Jobs Development Council	June 30, 2012 - 2016	Robert R. Denyer	Chris Jarrett	304-414-6500
West Virginia Water Pollution Control Revolving Fund	June 30, 2016	Robert E. Adams	Andy Roller	304-926-0499
West Virginia Water Development Authority	June 30, 2012 - 2016	Robert R. Denyer	Chris Jarrett	304-414-6500
West Virginia Department of Transportation, Division of Highways	June 30, 2015 and 2016	Robert E. Adams	Susan Creager	304-558-9420
West Virginia Solid Waste Management Board	June 30, 2011 - 2015	Robert E. Adams	Scott Norman	304-926-0448
West Virginia Drinking Water Treatment Revolving Loan Fund	June 30, 2012 - 2016	Robert R. Denyer	Chris Jarrett	304-414-6500
West Virginia Jobs Investment Trust	June 30, 2012 - 2016	Robert E. Adams	Andy Zulauf	304-345-6200
West Virginia Tobacco Settlement Finance Authority	June 30, 2012 - 2016	Robert E. Adams	Jane Shinn	304-558-4083
West Virginia Economic Development Authority	June 30, 2015 and 2016	Robert E. Adams	David Warner	304-558-3650
West Virginia College Prepaid Tuition and Savings Plan	June 30, 2016	Robert E. Adams	David Thomas	304-340-1595
West Virginia Municipal Pensions Oversight Board	June 30, 2011 - 2015	Robert R. Denyer	Jeffrey E. Fleck	304-356-2422

All of the above audits were performed in accordance with *Government Auditing Standards* and/or Uniform Guidance.

SERVICE APPROACH

OUR UNDERSTANDING OF YOUR REQUIREMENTS

Gibbons & Kawash will audit the financial statements of the West Virginia Alcohol Beverage Control Administration (the ABCA) in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The financial statements to be audited are for the fiscal year ending June 30, 2017, with the option to audit the ABCA's financial statements for each of the three (3) subsequent fiscal years and to provide technical assistance to the ABCA accounting staff in the preparation of the financial statements, reports and documents necessary for compliance with the Comprehensive Annual Financial Report of the State of West Virginia and the requirements of the West Virginia Financial Accounting and Reporting Section (FARS) of the Department of Administration. The audit and technical assistance will be provided in accordance with the provisions contained in the request for quotation.

SPECIFIC REQUIREMENTS OF THE ENGAGEMENT

Scope of Work to be Performed

1. We will express an opinion on the fair presentation of the West Virginia Alcohol Beverage Control Administration financial statements as of and for the year ended June 30, 2017 in conformity with accounting principles generally accepted in the United States of America. We will perform the audits in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States.
2. We understand the ABCA is responsible for the regulation and sale of intoxicating liquor within the state and has a bailment warehouse to house the liquor inventory.
3. We will express an "in relation to" opinion on any supplemental forms that the ABCA or FARS requires and include said forms in the bound financial statements.
4. We will provide technical assistance to the accounting staff of the ABCA to assist them in meeting the requirements of the state of West Virginia's Comprehensive Annual Financial Report and other requirements of FARS in the preparation and presentation of financial statements.
5. We will provide assistance to ABCA's accounting staff in identifying accounting issues and provide technical assistance to the ABCA. This includes implementation assistance of GASB statements, pension and OPEB consultations, and other forms of assistance requested by the ABCA.

Auditing and Accounting Standards to be Followed

The audit will be performed in accordance with U.S. generally accepted auditing standards. The audit will also be performed in accordance with the *Government Auditing Standards*, issued by the Comptroller General of the United States. Accounting Standards referred to as U.S. generally accepted accounting principles include the requirements of the codification of all Governmental Accounting Standards Board Statements.

Reports to be Issued

1. Following the completion of the audit of the financial statements, we will issue a report on the fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles and on the supplementary information in relation to the ABCA as a whole. As discussed in RFQ ABC 17000000002, it is the intention of the ABCA to issue a bound set of financial statements. Accordingly, Gibbons & Kawash will provide technical assistance and all processing necessary in the design of the financial statement package.

SERVICE APPROACH

2. Irregularities and Illegal Acts. We will make an immediate, written report of all irregularities and illegal acts of which we become aware, to the Commissioner of the ABCA, the General Counsel of the ABCA, and the State Comptroller and the Financial Accounting and Reporting Section of the Department of Administration under the authority of Section 5A-2-33 of the State Code.
3. Reporting to the West Virginia Alcohol Beverage Control Administration. We will inform the ABCA through written communication at the conclusion of the audit and in accordance with U.S. generally accepted auditing standards each of the following:
 - The auditors' responsibility under U.S. generally accepted auditing standards and GAO auditing standards
 - Significant accounting policies and any changes therein
 - Management judgments and accounting estimates that are significant
 - Significant audit adjustments, if applicable
 - Other information in documents containing audited financial statements
 - Disagreements with management, if any
 - Management consultation with other accountants to our knowledge
 - Major issues discussed with management prior to retention
 - Difficulties encountered in performing the audit, if any

Other Considerations

We understand that the financial statements of the ABCA are to be included as a proprietary fund component unit of the financial statements of the State of West Virginia. Accordingly, we will respond to inquiries from the State of West Virginia's auditors and the accounting staff of the ABCA regarding the inclusion of the ABCA's financial statements. A draft copy of the audited financial statements for the year ending June 30, 2017, will be delivered to the ABCA and to FARS by the requirements set forth in RFQ 170000002. The final audited financial statements for the year ending June 30, 2017, will be delivered to the ABCA and FARS in accordance with the requirements set forth in RFQ 170000002. Any subsequent year's audits will be delivered on the due dates set by FARS. The requirements of FARS will be completed and an "in relation to" opinion rendered on the supplemental forms.

Working Paper Retention and Access to Working Papers

All working papers and reports will be retained, at our expense, for a minimum of three (3) years, unless we are notified in writing by the ABCA of the need to extend the retention period. We will make working papers available upon request, to the West Virginia Alcohol Beverage Control Administration.

In addition, we will respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

Time Requirements

We will complete each of the following by the dates indicated. These dates apply to the 2017 audit only. In all years, we will meet the deadlines of FARS and the ABCA.

SERVICE APPROACH

1. Audit Date

We will contact management (the Controller) upon notification of successful award to schedule planning and audit fieldwork for the year ended June 30, 2017.

2. Draft Reports

We will prepare drafts of the audit report and recommendations to management for their review by September 6, 2017. The Comptroller will complete her review of the draft as expeditiously as possible. During that period, we will be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the ABCA Comptroller within seven (7) working days. It is anticipated that his process will be completed and the final report delivered by October 31, 2017.

3. Date final report is due

The final report and ten (10) signed copies with any management letter issued will be delivered to the ABCA Comptroller by October 31, 2017.

Assistance to be Provided to the Auditor and Report Preparation

We understand that the accounting staff, management personnel, and certain clerical support will be available to assist during the audit by providing information, documentation, and explanations. We also understand we will be responsible for confirmations, report preparation, editing, and printing, and that no internal audit support will be available.

REQUIRED AFFIRMATIVE STATEMENTS

Independence

Gibbons & Kawash is independent of the ABCA and related systems, the State of West Virginia and all of its component units as defined by generally accepted auditing standards and *Government Auditing Standards*.

Licensure

Gibbons & Kawash and all key personnel to be assigned to the engagement are licensed to practice public accounting in the State of West Virginia by the West Virginia Board of Accountancy.

CPA's

Gibbons & Kawash employs more than 6 CPA's.

Insurance

Gibbons & Kawash maintain insurance for professional liability in excess of \$1,000,000 and can provide evidence of insurance upon request.

A SERVICE PHILOSOPHY BASED ON VALUE

We reject the notion that an audit is a commodity. First and foremost, we are in business to serve our clients, to help them solve their problems, achieve their objectives, and to make a solid contribution to their success. From the staff associate to the engagement director, our people work to identify and respond to our clients' needs. We believe that in the course of conducting an audit, your accounting firm should generate information and develop insights that-in the hands of professionals who combine competence with judgment, maturity, and creativity-will result in improved controls, greater efficiencies, and clear, concise, and understandable financial

SERVICE APPROACH

reporting. It is this “value-added” philosophy to client service that has molded our approach to engagement management and distinguishes us from other firms.

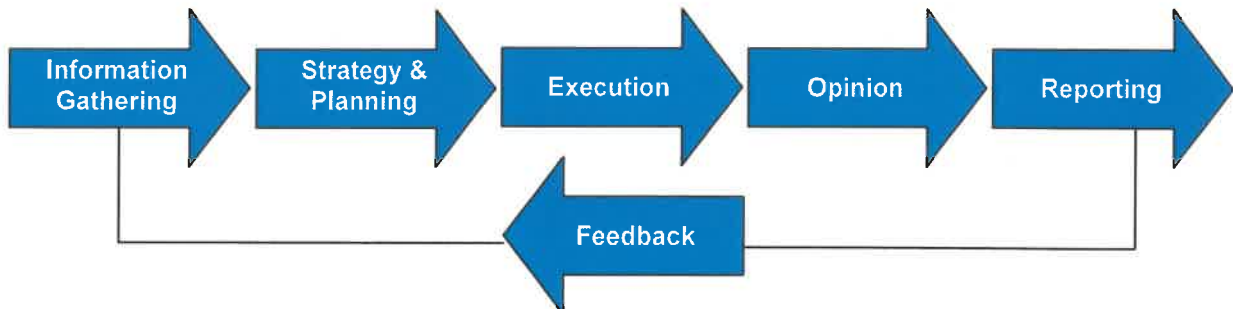
CLEAR COMMUNICATION

We value the candid exchange of ideas and opinions with our clients, and we maintain an open and robust dialogue with management. We believe that communication is the most important tool for maximizing audit efficiency and effectiveness.

- Prior to the audit, we will meet with management to assist us in planning the audit. Taking the time to listen to you during the planning process is crucial to ensuring that we understand your organization and its risks.
- Our key team members will also meet with management frequently during the engagement to keep you apprised of our progress, to discuss any issues that may arise, and to solicit feedback regarding our performance.
- At the conclusion of our audit, we will communicate in writing regarding the results of the audit and any internal control matters that are required by professional standards to be communicated and we will meet with management to discuss these matters.
- We also encourage contact throughout the year, and your client service team will be ready to consult with you any time you have a question. To demonstrate this commitment to meaningful dialogue, we do not bill for brief phone calls throughout the year. Of course, if a question requires extensive research, we will let you know and arrive at a fee estimate in advance.

OUR METHODOLOGY

Our methodology is broken down into six phases:



- We will gather sufficient information on the business/audit risks to enable us to design appropriate audit procedures, and conduct the audit in the most efficient manner and within the pre-agreed time frame and budget.
- Information gathering will also include a “prepared by client” list with agreed timetable for provision of information and pre year-end planning meetings.
- We will calculate an appropriate materiality level which reflects the perceived audit risk and is based on our in-depth understanding of your organization.
- We will use qualified staff to ensure an efficient audit, while maximizing the opportunity for value added service from their experience.
- We will ensure clear and timely communication of issues to avoid any surprises and to enable smooth reporting

SERVICE APPROACH

We have separated the audit process into the above phases to emphasize certain significant aspects of each phase. However, the performance of phases I and II will occur concurrently due to the interrelationship of the various steps of these phases. Below is a summarized schedule of estimated audit hours by audit phase for the West Virginia Alcohol Beverage Control Administration:

Audit Phase	Audit Hours				Total
	Director	Senior Manager	In-Charge	Staff	
Information Gathering	5	10	10	-	25
Strategy and Planning	5	10	10	-	25
Execution	-	10	50	50	110
Opinion	5	10	-	-	15
Reporting	5	-	-	-	5
Total hours	20	40	70	50	180

STAFFING CONTINUITY

Our staffing and scheduling policies have historically been very successful in maximizing audit team continuity from year to year. Effective staff recruiting and retention is a top priority for our firm, because we realize that our most valuable investment is our people. We recruit only those who have achieved a high academic standing and have demonstrated commitment, ambition, and leadership skills, and offer them a proactive approach to staff development that includes a mentoring program, comprehensive training at every level, and performance evaluations after every significant engagement.

We view continuity of engagement teams to be in the best interest of the Firm and our clients. Staff repetition enhances audit effectiveness and efficiency, and is our guiding principle in scheduling. When personnel changes are unavoidable, the depth of our pool of experienced nonprofit professionals gives us the ability to select a replacement with relevant experience at comparable institutions.

EMPHASIS ON PLANNING AND RISK ASSESSMENT

We recognize that every organization we serve is unique. Effective and thorough planning is the key to ensuring that our approach is tailored to meet your specific needs and is the cornerstone of successful engagement management. From this understanding emerges a written plan and work programs - road maps which will be used by the engagement team to execute field work.

The most critical part of planning an audit is risk assessment. Risk assessment refers to the auditor's identification and assessment of risks of material misstatement at both the financial statement and relevant assertion levels. Obtaining an understanding of the organization, including its internal control, is an essential aspect of the consideration of risk. Our goal here is to get beyond the numbers, to develop a clear understanding of your organization, your goals and objectives, and the environment in which you operate.

Some risk assessment procedures which we will perform are as follows:

- Inquiries of management and others within the organization and those charged with governance, including specific inquiries related to fraud risks
- Analytical procedures
- Obtaining an understanding of internal controls (both entity-level and activity-level controls)
- Performing "walkthroughs" of key internal controls

SERVICE APPROACH

- Review of internal documents such as by-laws, minutes, and written policies and procedures
- Review of important contracts and agreements
- Engagement team “brainstorming” session to identify ways in which the financial statements could be misstated, especially as related to misappropriation or intentional misstatement

Once risk has been assessed, we are able to determine the quality and quantity of audit evidence required to limit that risk to an acceptable level. We will synthesize the information gathered during the planning and risk assessment procedures to develop a risk-based approach that concentrates audit effort on those areas where the dollar volume of transactions is significant and the risk of material misstatement is greatest.

AUDIT PROGRAMS

Prior to the execution of any significant audit effort, we will update and revise written detailed audit programs. These programs will be scrutinized by the engagement partner to determine that the specific procedures developed are appropriate, efficient and reasonable in the circumstances. As a result, this process is a pre-audit quality control step which ensures that the audit team has a thorough understanding of the work allocated to them and that the efforts of all team members are coordinated and consistent.

Our audit program will include procedures specific to the following areas of operations:

- ABCA Administrative/Liquor Fund #7352
- Enforcement Fund #7356
- Wine Fund #7351
- Grants/Gifts #7357
- Capital Assets
- Liabilities
- Net Position
- Operating and Non Operating Revenues and Transfers
- Operating and Non Operating Expenses and Transfers

As required by *Government Auditing Standards*, we will determine, with the assistance of management, the laws and regulations noncompliance with which would result in a direct and material effect on the financial statements, and perform tests of compliance as applicable.

AUDIT OBJECTIVES AND REPORTING

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements in accordance with *Government Auditing Standards*.

SERVICE APPROACH

AUDIT PROCEDURES - GENERAL

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

AUDIT PROCEDURES - INTERNAL CONTROL

In planning and performing our audit, we will consider the internal control sufficient to plan the audit and assess risk to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinion on the West Virginia Alcohol Beverage Control Administration's financial statements and issuing a report on internal control over financial reporting and on compliance and other matters based on an audit performed in accordance with *Government Auditing Standards*.

Gibbons & Kawash will not express an opinion on the effectiveness of the ABCA's internal control over financial reporting. Our consideration of internal control over financial reporting is for the limited purpose described in the preceding paragraph and is not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses will be identified.

AUDIT PROCEDURES - COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the ABCA's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions is not an objective of our audit, and accordingly, we will not express such an opinion. However, we will report on the results of our tests if we discover any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

APPENDIX A

QUALIFICATIONS AND EXPERIENCE OF THE ENGAGEMENT TEAM

APPENDIX A



Robert E. Adams, CPA, CGMA

DIRECTOR

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

Experience

Rob's professional experience during the past 20 years has included significant responsibilities providing audit, tax, and consulting services to numerous public sector entities. Rob's experience auditing several

large state governmental entities, local governments, and nonprofit organizations is extensive. His service to governmental and nonprofit organizations includes the following:

- Central West Virginia Regional Airport Authority
- Charleston Area Alliance
- 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 College Prepaid Tuition and Savings Plan
- 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 Housing Development Fund
- West Virginia Independent Colleges and Universities
- West Virginia Infrastructure and Jobs Development Council
- West Virginia Jobs Investment Trust
- West Virginia Lottery Commission
- West Virginia Municipal Pensions Oversight Board
- 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 AICPA's Governmental Audit Quality Center. Rob is a board member of West Virginia Kids Count.

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.

APPENDIX A



Robert R. Denyer, CPA

DIRECTOR

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

Experience

Bob has more than 35 years of experience in providing audit, tax, and consulting services to public sector entities, state governmental agencies, nonprofit organizations, and local governments. His in-depth industry knowledge includes such areas as federal and state grant compliance, indirect cost reimbursement, and internal control and operational matters. He has participated in over 60 successful submissions for the Certificate of Achievement for Excellence in Financial Reporting. 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
- School Building Authority of West Virginia
- Tobacco Settlement Finance Authority
- **West Virginia Alcohol Beverage Control Administration**
- West Virginia Board of Treasury Investments
- West Virginia College Prepaid Tuition and Savings Plan
- West Virginia Consolidated Public Retirement Board
- West Virginia Department of Transportation
- West Virginia Department of Transportation, Division of Highways
- 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 Municipal Pensions Oversight Board
- West Virginia Parkways Authority
- 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

Bob is a member of the American Institute of Certified Public Accountants, West Virginia Society of Certified Public Accountants, where he serves on the Peer Review Committee, 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 is an associate member of the AIPCA's Governmental Finance Officers Association of the United States and Canada.

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.

APPENDIX A



Anthony Carpenter, CPA

SENIOR MANAGER

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

Experience

Anthony has 10 years of professional experience providing audit, and consulting services to West Virginia state governmental agencies, local governments, and non-profit organizations. His service to public sector entities includes the following:

- Central West Virginia Regional Airport Authority
- Charleston Area Alliance
- City of Charleston, West Virginia
- Kanawha County, West Virginia
- Kanawha Valley Regional Transportation Authority
- Public Service Commission of West Virginia
- Region VII Planning and Development Council
- School Building Authority of West Virginia
- West Virginia Board of Treasury Investments
- West Virginia Consolidated Public Retirement Board
- West Virginia Department of Transportation, Division of Highways
- West Virginia Housing Development Fund
- West Virginia Independent Colleges and Universities
- West Virginia Infrastructure and Job Development Council
- 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 Water Development Authority
- West Virginia Water Pollution Control Revolving Fund
- Young Men's Christian Association of the Kanawha Valley

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.

APPENDIX A



Josh Harner

IN-CHARGE

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

Experience

Josh has three years of experience providing audit, tax, and consulting services to numerous local governments, and not-for-profit organizations. His service to governmental entities includes the following:

- 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 Infrastructure and Jobs Development Council
- West Virginia Municipal Pensions Oversight Board
- West Virginia State Bar
- West Virginia Water Development Authority

Education

Josh graduated from Tennessee Temple University with a bachelor degree in business management. Josh obtained his master's of science degree in accounting from Liberty University.

Continuing Professional Education

Josh is in compliance with all applicable CPE requirements.

APPENDIX B

PEER REVIEW REPORTS



SYSTEM REVIEW REPORT

June 11, 2015

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 28, 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 a part of our peer review, we considered reviews by regulatory entities, 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.

As required by the standards, engagements selected for review included engagements 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 Gibbons & Kawash, A.C. in effect for the year ended February 28, 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*. Gibbons & Kawash, A.C. has received a peer review rating of *pass*.

Hill, Barth & King LLC

Certified Public Accountants



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.

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

PROFESSIONAL REFERENCES

APPENDIX C

Professional References from Similar Engagements with Government Entities

Entity Name	Type	Audit Contact	Phone Number
West Virginia Alcohol Beverage Control Administration	GAGAS	Julia Jones	304-558-2481
Tobacco Settlement Financing Authority of West Virginia	GAGAS	Jane Shinn	304-558-4083
West Virginia Board of Treasury Investments	GAGAS	Kara Hughes	304-340-1564
West Virginia Consolidated Public Retirement Board	GAGAS	J. Darden Greene	304-558-3570
West Virginia Drinking Water Treatment Revolving Fund	Uniform Guidance	Chris Jarrett	304-414-6500
West Virginia Housing Development Fund	Uniform Guidance	Erica Boggess	304-345-3475
West Virginia Infrastructure and Jobs Development Council	GAGAS	Chris Jarrett	304-414-6500
West Virginia Lottery Commission	GAGAS	Dean Patrick	304-558-0500
West Virginia Solid Waste Management Board	GAGAS	Scott Norman	304-926-0448
West Virginia Water Development Authority	GAGAS	Chris Jarrett	304-414-6500

APPENDIX D

Purchasing Affidavit, Vendor Preference Certificate, Certification & Signature Page, and RFQ

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, CPA's

Authorized Signature: _____

Date: 5/19/17

State of West Virginia

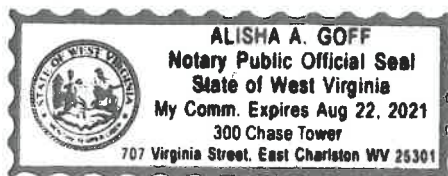
County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 19 day of May, 2017.

My Commission expires 8/22/21, 20 .

AFFIX SEAL HERE

NOTARY PUBLIC _____



Purchasing Affidavit (Revised 08/01/2015)

WV-10
Approved / Revised
12/16/15

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: Gibbons & Kawash, CPA's

Signed: 


Date: 05/23/2017

Title: Director

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

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.

Robert E. Adams, Director

(Name, Title)
Robert E. Adams, Director 

(Printed Name and Title)
707 Virginia Street East, Suite 300, Charleston, WV 25301


(Address)
304-345-8400 / 304-345-8451

(Phone Number) / (Fax Number)
radams@gandkcpas.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.

Gibbons & Kawash, CPA's

(Company)


(Authorized Signature) (Representative Name, Title)

Robert E. Adams, Director

(Printed Name and Title of Authorized Representative)

05/23/2017

(Date)

304-345-8400 / 304-345-8451

(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION
ANNUAL AUDITING SERVICES

11.1 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor 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: Robert E. Adams, CPA

Telephone Number: 304-345-8400

Fax Number: 304-345-8451

Email Address: radams@gandkcpas.com



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:

FOR INFORMATION CONTACT THE BUYER

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

Signature X

FEIN # 55-0738985

DATE

5/23/17

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

ADDITIONAL INFORMATION:

Addendum No. 1
is issued to publish and distribute the attached information to the vendor community.

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	0.00000	<i>See Attached / [Signature]</i>		

Comm Code	Manufacturer	Specification	Model #
93151607			

Extended Description :
Reference Exhibit A Pricing Page.

SBA1700000001	Document Phase Draft	Document Description Addendum No. 1 Independent Auditor Services for the SBA	Page 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

APPENDIX E

PRICING PAGE

**PRICING PAGE
AUDIT SERVICES
FLAT FEE PRICING**

Description		Extended Cost
Total all-inclusive maximum price for audit services as described in this solicitation.	2017	15,340
Total all-inclusive maximum price for audit services as described In this solicitation.	2018	15,340
Total all-inclusive maximum price for audit services as described in this solicitation.	2019	15,340
Total all-inclusive maximum price for audit services as described in this solicitation.	2020	15,340
	TOTAL BID AMOUNT	\$ 61,360