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Header 1

General Information

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

Procurement Folder: 634623

Procurement Type: Central Purchase Order

Vendor ID: VS0000006235

Legal Name: SB & Company, LLC

Alias/DBA: SB & Company, LLC

Total Bid: \$30,000.00

Response Date: 11/01/2019

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Solicitation Description: Addendum 4-Auditing and Assessment Services (OT20038)

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 : 634623

Solicitation Description : Addendum 4-Auditing and Assessment Services (OT20038)

Proc Type : Central Purchase Order

Date issued	Solicitation Closes	Solicitation Response	Version
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VENDOR
VS0000006235 SB & Company, LLC SB & Company, LLC

Solicitation Number: CRFQ 0210 ISC2000000006

Total Bid : \$30,000.00 **Response Date:** 2019-11-01 **Response Time:** 09:53:05

Comments:

FOR INFORMATION CONTACT THE BUYER
 Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature on File	FEIN #	DATE
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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	Statement of Standards for Attestation Engagements No. 18	1.00000	LS	\$30,000.000000	\$30,000.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :	4.1.1 Statement of Standards for Attestation Engagements No. 18 - Reporting on Controls at a Service Organization (SOC1) Type 1 4.1.1.1 The vendor will review the WVOT's service organization.
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Comments: A completed Exhibit A Pricing Form is included in the bid.

**RFP Response to
Solicitation No. CRFQ-ISC2000000006
Audit and Assessment Services**

For the West Virginia Office of Technology



SB & COMPANY, LLC
KNOWLEDGE • QUALITY • CLIENT SERVICE

**Submitted on 11/01/2019
by:**

William Seymour, CPA

Direct: 410-584-1404

Fax: 410-584-0061

wseymour@sbandcompany.com



TRANSMITTAL LETTER

October 24, 2019

Ms. Jessica Chambers
State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street E
Charleston, WV 25305

**RE: RFQ for Auditing and Assessment Services (OT20038)
Solicitation No. CRFQ 0210 ISC200000006**

Dear Ms. Chambers:

SB & Company, LLC ("SBC") is pleased to respond to the RFQ for Auditing and Assessment Services (OT20038) Solicitation No. CRFQ 0210 ISC200000006 for the state's Office of Technology (WVOT) and present our qualifications to provide said services to you. We are excited about the opportunity to serve you and establish a mutually beneficial relationship.

We commit to providing the WVOT service organization with a SOC 1 Type 2 Audit according to SSAE 18 requirements and associated risk assessment report.

SBC is a mid-Atlantic based, MBE, regional, certified public accounting and business advisory firm founded by former "Big 4" international accounting firm professionals: Graylin Smith, Monique Booker, and William Seymour. Graylin, a former partner with Arthur Andersen, LLP (Andersen) and Ernst & Young, LLP (E&Y), headed the Andersen Mid-Atlantic State and Local Government Services Practice and is SBC's managing partner.

We have been providing a variety of internal and external auditing, accounting, and tax services to state and federal government and not-for-profit agencies similar to WVOT for many years. Clients including the State of Maryland, Maryland Transportation Authority (both financial statement and SSAE 18 [SOC 1 Type 2] reporting), the District of Columbia, the Maryland Department of Transportation, and the City of Baltimore have benefited from our reliable, accurate advice on technical issues, assistance with adopting new accounting standards, identification of significant risks and problems, and development of practical and appropriate solutions to meet their needs.



To further illustrate our expertise, later in this proposal we outline several relevant examples of the work we have done for (Page 16; please [click here](#) to jump directly to that section if viewing digitally):

The City of Baltimore	Information Technology Segment of Financial Statement Audit
The District of Columbia	Information Technology Segment of Financial Statement Audit
Maryland Transportation Authority (MDTA)	E-ZPass Maryland SOC 1 Type 2 Audit
The State of Maryland	Prescription Rebate and Drug Adjudication Program SOC 1 Type 2 Audit and Senior Drug Assistance Program SOC 2 Type 2 Audit

In addition to having assisted organizations in identifying the SOC 1 Type 2 and SOC 2 Type 2 control objectives, we also perform testing of the design and operational effectiveness. And, our final reports are structured to comply with AICPA requirements.

SBC has compiled an outstanding engagement team to serve you that has extensive knowledge and experience in the government sector. The team includes multiple individuals who are experienced with performing SOC 1 Type 2 Audits, SOC 2 Type 2 Audits (to include Trust Service Principles [Security, Confidentiality, Availability, Processing Integrity and Privacy] requirements and more). Our SOC 1 type 2 Audit experiences includes completing the SOC 1 type 2 Audit of the E-ZPass Maryland toll operation and related back-office support for the Maryland Transportation Authority. The SOC 1 Type 2 Audit included identification of the controls that map to the control objectives, evaluation of the design of the controls and performance testing to conclude on operating effectiveness for each control objective, the review of sub-servicers, issuance of findings to include recommendations, management responses and the preparation of the SOC 1 type 2 Audit report. Specifically, reviewing the controls processes and procedures supporting the Information Technology Offices for government agencies to include the District of Columbia Office of the Chief Technology Officer as part of the District of Columbia CAFR and the State of Maryland to include service providers. These reviews have included evaluations for compliance with NIST 800-37 Risk Management Framework and the NIST Cybersecurity requirements for assessing the maturity of the agencies' programs.

Our clients appreciate our actionable insight on matters of concern, and of course outstanding service, and we look forward to the opportunity to share our experience with you to WVOT's benefit as we complete the SOC 1 Type 2 Audit and the Risk Assessment of the organization.



SBC is unlike any other firm. On the surface, most accounting firms may appear to be similar regarding credentials, approach, and capability. It may appear that each firm is fully capable of fulfilling your needs. However, SBC offers a unique combination of features to WVOT and we invite you to ask our references about the SBC difference (included in the proposal).

Our Strengths and Key Features

Top-Down Approach	Risk-Based Audit Approach. Our top-down approach to audit services places a premium on our ability to develop a thorough understanding of your business and make objective assessments of business and audit risks. Our approach is structured to ensure that we identify, discuss, and resolve issues early in the preliminary phase of our work by performing certain procedures and building communications with you. This approach will ensure that we will have less work during the final stages and avoid the late fieldwork crunch/rush of procedures to meet deadlines. Sufficient planning, up-front resolution, and timely communication will ensure that we have no surprises.
Timing	Timing and communication are as important to us as to you. SBC's experience, focus on quality, and commitment to client service allow us to provide the highest caliber of work while creatively solving your needs. We will work with you to meet your objectives and achieve your deadlines in a timely manner. Our professionals absolutely stand by our promise to meet all of your pre-determined deadlines and any subsequent deadlines created during the engagement. Open communication with all parties involved will allow us to better serve your needs and meet our deadlines.
Year-Round Resource	Our client service approach revolves around you. This means we deliver significant partner and manager presence on-site and regular update phone calls and meetings throughout the audit process. We will work in unison with management by being a partner and resource for this engagement. We understand the volume and complexity of this audit and will provide the highest level of service by being available to you, being responsive to requests and needs, and being proactive. Our team will work with you to identify, evaluate and provide constructive suggestions for improving your internal accounting controls, administrative procedures, and Information Technology support processes relating to the SSAE 18 SOC 1 Type 2 control objectives both in design and operating effectiveness. Meetings and assistance provided throughout the year are included in our estimate and will not result in additional billings.
Quality	"Big 4" quality: SBC employs many of the same quality procedures that international firms use. SBC was created by personnel rooted in the "Big 4" firm's culture and they incorporate that experience, commitment, and quality to SBC's practice. The founding partners of SBC and many of SBC's employees come from "Big 4" firms. SBC employs the international firm mentality and quality of work; further, because we do not audit SEC clients, we do not have the legal and litigation protection charges of those firms, nor do we incur the marketing and advertising costs, and thus we pass those savings on to you. SBC is a member of the AICPA's Government Audit Quality Center and has incorporated the Center's quality requirements into the practice and our proposed engagement partner, William (Bill) Seymour, is a past member of the executive committee of the Government Audit Quality Center.
Reasonable Costs	We stand behind our fee quote. Some firms seem more concerned about additional billing opportunities to the client for issues encountered during an audit that should have been anticipated in costs, rather than in helping the client understand the issues and finding an acceptable resolution. When we discover issues, our energy will be focused on assisting you with resolving those issues. SBC is able to charge lower fees than the "Big 4" firms because of our firm's lower cost structure and client focus. All our partners serve clients, instead of having our most expensive partners serving in administrative roles.



We have no exceptions to the request for proposals and ensure our compliance with all of the requirements listed therein. Acknowledgements of all Addendum, Purchase Affidavit, verification of eligibility, Designated Contact and Certification Form, Fees (Exhibit A Pricing Form), and Certificates of Insurance are all located in the Attachments Section for your convenience (Page 33; please [click here](#) to jump directly to that section if viewing digitally).

The authorized and binding representative for this engagement, including services and prices contained in this proposal is William (Bill) A. Seymour, CPA, CGMA. This offer is irrevocable for 180 days and can be extended at your request.

Should you have any questions, please feel free to contact me at any time.

Thank you,

William A. Seymour, CPA, CGMA
Engagement Partner
410-584-1404 (Direct)
443-220-4401 (Mobile)
wseymour@sbandcompany.com

Sincerely,
SB & Company, LLC

A handwritten signature in blue ink, appearing to read "W. Seymour". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

By:
William A. Seymour, CPA, CGMA
Member



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EXECUTIVE SUMMARY

Our Commitment to Your Requirements and Project Schedule

We commit to providing services as required by WVOT to be performed in accordance with attestation standards as set forth by the American Institute of Certified Public Accountants (AICPA).

We will perform all services noted in the RFQ to establish a contract for SOC Audit and Risk Assessment Services and will meet or exceed the mandatory requirements.

A Top-Performing Firm Serving State and Local Governments

SBC is recognized as one of the top performing firms serving the state and local government industry in the Mid-Atlantic region. Our firm carries seasoned experience in performing audits for the State of Maryland and District of Columbia, as well as a wide arrangement of other local governments.

We are adequately qualified to perform these services as we have proposed an engagement team with significant experience in the government and transportation industries. We are the present auditors for the State of Maryland, Maryland Department of Transportation and the District of Columbia, and many local government retirement plans.

We understand the scope of services thoroughly, your expectations, and are completely capable of performing these services successfully with exceptional client service.

SBC is a certified public accounting and business advisory firm serving the Mid-Atlantic region since its founding in 2005. We are one of the largest certified MBE accounting firms in the United States; are headquartered in Owings Mills, Maryland; and have offices in Philadelphia, Pennsylvania; Washington, D.C.; Richmond, Virginia; and Hollywood, Florida. Our firm employs approximately 100 full-time professionals dedicated to providing the highest quality of service to our clients.

Summary of Qualifications to Serve the WVOT

SBC lucidly understands the different areas of risks and variables that may affect a SOC 1 Type 2 Audit and the requested risk assessment. Rest assured that our firm is amply equipped with the necessary resources, experience, and qualifications to fully perform the services outlined in your work order. SBC agrees to perform the proposed engagement on time, in accordance with all deadlines, and using the adequate professional staff and capacity to perform this audit and to issue the required reports. Additionally, we will be available to provide other related services upon request.

We are the current auditors for the Maryland Transportation Authority and perform SSAE 18 Type 2 procedures related to Maryland's participation in the E-ZPass toll system. SBC has other clients for whom we perform both SOC 1 Type 2 and SOC 2 Type 2 Audits.

We have a wealth of experience with state and local government entities, and SBC's exceptional personnel possess experience in performing audits of numerous cities and other state and local government entities relevant to WVOT, including but not limited to:



Departments/Agencies:

- Baltimore Metropolitan Council
- Maryland Department of Transportation
- Maryland Transportation Authority
- Maryland Transportation Administration
- Pennsylvania Public School Employees' Retirement System
- Maryland Department of Transportation Authority E-ZPass Maryland

State Governments:

- District of Columbia
- State of Maryland

County Governments:

- Calvert County, Maryland
- Cecil County, Maryland
- Charles County, Maryland
- Frederick County, Maryland
- Harford County, Maryland
- Kent County, Maryland
- Lancaster County, Pennsylvania
- Northumberland County, Pennsylvania
- Washington County, Maryland

This proposal will discuss the proposed engagement team and their background in governmental auditing experience. We have selected an outstanding team to serve you. The team has been successfully performing audits SOC 1 and SOC 2 Type 2 Audits as well as Audits of the Information Technology supporting state and local government agencies for many years. This team offers the WVOT years of experience, training, and active involvement in governmental associations. Further, SBC has an extensive continuing education program to ensure that all of our staff are exceeding their required training, and that it is focused on areas specific to governmental issues.

SBC provides services to clients with issues and reporting requirements similar to yours. We serve a wide range of Mid-Atlantic region governmental clients and are therefore knowledgeable about local events that may have an impact on your Information Technology operations and reporting. Our clients express their satisfaction with SBC's audit capabilities, technical expertise, timelines of reports, continuity, and responsiveness to their needs. Our team is dedicated to serving local government entities and understanding the many demands made of them.

Our professionals are trained in identifying and selecting the best solutions from the copious avenues available in modern business so that our clients can and will benefit and concurrently prosper with us. In essence, your success means our success.



In addition, Bill Seymour brings to this engagement a team of multiple individuals with experience in the risk and associated controls that should be in place in an Information Technology operation and as well as an understanding of completion SOC Audits, Management Assertions and how sub-servicer components need to be reviewed to determine if the required controls are in place. Some of the areas where we bring experience and can help are as follows:

- Reviewing the management’s description of the system and associated information provided to conclude on the suitability of the design.
- Reviewing and assisting in development of the risk and the control objectives which will be needed to complete a SOC 1 Type 2 Audit.
- Reviewing the control objectives within the scope of the review, preparing a listing of the artifacts that are needed to perform testing to conclude on the operating effectiveness of the controls.
- Reviewing the sub-servicer organization and infrastructure, to determine if the controls in place are adequate to include the control objectives for SOC 1 Type 2 readiness.
- Identifying and communicating of any concerns identified during the Audit or readiness assessment to include issuance of a concerns document to include the recommendation and request for a management response to address concerns and continue work toward SOC 1 Type 2 readiness.
- Assisting in the preparation of the SSAE 18 1 report that includes the conclusions based on the review and suitability of the design and testing of the operating effectiveness of the control objectives in the scope of the review.
- Preparing the user entity controls that should be in place at user organizations that use this service provider as part of the SOC 1 Type 2 Audit.

Our approach will be of value to the WVOT in ensuring that the audit is progressing smoothly because you will be well-informed of the status and issues at all times. We will also be involved in resolving issues as they occur. Our team will work with you year-round to meet and exceed your goals. Our leadership team will be available to you.

A Reputation for Trustworthiness and Partner Involvement

Our firm has earned its reputation as a trusted advisor by providing greater partner involvement paired with proactive and innovative solutions, attentiveness, and a wealth of superior industry knowledge. We collaboratively succeed as a firm of individuals who live up to SBC’s distinguished standards by inspiring a commitment to bringing premier quality in product and service to every client we serve.

We know firsthand that living our core values not only prepares us to serve your needs better than most firms, but also sets the foundation for our future, our growth, and mutual success. While many firms boast of optimal service, here at SBC it’s more than just a motto, it is our continued philosophy.



Our Bullseye Philosophy

SBC is piloted by a set of standards that emphasize our most essential core value – clients first. Our Bullseye Philosophy is centered on our pledge to consistently deliver a quality product and quality service, allowing us to establish a quality relationship with you for your continual success.

We recognize that every accounting firm can provide a product. However, we also understand that our product is not only a reflection of our brand and reputation, but a reflection of yours as well. Therefore, we will ensure that our *Quality Product* is technically accurate, attractive, and promptly delivered.

Additionally, SBC provides responsive client service. We take pride in the fact that our partners work closely with all of our clients to provide the highest level of *Quality Service* year-round. Your engagement partner will ensure that key personnel are always available to answer questions and resolve issues in a timely manner. We maintain constant communication throughout the year, meeting with you frequently to discuss the status of our professional services and broader business concerns.

We take your investment in our expertise a step further by building a *Quality Relationship* with you. It is our goal to serve you with integrity, personal attention, and innovative solutions. SBC will take the time to develop a deep understanding of your operations, help you define challenges before they become problems, and proactively identify opportunities for improvement.

We work hard to earn your trust so that we can provide you with the *Quality Knowledge* that will enhance your growth and sustainability. SBC is a valuable resource with substantial professional, technical, industry, and business knowledge, and we are actively involved in a variety of industries. This allows us to recognize the latest trends and opportunities that may affect your business. We also maintain awareness of the most recent economic, political and business events that occur in your community and worldwide, and understand the implications such events will have on your operations.

We hit the bullseye only when we have provided you with the knowledge that enables your business to grow and prosper. We think of ourselves as the firm that works the hardest with you, and for you. Our commitment to you is the devoted execution of our Bullseye Philosophy. We accomplish this philosophy for every client, on every engagement, every time.





Our Commitment and Value

SBC focuses on bringing knowledge and advice to the WVOT to ensure that we have a complete understanding of the organization's risk, how that risk is mitigated, and where the opportunities for improvement exist. Anticipating issues and coming forth promptly is a trademark of SBC service. We can (and will) help you define challenges before they become problems, identify opportunities promptly, identify practical solutions to issues, and assist you in the implementation of those solutions.

Our focus is on providing value to you and not simply generating billable hours for the firm. WVOT requires reliable resources to accommodate growth and change within the organization in the face of challenging economic times and throughout your continued growth.

The benefits of selecting SBC as your audit partner are based on the following strengths:

- Key team members' significant technical knowledge and ample experience with local, county, and state governments and authorities, which will result in the timely resolution of emerging issues
- Unrelenting client service, accessibility to firm experts, commitment to meet all deadlines, and proactive communication with the WVOT year-round
- A top-down approach that results in greater partner involvement throughout the engagement
- Competent professionals with Big 4 backgrounds, training and development, which means the superior quality of a larger firm is not mutually exclusive from the attentiveness of a small firm
- Familiarity in serving organizations with operations similar to yours, which will support a smooth transition when changing auditors while providing a fresh look at your operations
- A common sense audit methodology that increases audit quality by focusing on key risks and business operations
- Access to industry standard setters, global best practices, and technical resources
- A fee philosophy that allows us to provide quality service at a reasonable cost
- Ability to be a trusted business advisor and provide value-added services to you as a client year-round.

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WVOT VENDOR QUALIFICATIONS

FROM RFQ: 3.1 Vendor must be a licensed CPA firm with five (5) years of prior experience in SSAE 18 reviews providing Service Organization Control (SOC) reports at multiple engagement levels – SOC 1, SOC2, and SOC3. Vendor must provide documentation upon request.

SBC is a Licensed CPA Firm

SBC is a licensed CPA firm with more than five (5) years of prior experience in SSAE 18 reviews providing Service Organization Control (SOC) reports at multiple engagement levels – SOC 1 Type 2, SOC 2 Type 2, and SOC 3.

FROM RFQ: 3.2 Compliance with experience requirements will be determined prior to contract award by the State through references provided by the Vendor with its bid or upon request, through knowledge or documentation of the Vendor's past projects, or some other method that the State determines to be acceptable. Vendor should provide a current resume which includes information regarding the number of years of qualification, experience and training, and relevant professional education for each individual that will be assigned to this project. Vendor must provide any documentation requested by the State to assist in confirmation of compliance with this provision. References, documentation, or other information to confirm compliance with this experience requirement are preferred with the bid submission; but may be requested after bid opening and prior to contract award.

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WVOT Scope of Work Requirements and Our Qualifications

It is our understanding that WVOT wishes to establish a contract for Audit and Assessment Services, specifically regarding the following mandatory requirements:

How SBC Meets All WVOT Mandatory Requirements

WVOT Mandatory Requirement	SBC
4.1.1 Statement of Standards for Attestation Engagements No. 18 – Reporting on Controls at a Service Organization (SOC 1) Type 1	SBC is experienced with performing SOC 1 and SOC 2 Type 2 Audits of service organizations controls based on SSAE 18 requirements.
4.1.1.1 The vendor will review the WVOT's service organization.	SBC will provide an experienced team that will work with you to formulate the control objectives for the WVOT service organization and sub-servicers if applicable. The SBC Team will identify the control points that align to the control objectives to conclude on the design of the controls and perform testing of operating effectiveness.
4.1.1.2 The examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (CPA).	SBC is experienced with completing SOC 1 Type 2 Audits to comply with AICPA requirements.
4.1.1.3 The Vendor is responsible for expressing an opinion on the operating effectiveness of controls tested to provide reasonable assurance that the control objectives were achieved and operated effectively through the audit period.	As part of the SOC 1 Audit Report, SBC will express an opinion on the operating effectiveness of the control objectives tested.
4.1.1.4 In conjunction with key WVOT staff, the Vendor will perform a risk assessment of operations to prioritize areas of improvement.	SBC is experienced with reviewing the Information Technology risk management framework and performing risk assessments. Using the NIST Cybersecurity Framework SBC will perform a risk assessment and provide recommendations which are prioritized on areas of improvement based on the SANS top 20.
4.1.1.5 The Vendor must provide recommendations to strengthen internal controls in order to lower risk in a prioritized list based on criticality of implementation.	SBC is experienced with reviewing the controls for Information Technology operations and service organizations. SBC will provide recommendations to improve internal controls.
4.1.1.6 The Vendor must provide recommendations for implementing "best practices" in instances where policies, procedures and processes do not exist or should be improved upon.	SBC is experienced with reviewing Information Technology Offices and therefore has visibility into best practices across government agencies and commercial organizations. SBC will provide recommendations for implementing "best practices" where policies, procedures and processes do not exist or should be improved upon.



WVOT Mandatory Requirement	SBC
4.1.1.7 The Vendor must issue a separate "management letter" that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are nonreportable conditions for each entity as appropriate.	SBC will issue a separate "management letter" that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are nonreportable conditions for each entity as appropriate.
4.1.1.8 The time period covered for should begin at the cutoff date for the last audit and continue through the last day of the period being audited.	SBC is experienced with performing SOC 1 Audits for the established timeframe and will ensure that the time period covered will begin at the cutoff date for the last audit and continue through the last day of the period being audited.
4.1.1.9 One (1) copy of the SSAE 18 report, supporting documentation, and requested management documents must be made available in electronic form.	SBC will provide one copy of the Audit report and requested management documents in electronic form.
4.1.1.10 Five (5) copies of the SSAE 18 report, supporting documentation, and requested management documents must be made available in paper form.	SBC will provide five copies of the Audit report and requested management documents in paper form.
4.1.1.11 The Vendor must perform the audit within ninety (90) days of the acceptance of the contract, or earlier.	SBC is prepared to perform the SOC 1 Type 2 Audit within 90 days of acceptance of the contract.
4.1.1.12 The requested reports and documentation must be provided in a finalized format sixty (60) days after the audit is performed, unless otherwise agreed to by WVOT.	Agreed.

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Information Technology Operations Experience

Regarding Information Technology operations, our team is experienced in performing reviews of network security, databases and operating systems both in a distributed and mainframe environment. We understand how to review critical business applications. Our team is also experienced at reviewing Information Security, Risk Management, Change Management, Disaster Recovery, Cybersecurity Program Maturity, and other governance processes supporting Information Technology operations using NIST and other recognized standards. Because our firm performs reviews across various government agencies we are positioned to share with you best practices being used by government and commercial organizations.

Rick Williams was formerly with Citigroup where he was involved with the SSAE 16 Type 2 Audits and related reporting. Rick would perform pre-testing throughout the year based on SSAE 16 Type 2 procedures to determine errors and other items to be corrected prior to the start of the SSAE 16 Type 2 audits. He has been performing the SSAE 18/16 Type 2 for the suitability of the design and the testing of operating effectiveness since 2012. The SSAE 18/16 work included the following:

- Reviewing the management's description of the system and associated information provided to conclude on the suitability of the design.
- Based on the control objectives within the scope of the review, preparing a listing of the artifacts that are needed to perform testing to conclude on the operating effectiveness of the controls.
- Reviewing the SOC 2 Type 2 from the sub-servicer organizations
- Identification and communication of any concerns identified during the Audit to include issuance of a Concerns document to include the recommendation and request for a management response from the Contractor.
- Assisting in the preparation of the SSAE 18/16 report that includes the conclusions based on the review and suitability of the design and testing of the operating effectiveness of the control objectives in the scope of the review.
- Preparation of the user entity controls that should be in place at user organizations that use this service provider.

Our approach will be of value to the WVOT in ensuring that the audit is progressing smoothly because you will be well-informed of the status and issues at all times. We will also be involved in resolving issues as they occur. Our team will work with you year-round to meet and exceed your goals, and our leadership team will be available to you.



Further Evidence of SBC's In-Depth Information Technology Auditing Expertise

Our technical expertise and industry involvement allows us to remain up-to-date on the latest industry issues and provide our clients with the business knowledge that will enhance their profitability and sustainability.

In today's environment where technology risks related to cyber threats, data security and sustainable technology processes can be challenging in such a large complex environment as the State of West Virginia, there is an IT Audit Team that will not need an extended period to learn this complex environment is key to having an immediate and positive impact in addressing WVOT's requirements.

SBC Information Technology Auditors bring a wealth of experience in performing comprehensive and effective audits of various technology platforms (network security, databases and operating systems both mainframe and server) and business applications at various state agencies. Our auditors understand how to perform audits of the various cloud models (SaaS, PaaS and IaaS) and will perform assessments that can provide you with recommendations on how to enhance oversight and security measures when data is maintained off-premise.

To date, the SBC Information Technology Team has performed IT Audits of business applications and technology infrastructure at Maryland state agencies such as the Maryland Department of Transportation, Maryland State Retirement, Department of Health and Mental Hygiene, Department of Human Resources, and Department of Labor, Licensing and Regulation. Our existing technology experience and understanding state Information Technology environments will allow our IT Auditors to transition into this work through completion on time and in an efficient manner.

Our experience in evaluating Information Technology risks and the understanding that we have acquired over the years at various technology environments will inform and support identification of and addressing your IT risk concerns. We are committed to providing quality Information Technology Audit results that will help the WVOT team manage technology risk.

To further showcase our IT experience, we have overviewed **several relevant examples of our work (on the following pages):**

- The City of Baltimore (Information Technology Segment of Financial Statement Audit)
- The District of Columbia (Information Technology Segment of Financial Statement Audit)
- Maryland Transportation Authority-MDTA (E-ZPass Maryland SOC 1 Audit)
- The State of Maryland (Prescription Rebate and Drug Adjudication Program SOC 1 Type 2 Audit and Senior Drug Assistance Program SOC 2 Type 2 Audit)



PROJECT

City of Baltimore—Information Technology Segment of Financial Statement Audit

SERVICES PROVIDED

2016-Current

The City of Baltimore Information Technology platform for transaction processing and general ledger includes both a mainframe component, which is hosted by a third party and a Windows server distributed environment primarily for network access and sharing of resources (file, print, email etc.).

There are multiple vendors which host third party applications used by the City of Baltimore to process transactions resulting in complex interfaces to provide for all transactions to be completely and accurately updated to the financial systems. Network security for the City of Baltimore is supported internally.

As part of the Information Technology segment of the Audit, SBC reviews and evaluate the design and operating effectiveness of controls, using NIST and other applicable guidelines, to include Auditing the following areas:

- Network security for segment where financial transactions traverse
- Operating system configuration and security
- Critical Business application configuration
- Database configuration and security
- Vendor supported version and timely update of security patches
- Mainframe security
- Systemic functions within applications to provide for completeness and accuracy.
- Program Change Management
- Logical access controls (application, database, operating system and Active Directory)
- Disaster Recovery
- Physical and Environmental Security
- Information Security
- Network Architecture and firewall rules for specific segments
- Governance and oversight of 3rd party vendors
- Review of SSAE 18 or SOC 2 Type 2 Audit reports to include user entity controls for critical vendor

OBJECTIVES SATISFIED

- Completed an assessment of the Information Technology environment to determine if adequate controls were in place to provide for the completeness and accuracy of transactions processed.
- Provided recommendation as to how the mainframe and server controls could be enhanced.
- Provided recommendations as to how network security could be enhanced.
- Provided recommendations as to how Information Security could be enhanced.



PROJECT

District of Columbia Government—Information Technology Segment of Financial Statement Audit

SERVICES PROVIDED

Since 2015, SBC has been responsible for completing the financial statement Audit of District of Columbia. As part of the Audit, the SBC Technology and Risk Assurance Team completes the Information Technology segment of the financial statement Audit.

The District of Columbia's Information Technology platform for transaction processing and general ledger includes both a mainframe component, Windows and RedHat Linux servers in the distributed environment. While the general ledger and other critical application reside on the ZOS mainframe which is redundant with near real time replication. The mainframe includes RACF as the security package; and, also the DB2 database that support critical applications.

The critical distributed applications are supported by an Oracle database and Redhat Linux operating system. The DC Health Benefit Exchange is an Infrastructure as a Service cloud model hosted by AWS. DC Government also has multiple vendors hosting critical applications in a Software as a Service cloud support model. Network security for the District of Columbia is supported internally. Agencies included for which the Information Technology is Audited are as follows:

- DC Office of Chief Financial Officer
- DC Office of Chief Technology Officer (responsible of Mainframe and Technology Governance)
- DC Employment
- DC Lottery
- DC Health and Benefit Exchange
- United Medical Center
- DC Convention Center
- University District of Columbia

As part of the Information Technology segment of the Audit, SBC reviews and evaluate the design and operating effectiveness of controls, using NIST and other applicable guidelines, to include Auditing the following areas:

- Network security for the segment where financial transactions traverse.
- Operating system configuration and security.
- Critical Business application configuration.
- Database configuration and security for DB2 and Oracle.
- Vendor supported version and timely update of security patches. Patch levels are reviewed for DB2.



- Systemic functions within applications to provide for completeness and accuracy.
- Program change management.
- Logical access controls (application, database, operating system and Active Directory).
- Review of the configuration for RACF Security package.
- Review of access to the mainframe datasets that maintain critical source and object code.
- Segregation of duties for developers coding changes and implementation of changes to the production environment.
- Disaster Recovery.
- Physical and Environmental Security.
- Information Security to include Risk Management (NIST 800-37) and the NIST Cybersecurity Framework.
- Network architecture and firewall rules for specific segments.
- Governance and oversight of 3rd party vendors.
- Review of SSAE 18 or SOC 2 Audit reports to include user entity controls for critical vendor.

OBJECTIVES SATISFIED

- Completed an assessment of the Information Technology environment to determine if adequate controls were in place to provide for the completeness and accuracy of transactions processed.
- Provided recommendation as to how the mainframe and server controls could be enhanced.
- Provided recommendations as to how network security could be enhanced.
- Provided recommendations as to how Information Security could be enhanced.
- Provided recommendations as to how the Cloud environment related controls could be enhanced.

PROJECT

MDTA—E-ZPass Maryland SOC 1 Type 2 Audit

SERVICES PROVIDED

2017-Current

Since 2017, SBC has been responsible for completing the SOC 1 Type 2 Audit of E-ZPass Maryland toll system and back office operation. As part of the Audit, the SBC Technology and Risk Assurance Team completes the evaluation of the Description of the system, identification of the controls to map against the control objectives including conclusions on the design of the control. The testing for operating effectiveness of each of the control objectives is completed by our team. The review and handling of sub-servicers is completed by SBC. The issuance of findings identified and receipt of management response as well as preparation of the SOC 1 Type 2 Audit report is completed by SBC.



OBJECTIVES SATISFIED

- Completed the SOC1 Type 2 Audit and related Audit report based on AICPA requirements.
- Provided recommendation as to how the server and database controls could be enhanced.
- Provided recommendations as to how network security could be enhanced.
- Provided recommendations as to how Information Security could be enhanced.
- Provided recommendations as to how Application Security could be enhanced.

PROJECT

State of Maryland—Prescription Rebate and Drug Adjudication Program SOC 1 Type 2 Audit

SERVICES PROVIDED

2016-Current

Since 2018, SBC has been responsible for subcontracting components of the completing the State of Maryland Prescription Rebate and Drug Adjudication Program SOC 1 Type 2 Audit. As part of the Audit, the SBC Technology and Risk Assurance Team completes the evaluation of the Description of the system, identification of the controls to map against the control objectives including conclusions on the design of the control. The testing for operating effectiveness of each of the control objectives is completed by our team. The review and handling of sub-servicers was completed by SBC. The issuance of findings identified and receipt of management response as well as preparation of certain components of the SOC 1 Type 2 Audit report was completed by SBC. The recommendation of User Entity Controls was completed by SBC.

OBJECTIVES SATISFIED

- Completed the SOC1 Type 2 Audit and related Audit report based on AICPA requirements.
- Provided recommendation as to how the server controls could be enhanced.
- Provided recommendations as to how Information Security could be enhanced.

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PROJECT

State of Maryland—Senior Drug Assistance Program SOC 2 Type 2 Audit

SERVICES PROVIDED

2017-Current

Since 2017, SBC has been responsible for completing the SOC 2 Type 2 Audit of the State of Maryland Senior Drug Assistance program. The Audit includes a determination of the applicable Trust Services Principles (Information Security, Confidentiality, Processing Integrity, Availability and Privacy). As part of the Audit, the SBC Technology and Risk Assurance Team completes an assessment to determine the applicable Trust Service Principles. SBC also completes the evaluation of the Description of the system, identification of the controls to map against the COSO control objectives including conclusions on the design of the control. The testing for operating effectiveness of each of the control objectives was completed by our team. The testing of the operating effectiveness of controls that map to the Trust Service Principles was also completed by SBC. The review and handling of sub-servicers is completed by SBC. The issuance of findings identified and receipt of management responses as well as preparation of the SOC 2 Type 2 Audit report was completed by SBC.

OBJECTIVES SATISFIED

- Completed the SOC2 Type 2 Audit and related Audit report based on AICPA requirements.
- Provided recommendation as to how the server controls could be enhanced.
- Provided recommendations as to how Information Security could be enhanced.
- Provided recommendation on how other support processes related to change management and disaster recovery could be enhanced.

Additional experience provided upon request.

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Our Audit Approach

Standard Approach

The SBC Audit will focus on evaluating the suitability of the design of the service organization system and testing the operating effectiveness of the controls at the service organization.

The SBC approach focuses on performing a review of the design and operating effectiveness to obtain reasonable assurance based on suitable criteria.

Reviewing Management's Description of the System

Management's description of the service organization system will be reviewed by SBC to determine if the information fairly presents that the system was designed and implemented throughout the specified period.

In assessing the suitability of managements' description of the service organization's system, SBC will review whether management's description of the service organization's system clearly presents how the system was designed and implemented to at minimum include the following information:

- The types of services being provided and specifics on classes of transactions, if applicable.
- The procedures within both automated and manual systems by which services are provided.
- The procedures by which transactions are initiated, authorized, recorded, processed, corrected as necessary and transferred to the reports and other information prepared for user entities.
- The related accounting records, whether electronic or manual, and supporting information involved in initiating, authorizing, recording, processing and reporting transactions to include the correction of incorrect information and how information is transferred to the reports and other information prepared for user entities.
- How the service organization's system captures and addresses significant events and conditions other than transactions.
- The process used to prepare reports and other information for user entities.
- The specified control objectives and controls designed to achieve those objectives, including as applicable, complementary user entity controls that the service organization places reliance in the design of the controls.
- Other aspects of the service organization's control environment, risk assessment process, business processes and monitoring controls.
- SBC will review the management description of the service organization's system to verify that it does not omit or distort information relevant to the service organization's system.



Assessment

The controls related to the control objectives in the management description will be reviewed by SBC to determine the suitability of the design for the period being reviewed. The SBC assessment will include factors as follows:

- If the risks that threaten the achievement of the control objectives stated in the management's description of the service organization's system have been identified by management.
- If the controls identified in the management's description of the service organization would, if operating as described, provide reasonable assurance that the control objectives were achieved.
- If the controls were consistently applied as designed throughout the specified period.
- SBC will also look to obtain a description of the business operation, critical applications and infrastructure. Obtaining an understanding of your Relevant Aspects of the Control Environment, Risk Assessment Process and Monitoring Oversight functions (e.g., Risk Assessment, Monitoring and Information Security) will also be part of this component of the Audit.
- Based on the description of the control environment, SBC will formulate the Control Objective categories. Each Control Objective Category will include the following sub-sections:
 - ✓ Control Number
 - ✓ Description of the Control
 - ✓ Test of Operating Effectiveness
 - ✓ Results

Testing

The information will be used to complete the Test of Operating Effectiveness based on the controls that were communicated to SBC in the management description of the service organization. This information will be the basis of the meetings, artifacts and testing that we perform to conclude on the operating effectiveness of the controls at the service organization being reviewed.

If exceptions or concerns are identified during testing, we will discuss these results with you and determine if a Concerns Document will need to be issued with our recommendation requesting a response from management.

Reporting

Once testing is completed and all responses obtained for any Concerns Documents issued, we will move forward with preparing a draft report. The report will include at minimum the following information:

- Managements' description of the service organization system.
- A written assertion by management of the service organization about all material respects and based on suitability criteria.



- An opinion on the suitability of the design and operating effectiveness of the controls.
 - ✓ The Control Objective Categories will be included in the report along with the test results.
 - ✓ Concerns identified, the recommendation and management response will also be included in the report.
 - ✓ A section will also be included in the report on the Complimentary User Entity Controls recommended to have in place for organizations that use these services. The Complimentary User Controls are controls that management of the service organization assumes, in the design of the service provide by the service organization, will be implemented by user entities.
- Once the draft report and related opinion are completed we will schedule time to meet and review the document with you.

TECHNICAL PLAN-SPECIFICS FOR WVOT

To accomplish the SOC 1 Type 2 Audit of the WVOT, the audit should include the areas listed below:

- Determine which financial, operational and Information Technology control objectives should fall within the scope of the SOC 1 Type 2 Audit.
- Identify relevant criteria associated with each control objective and their related risk.
- Work with management to identify what controls are in place to mitigate the risks and review control documentation to evaluate control design.
- Determine testing necessary to verify control effectiveness.
- Provide a detailed listing of control design observations as well as a roadmap for remediating missing or ineffective controls.

Readiness Assessment Services

To provide the Readiness Assessment services being requested for the WVOT, SBC will:

Determine which financial controls should fall within the scope of the Audit and identify relevant criteria associated with each financial control and their related risk.

SBC is highly experienced in performing SOC 1 Type 2 Audits and the review of the Information Technology operations for government agencies and commercial organizations. To provide a preliminary base of the control that SBC feels should fall within the scope of the Audit and their related risk, SBC would start with the areas listed below and continue to build on this foundation as walk-throughs of the WVOT are completed by our team.



The base foundation of control objectives that SBC will start to review the design, test operating effectiveness of, and provide recommendations for will include the following areas:

Description of the System Overview	Provide reasonable assurance that WVOT service organization has an adequate description of the system overview in place to use as a starting point for completing the Audit.
Governance and Oversight Controls	Provide reasonable assurance that adequate risk management processes are in place to include monitoring of processes performed by third party service providers.
Information Security Controls	Provide reasonable assurance that processes are in place to define requirements to accessing, monitoring, periodic reviews and the removal of access permissions of transferred and terminated employees timely to critical applications and infrastructure. Processes are in place for maintaining data (e.g., data classification policy) in storage and in transit.
Physical Access/Environmental Controls	Provide reasonable assurance that physical access and environmental controls are in place to safeguard facilities and computer operations areas.
System Program Changes Controls	Provide reasonable assurance that application and system changes administered are appropriately requested, authorized/approved, tested, documented, and implemented into production, and that appropriate segregation exists for those individuals with access to the production platforms.
Logical Access Controls	Provide reasonable assurance that logical access to data, TransCore applications, and the network have been implemented, and that personnel security practices have been implemented. This testing will review the logical access permissions to specific modules, for example adjustment processing, monetary transactions, financial reporting etc. Logical access would control identification and testing would also include a review of access to supporting databases like Oracle or SQL and processes in place to secure both the database and server or mainframe operating system.
Data and Program Backup Controls	Provide reasonable assurance that system, program, and data files are backed up (tape or electronically) completely and in accordance with the respective policies.
Job Scheduling Controls	Provide reasonable assurance that job processing is scheduled appropriately, and deviations are identified and resolved.



Other Factors to be Included in the Readiness Assessment

Subservices Organizations: This section will be used to determine if there are any significant sub-servicers and if the operating effectiveness of the controls at the sub-servicer organization should be included or excluded from the readiness assessment and ultimately SOC 1 Type 2 Audit.

Management Assertions: SBC will review documentation of Management Assertions to determine SOC 1 Type 2 readiness and provide recommendations where needed.

System Overview

SBC will review the system overview to determine if the documentation is in place provide accurate information on the systems supporting WVOT and provide recommendations where needed.

We will work with management to identify what controls are in place to mitigate the risks and review control documentation to evaluate control design. And, we will provide a detailed listing of control design observations as well as a roadmap for remediating missing or ineffective controls

Based on the walk-throughs and meetings to understand the areas listed above as well as any other control objectives added as SBC becomes more familiar with WVOT, SBC will complete the SOC 1 Type 2 Audit to determine if the required controls are in place or where recommendations will be made to implement needed controls.

As a result of the walk-throughs SBC will have drafted the controls in place for each control objective which will be the foundation for testing operating effectiveness. The walk-throughs will also support SBC's identification of areas where we will conclude as a design concern because the required controls are not in place.

- For areas concluded as a design concern, SBC will validate the concern and draft a finding to share the design concern, risk and related recommendations to address the area.
- For areas within the control objectives, where SBC conclude that controls are in place, these controls will formulate a base list of controls to complete initial operating effectiveness testing in accordance with SOC 1 requirements as part of the readiness assessment.

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Determine testing necessary to verify control effectiveness:

Our experience and understanding of the risk and controls that should be in place at WVOT.

- Based on our walk-throughs, the SBC Team will determine the testing that will be performed to evaluate the operating effectiveness of the controls identified and mapped to each control objective.
- SBC will provide a listing of the resources needed to complete testing.
- SBC will make recommendations, based on the testing where the operating effectiveness of controls requires improvement.
- SBC will share the testing perform and results in a manner that will allow your team to understand the control objective, risk, control mapped to each risk and the test performed and related results.

WVOT READINESS ASSESSMENT REVIEW-WORK PLAN

Plan Overview (Timing)

Planning--where we have an initial meeting to discuss the SBC approach, share the list of initial meetings and determine timeframes for coming on site. Confirm is the Audit should be a SOC 1 or SOC 2 Type 2 to include Trust Service Principles.	Week 1
Walk-throughs to obtain an understanding of core foundation areas for WVOT. For SOC 1, have initial meetings to start formulating the control objectives if this has not been done. Part of the walk-throughs will be to identify any sub-servicers and discuss if these controls will be included or excluded.	Weeks 1 & 2
Documentation of any design concerns identified through the walk-throughs of the initial control objectives to include findings to be shared with WVOT Management. Note: If a SOC 2 Type 2, the walk-throughs would include a review of the COSO base controls and of the controls aligned to the applicable Trust Service Principles (Security, Availability, Processing Integrity and Privacy).	Week 2
Formulation of an initial base of controls that map to the Control Objectives identified for a SOC 1 Type 2 Audit of the WVOT support processes. The initial base of controls aligned to each control objective will be shared with Management to ensure that we are in sync, respond to any questions before proceeding to the next step.	Weeks 2
Request the items needed to complete the testing of operating effectiveness of the controls mapped to each control objective.	Weeks 3 & 4
Complete operating effectiveness testing and conclude based on the results. Moving forward with this step is dependent upon how quickly the artifacts requested to complete the testing of operating effectiveness can be provided.	Weeks 5, 6, & 7
Move forward in completing a Risk Assessment based on the NIST 800-37 Risk Management Framework for Information Technology and the NIST Cybersecurity Program assessment.	Weeks 5, 6 & 7
Exceptions identified are shared with Management and documented to provide for recommendations and Management response.	Week 7
Review the Management Assertions: SBC will provide a template if needed.	Weeks 2 & 8
Review the System Overview: SBC will provide a template if needed.	Weeks 2 & 8
Complete testing and prepare a draft report to be shared with Management. Use SANS TOP 20 to prioritize Risk Concerns, to be shared with Management.	Weeks 8 & 9
Based on the meeting with Management on the Draft Report prepare a Final Report.	Weeks 9 & 10



Other:

- SBC will maintain communication with WVOT throughout the readiness assessment.
- SBC will communicate on the status of the assessment through weekly status meeting or more often if desired.
- SBC will share practices that provide for having the required controls in place for a SOC 1 Type 2 audit as we have seen in other government Information Technology Offices.

COMMITMENT TO TECHNOLOGY

SBC has purchased, developed or subscribed to many programs and periodicals to make our audits more efficient, better serve our clients or increase the knowledge of software applications of our people. SBC is committed to the use and promotion of technology in our audit process. In this regard, there is a need for constant technical support and training of all SBC personnel. SBC subscribes to CCH's Accounting Research Manager (ARM), which is an internet-based client research tool. ARM places all accounting research information at our fingertips, so we can quickly and easily access new information.













Our audit approach includes data analysis tools which can allow us to evaluate the entire population for compliance with key attributes as well as the accuracy of computer generated reports. As an example, our use of tools like Idea software allows us to validate the accuracy of critical reports and perform a greater level of automated testing of data integrity and systemic controls.

In order to run the various software products the firm has purchased, each partner, manager, senior, and staff has a laptop PC. Each engagement team can easily browse all authoritative accounting literature for specified types or keywords. Our professionals will provide integrated support to ensure that the most advanced analytical tools are applied to give you the highest quality, cost-effective audit service available. SBC makes significant annual investments in advanced technology, including providing our professionals with powerful personal computer capability.

To accomplish the audit described previously, our central technical engagement team must address your audit in a thorough and cost-effective way. The following chart summarizes the personal computer and other technologies available to all of our professionals. Every SBC professional has access to significant technology resources.



Technology Resources

Resources	Description/Function
 ProSystem fx Engagement	<ul style="list-style-type: none"> Monitoring and controlling post-trial balance adjustments Preparing lead sheets Consolidating working papers Preparing financial statements
 ProSystem fx Practice Management	<ul style="list-style-type: none"> Budgeting and controlling engagement time and expenses Recording actual time Tracking client and engagement information Client database
 ProSystem fx Tax  ProSystem fx Planning	<ul style="list-style-type: none"> Providing tax research Providing tax return processes Planning solution for tax services
	<ul style="list-style-type: none"> Secure file transfer site for client documentation
	<ul style="list-style-type: none"> Providing accounting and auditing research
Idea Software	<ul style="list-style-type: none"> Integrating and analyzing large volumes of client data
	<ul style="list-style-type: none"> Preparing slide show presentations and handouts for management
 	<ul style="list-style-type: none"> Documenting and calculating general working papers Financial reporting process
	<ul style="list-style-type: none"> Encryption software installed on all computers
	<ul style="list-style-type: none"> Providing industry data and analysis
	<ul style="list-style-type: none"> Providing a collection of articles from various sources on companies, industries, topics or issues



Resources	Description/Function
	<ul style="list-style-type: none"> Comprehensive business information on companies and key personnel Customer analysis and segmentation Business trends, challenges, and opportunities
	<ul style="list-style-type: none"> Tracking CPA license compliance for each of our people Develop individual training and development plans for our people Schedule and report all CPE courses
	<ul style="list-style-type: none"> Budgeting and forecasting software designed to provide financial models for businesses
	<ul style="list-style-type: none"> Visual processor that creates a variety of flowcharts and graphs for presentations and documentation
	<ul style="list-style-type: none"> Providing weekly news, futures reports and analysis of accounting and financial issues
	<ul style="list-style-type: none"> Resource planning system used to staff engagements Graphic scheduling software Resource utilization and optimization Proper resource allocation
Knowledge Base	<ul style="list-style-type: none"> Documenting information so engagement team has access Tracking engagement deliverables and milestones Developing the Audit Approach Plan based on our risk assessment using decision support capabilities databases with audit procedures Generating Audit Programs with detailed work instructions that reflect the audit approach plan Documenting our understanding of client controls and completing the Control Analysis Form
Best Practices Database	<ul style="list-style-type: none"> Providing best practices in financial processes Providing a review process for financial processes
Sample	<ul style="list-style-type: none"> Planning audit strategy Calculating sample sizes Generating random numbers for sampling Evaluating results of audit samples
T Values	<ul style="list-style-type: none"> Compound interest calculations Loan amortization Lease and note disclosure Valuation of financial instruments



Management Letter Recommendations

We consider management recommendations critical to an effective, value-added audit. Our audit approach is to offer insightful, innovative, and practical recommendations for continuous improvement to your internal controls. Our suggestions will be discussed with appropriate personnel during our work, with suggestions mutually agreed upon prior to the issuance of our final management recommendations. If we uncover weaknesses and deficiencies, we first inform management of our findings to ensure we have the facts correct and understand how management has mitigated the risk. We then report the issues in our management letter.

We will issue a letter to management containing practical suggestions for financial reporting, and improvement of internal control, accounting, operating and systems procedures, potential operating efficiencies, ideas on cost reductions and revenue enhancements. Prior to issuing the letter, we will discuss our recommendations with management as they develop throughout the year to ensure that our understanding of the relevant facts is correct and to obtain the benefit of management's judgment. Management will review all comments. We will incorporate management's written response to our comments and suggestions in this letter.

Most firms focus on the management letter as a report card and a deliverable to close out the audit cycle. We do not. Our focus is on the process of challenging our personnel to identify opportunities for you to be more successful, and then engaging in dialogue with you to discuss these opportunities. We believe that the quality of the management letter and the process of the engagement are key performance measures that you should use to evaluate whether you are getting value out of our audit relationship.

SBC is committed to your success. Navigating the challenges that state and local government entities face requires an experienced team of professionals that provides the right tools and industry knowledge. The engagement team we have assembled to serve WVOT as the combined experience, history, and industry knowledge to assist you in meeting these challenges: yet another reason why SBC is the best choice for you. Furthermore, we commit to you that your vision of success will drive our actions as we work to continue our professional relationship. By hiring the most talented individuals in the market, our firm's professionals offer the best skill sets and knowledge available in today's accounting world. The "Big 4" culture is taught to all of our personnel from college graduates to seasoned professionals. In doing so, we teach our members that it is important to be technically competent, to research every technical issue, and to work through the large and complex problems. It is also essential that all work be supervised and reviewed; however, a commitment to provide the best quality work and client service to you is the most vital aspect of our firm's success. Most local and regional firms our size do not have the same opportunity to train their people with a large firm mentality because they have not been exposed to this beneficial culture. Fortunately, many SBC professionals have had extensive exposure in this culture and are able to train their subordinate staff members accordingly.



We have compiled an outstanding engagement team to serve you that has extensive knowledge and experience in the government sector. We will ensure all personnel assigned have the required CPE requirements for the duration of the engagement.

The Proposed WVOT Engagement Team

William Seymour, CPA	<i>Client Service Partner and Engagement Partner</i>
Rick Williams, CPA, CISA, CCSK	<i>Information Technology Principal</i>
Dodge Balleras, CPA	<i>Information Technology Manager</i>

Your engagement team has significant experience and training in the employee benefit plan and government industries. *Resumes are included in the Attachments section of this proposal.*

Governmental Practice Engagement Quality Control

In January 2019, SBC received an unmodified “clean” peer review with no comments, including a specific review of government engagements. This peer review included a specific review of government engagements and SOC engagements. For your convenience, we have included a copy of the peer review report in the Attachments section of this proposal. There are a number of engagement-specific quality control techniques that will be used on WVOT’s engagement. These include:

- All staff work will undergo at least two levels of supervisory review;
- The engagement will be continuously monitored for compliance with Auditing Standards.
- The engagement team will utilize internal tools to ensure compliance, such as standardized work programs for GAAS requirements, checklists for reporting requirements, firm technical bulletins, etc.;
- Prior to release of any deliverables pursuant to this engagement, they will be reviewed by a senior or manager independent of the engagement to ensure the information is accurate and consistent with our work performed;
- All significant issues are managed by the engagement partner and manager. As our culture encourages, the engagement partner will perform appropriate consultation with other partners of the firm on significant matters. Professionals consulted will include the concurring partner and industry technical partners, as needed;
- We will ensure our risk-based audit approach is tailored to ensure all significant high-risk audit areas are appropriately addressed;
- SBC will retain all workpapers for a minimum of five (5) years;
- We will have our planning meeting with management, prior to having seniors and staff involved in the audit. This top-down approach will ensure we properly assess the audit risk and identify the audit issues;
- A senior auditor (independent of the engagement team) reviews the deliverables and ensures the information is accurate and consistent with work performed in the workpapers prior to the release of such information;
- A professional library with the profession’s latest changes and requirements is maintained in-house;
- Monthly technical sessions are held for audit personnel to debrief on the latest issues;



- Subject matter experts, standards setters, and professional organizations are used as resources to update our personnel;
- Established audit methodology focuses on risks;
- Individual staff development plans are developed and implemented;
- Annual training sessions are held for all audit personnel on the latest developments and/or a refresher on technical issues and our audit methodology;
- SBC professionals are proactively involved with industry organizations to stay current on the latest developments;
- Industry conferences, seminars, and training are a part of our culture and regularly attended;
- Peer reviews will be held every three years;
- Consultation with other partners is required;
- AICPA council meetings are attended;
- Discussions with Federal and state regulators are held;
- Personnel receive a minimum of 60 annual hours of professional education;
- An online accounting research tool with the latest changes in the profession as well as current technical literature is available to our personnel; and
- SBC professional's compensation is directly impacted by the quality of our services.

REFERENCES

We invite you to contact the following references regarding SBC's audit services:

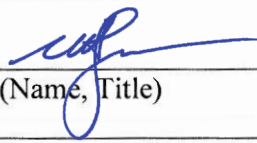
Client	Service Dates	Client Contact
District of Columbia	2015-Present	Jim Snight, Director of Information Technology Office of Chief Financial Officer 202-442-6345
		AND Carrol Harrison, Chief of Staff Office of Chief Technology Officer 202-724-3684
Maryland Transportation Authority	2017-Present	Luther Dulcar, Financial Reporting Manager 410-537-5738
Conduent State Healthcare	2014, 2016, 2018	John Lafranchise, Sr., RPh, MLC Certified Medicaid Professional (MCMP-II), Director Maryland PBM Operations 410-230-5451



ATTACHMENTS

- CRFQ 0210 ISC200000006 Version 1 Purchase Order Acknowledgement
- CRFQ 0210 ISC200000006 Versions 2-6 Addendum Acknowledgements
- Purchasing Affidavit
- Verification of Eligibility
- Designated Contact and Certification Form
- Fees (Completed Exhibit A Pricing Form)
- MBE Certifications
- State CPA Licenses
- Resumes
- Peer Review Report
- AICPA Certificate of Membership
- Certificates of Insurance

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.

 Member

(Name, Title)

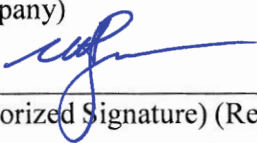
(Printed Name and Title)

(Address)

(Phone Number) / (Fax Number)

(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.

(Company)
 Member

(Authorized Signature) (Representative Name, Title)

(Printed Name and Title of Authorized Representative)

(Date)

(Phone Number) (Fax Number)



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: 634623

Doc Description: Addendum 1-Auditing and Assessment Services (OT20038)

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2019-10-23	2019-10-30 13:30:00	CRFQ 0210 ISC2000000006	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

Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature X

FEIN #

DATE

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: 634623

Doc Description: Addendum 2-Auditing and Assessment Services (OT20038)

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2019-10-28	2019-10-30 13:30:00	CRFQ 0210 ISC2000000006	3

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

Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature X  FEIN # DATE

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: 634623

Doc Description: Addendum 3-Auditing and Assessment Services (OT20038)

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2019-10-29	2019-10-31 13:30:00	CRFQ 0210 ISC2000000006	4

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

Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature X

FEIN #

DATE

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: 634623

Doc Description: Addendum 4-Auditing and Assessment Services (OT20038)

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2019-10-29	2019-11-01 13:30:00	CRFQ 0210 ISC2000000006	5

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

Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature X

FEIN #

DATE

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: 634623

Doc Description: Addendum 4-Auditing and Assessment Services (OT20038)

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2019-10-30	2019-11-01 13:30:00	CRFQ 0210 ISC2000000006	6

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

Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature X  FEIN # DATE

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: 634623

Doc Description: Auditing and Assessment Services (OT20038)

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2019-10-09	2019-10-24 13:30:00	CRFQ 0210 ISC2000000006	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:

FOR INFORMATION CONTACT THE BUYER

Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@wv.gov

Signature X

FEIN #

DATE

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

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: SB & Company, LLC

Authorized Signature: [Signature] Date: 10/21/2019

State of Maryland

County of Baltimore, to-wit:

Taken, subscribed, and sworn to before me this 21st day of October, 2019.

My Commission expires August 0, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]
Krishna Rao
Purchasing Affidavit (Revised 01/19/2018)



**VERIFICATION OF ELIGIBILITY FOR
PROFESSIONAL BUSINESS
ORGANIZATIONS**

Form VOE
Rev. 12/2017



West Virginia Secretary of State
Business & Licensing Division
Tel: (304)558-8000
Fax: (304)558-8381
Website: www.wvsos.gov

FILE ONE ORIGINAL
(Two if you want a filed stamped
copy returned to you.)

FILING FEE: N/A

**Form must accompany the West Virginia Secretary of
State business registration (Articles of Incorporation,
Articles of Organization or foreign Certificate of
Authority registration below).**

Reset Form

Print Form

Name of Business*: SB & Company LLC, 10200 Grand Central Avenue Suite 250, Owings Mills, MD 21117

**Name of the business or organization being registered as listed in the Articles of Incorporation, Articles of Organization or Application for Certificate of Authority. The name must include an appropriate name ending as required by WV Code.*

Professional Business Organizations: In West Virginia, "Professional Service" means services rendered by the following professions: Attorneys-at-law under article two, physicians and podiatrists under article three, dentists under article four, optometrists under article eight, accountants under article nine, veterinarians under article ten, architects under article twelve, engineers under article thirteen, osteopathic physicians and surgeons under article fourteen, chiropractors under article sixteen, psychologists under article twenty-one, social workers under article thirty, acupuncturists under article thirty-six and land surveyors under article thirteen-a, all of chapter thirty of this code. (W.Va. Code §31B-13-1301) Depending on the limitations of the licensing professional board, professional business organizations may form as a "Professional Limited Liability Company", a Legal Corporation (W.Va. Code §30-2-5a), a Medical or Podiatry Corporation (W.Va. Code §30-3-15), an Accounting Corporation (W.Va. Code §30-9-30), or other professional business formation.

To form as any professional business organization listed below, the applicant must attach this VERIFICATION OF ELIGIBILITY (Form VOE) to one of the appropriate Secretary of State business registration applications listed below:

● The Professional Business Organization will be formed as (**Check One below**):

Legal Corporation - Form to accompany Articles of Incorporation (**CD-1**) or Foreign Corporation (**CF-1**).

Medical Corporation - Form to accompany Articles of Incorporation (**CD-1**) or Foreign Corporation (**CF-1**).

Podiatry Corporation - Form to accompany Articles of Incorporation (**CD-1**) or Foreign Corporation (**CF-1**).

Accounting Corporation - Form to accompany Articles of Incorporation (**CD-1**) or Foreign Corporation (**CF-1**).

Professional Limited Liability Company - Form to accompany Articles of Organization of LLC (**LLD-1**) or Foreign LLC (**LLF-1**).

Limited Liability Partnership - Form to accompany Statement of Limited Liability Partnership (**LLP-1**) [for both Domestic and Foreign Limited Liability Partnerships].

Limited Partnership - Form to accompany Certificate of Limited Partnership (**LP-1**) or Foreign Statement of Limited Partnership (**LP-2**).

Other - Please explain the type of professional business organization formation and cite the West Virginia Code provision authorizing the same in the spaces provided below.

Type of Professional Business: Out-of-state accounting firm permit W.Va. Code Cite: § 30-9-17

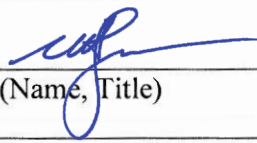
*** For Official State Licensing Board Use Only ***

On behalf of WV Accountancy Licensing Board, I, Brenda S Turley, hereby verify the eligibility of the business listed hereinabove to engage in the professional services described above, and to form in the State of West Virginia.

Printed Name: Brenda S. Turley Address: 405 Capitol Street, Ste 908, Chas WV 2530

Signature: Brenda S Turley Phone Number: (304) 558-3557 Date: 10/18/2019

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.

 Member

(Name, Title)

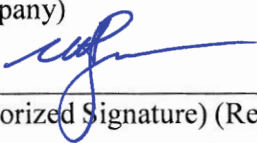
(Printed Name and Title)

(Address)

(Phone Number) / (Fax Number)

(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.

(Company)
 Member

(Authorized Signature) (Representative Name, Title)

(Printed Name and Title of Authorized Representative)

(Date)

(Phone Number) (Fax Number)

EXHIBIT A – Pricing Page
Auditing and Assessment Services (OT20038)

Item #	Item Description	Unit of Measure	Estimated Quantity	Unit Cost	Extended Cost
4.1.1	Statement of Standards for Attestation Engagements No. 18	LS	1	\$ 30,000.00	\$ 30,000.00
Overall Total Bid Amount				\$	30,000.00

Please note: This information is being captured for auditing purposes



Vendor Signature:

CITY OF BALTIMORE

BERNARD C. "JACK" YOUNG
Mayor



DEPARTMENT OF LAW
ANDRE M. DAVIS, CITY SOLICITOR
100 N. HOLLIDAY STREET
SUITE 101, CITY HALL
BALTIMORE, MD 21202

September 25, 2019

Mr. Graylin Smith
S B & COMPANY, LLC
200 International Circle, Suite 5500
Hunt Valley, Md 21030

Re: Minority Business Enterprise (MBE) Certification # 10-357883

Dear Mr. Smith:

The Minority and Women's Business Opportunity Office (MWBOO) has certified your business as a Minority Business Enterprise to provide the services listed below. The certification is effective for a period of two years. During that time, the MWBOO will list the business in the Baltimore City Minority and Women's Business Enterprise directory.

If the ownership or control of the business changes, you must submit to MWBOO a revised Application for Certification. If you disagree with the services assigned to the business, please write to MWBOO immediately so that the listing can be modified appropriately.

If your business is utilized to achieve the MBE or WBE participation goal on a City of Baltimore contract, you may not subcontract more than 10% of the dollar amount of your contract.

If you intend to do business with the City of Baltimore through the Bureau of Purchases, it is necessary to register your company with that agency. You may register your business at www.baltimorecitibuy.org. Registration is free, and vendors do not incur any additional fees.

Should you have any questions, please contact MWBOO at (410) 396-4355.

Services:
CERTIFIED PROFESSIONAL ACCOUNTING SERVICES (541211)

Approval Date: 09/25/2019
Expiration Date: 09/24/2021

Sincerely,

A handwritten signature in black ink, appearing to read 'Tamara Brown', is written over a circular stamp or seal.

Tamara Brown, Chief
Minority and Women's Business Opportunity Office

THIS CERTIFIES THAT

SB & Company, LLC



* Nationally certified by the: **CAPITAL REGION MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 541211; 541611

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

02/04/2019

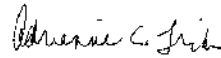
Issued Date

CR09448

Certificate Number

01/31/2020

Expiration Date


Adrienne Trimble



Sharon R. Pinder, President/CEO

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®



Larry Hogan
Governor
Boyd K. Rutherford
Lt. Governor
Pete K. Rahn
Secretary

February 14, 2019

GRAYLIN SMITH
SB AND COMPANY, LLC
200 INTERNATIONAL CIRCLE, SUITE 5500
HUNT VALLEY, MD 21030

Re: ANNUAL REVIEW

Dear GRAYLIN SMITH (Cert # 05-570):

We are pleased to inform you that your company is eligible to continue participation in the programs and services on the attached Programs and Services List.

Your current certification status can be found in the Maryland Department of Transportation's (MDOT) Directory of certified firms available online at <http://mbe.mdod.state.md.us/directory>. MDOT's online Directory is the official record of your firm's certification status. It is important that you review the accuracy of your listing in the Directory.

If you wish to expand the area(s) of work for which your firm is currently certified, you may request an expansion of services. The application for an expansion of services can be found at <http://www.mdod.maryland.gov/Office of Minority Business Enterprise/ExpansionCover.html>. Please submit your expansion application to:

Maryland Department of Transportation
Office of Minority Business Enterprise
7201 Corporate Center Drive
Hanover, MD 21076
410-865-1309 (fax)

Your firm must complete the annual review to maintain its certification. The OMBE will provide notification when it is time to begin the next annual review. If you have any questions regarding your certification status please contact the OMBE at 410-865-1269 or 1-800-544-6056.

Please review the attached Minority Business Resources. If you are not already registered with Maryland's Small Business Reserve Program and ***eMarylandMarketplace***, I strongly encourage you to learn more about these programs and complete the free, online registration at your earliest convenience.

The Governor's Office of Small, Minority & Women Business Affairs has oversight of the State's Minority Business Enterprise (MBE) Program. As a coordinating office under Governor Larry Hogan, they connect small businesses to greater economic opportunities. Visit their website at www.goMDsmallbiz.maryland.gov for information on business development and training events, and to access a wide range of small business resources.

Sincerely,

Sabrina Bass
Director, Office of Minority Business Enterprise
February 14, 2019



Larry Hogan
Governor
Boyd K. Rutherford
Lt. Governor
Pete K. Rahn
Secretary

SB AND COMPANY, LLC
200 INTERNATIONAL CIRCLE, SUITE 5500
HUNT VALLEY, MD 21030

CERTIFICATION NUMBER: 05-570

PROGRAMS AND SERVICES LIST

Your firm is currently certified in the below programs and services. If you have any questions or concerns regarding the below information please contact the Maryland Department of Transportation's Office of Minority Business Enterprise at 410-865-1269 or 1-800-544-6056.

CERTIFICATION: MBE/DBE/SBE
NAICS CODE: 541211
SERVICE(S): OFFICES OF CERTIFIED PUBLIC ACCOUNTANTS

CERTIFICATION: MBE/DBE/SBE
NAICS CODE: 541611
**SERVICE(S): ADMINISTRATIVE MANAGEMENT AND
GENERAL MANAGEMENT CONSULTING
SERVICES**

Metropolitan Washington
Airports Authority
1 Aviation Circle
Washington, DC 20001-6000



January 13, 2017

Mr. Graylin Smith
SB & Company, LLC
200 International Circle, Suite 5500
Hunt Valley, MD 21030

Certification Expiration Date: January 13, 2020

Dear Mr. Smith:

We are pleased to inform you that your firm's application for certification as a Local Disadvantaged Business Enterprise (LDBE) with the Metropolitan Washington Airports Authority (Airports Authority) has been approved.

This certification qualifies **SB & Company, LLC** to participate as a LDBE on non-federally funded contracts with the Airports Authority, which require LDBE participation.

If, there is a material change in the firm that may affect LDBE eligibility, you must promptly notify this office in writing. This includes, but is not limited to: ownership, officers, directors, scope of work being performed, daily operations, and affiliations with other businesses or individuals or physical location of the firm. Notification should include supporting documentation. The Airports Authority may commence actions to remove your firm's eligibility if you fail to comply with these requirements or otherwise fail to cooperate with the Airports Authority in any inquiry or investigation.

The Airports Authority reserves the right to review your firm's LDBE certification at any time and you may be required to provide any and all relevant documentation. Failure to cooperate by providing the requested information may lead to de-certification.

If you wish to expand or change your firm's LDBE certification to include NAICS codes not listed on page 2 of this letter, you must send a written request to this office. You may be asked to provide additional information concerning your firm's qualifications to perform work in the areas covered by the requested NAICS codes.

Mr. Graylin Smith
SB & Company, LLC
Page 2

Please note that for LDBE program purposes, this certification allows **SB & Company, LLC** to be counted toward LDBE participation credit only for those business activities covered under the following North American Industry Classification System (NAICS) Codes:

NAICS Codes and Descriptions

NAICS 541211: ACCOUNTING (I.E., CPAS) SERVICES, CERTIFIED PUBLIC

NAICS 541611: ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT
CONSULTING SERVICES

Please apply for recertification 60 days before the expiration date to avoid loss of the certification.

Thank you for your interest in doing business with the Airports Authority. We look forward to your participation as a LDBE in the Airports Authority's contracting programs. If you have any questions, please contact the Department of Supplier Diversity at 703-417-8625.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Gordon", is written over a light blue rectangular background.

Richard Gordon
Manager
Department of Supplier Diversity

RG:js

MARYLAND STATE BOARD OF PUBLIC ACCOUNTANCY

12 07 34904 SB & COMPANY, LLC

6170 12-17-2018

MESSAGE(S):

!!!!!!SPECIAL ANNOUNCEMENT FOR CPA FIRM PERMIT HOLDERS!!!!!!

!! YOU MAY NEED TO HAVE A PEER REVIEW COMPLETED BEFORE YOUR NEXT RENEWAL !!

GO TO WWW.DLLR.MD.GOV/LICENSE/CPA. CLICK ON "PEER REVIEW". YOU WILL FIND USEFUL INFO ABOUT THE PEER REVIEW PROCESS, THE LIST OF APPROVED PEER REVIEW PROGRAMS AVAILABLE TO YOU, AND TIPS ON SCHEDULING A PEER REVIEW.

USE OUR WEBSITE FOR FAST SERVICE. CHANGE YOUR MAIL AND E-MAIL ADDRESSES; REQUEST LICENSE/EXAM VERIFICATION ONLINE! CHANGE FROM ACTIVE TO INACTIVE STATUS! YOU DON'T HAVE TO CALL OR E-MAIL THE BOARD TO DO THESE SERVICES. YOU CAN DO IT YOURSELF



LICENSE * REGISTRATION * CERTIFICATION * PERMIT

STATE OF MARYLAND

DEPARTMENT OF LABOR, LICENSING AND REGULATION

MARYLAND STATE BOARD OF PUBLIC ACCOUNTANCY

CERTIFIES THAT:

SB & COMPANY, LLC



Lawrence J. Hogan, Jr. Governor

Boyd K. Rutherford Lt. Governor

Kelly M. Schulz Secretary

IS AN AUTHORIZED: 07 - CPA LIMITED LIABILITY COMPANY

LIC/REG/CERT	EXPIRATION	EFFECTIVE	CONTROL NO
34904	02-08-2021	N/A	5286073

Kelly M. Schulz
Secretary DLLR

Signature of Bearer

WHERE REQUIRED BY LAW THIS MUST BE CONSPICUOUSLY DISPLAYED IN OFFICE TO WHICH IT APPLIES

12 07 34904

5,286,073

12 07 34904
MARYLAND STATE BOARD OF PUBLIC ACCOUNTANCY
500 N. CALVERT STREET
BALTIMORE, MD 21202-3651

SB & COMPANY, LLC
200 INTERNATIONAL CIRCLE
SUITE 5500

HUNT VALLEY MD 21030

LICENSE * REGISTRATION * CERTIFICATION * PERMIT

STATE OF MARYLAND
DEPARTMENT OF LABOR, LICENSING AND REGULATION

MARYLAND STATE BOARD OF PUBLIC ACCOUNTANCY
CERTIFIES THAT:
SB & COMPANY, LLC

IS AN AUTHORIZED: 07 - CPA LIMITED LIABILITY COMPANY

LIC/REG/CERT	EXPIRATION	EFFECTIVE	CONTROL NO
34904	02-08-2021	N/A	5286073

Kelly M. Schulz
Secretary DLLR

Signature of Bearer

MARYLAND STATE BOARD OF PUBLIC ACCOUNTANCY

12 01 32467 WILLIAM ALEXANDER SEYMOUR
MESSAGE(S) :

6275 04-01-2019

!!!!SPECIAL ANNOUNCEMENT FOR CPA LICENSE HOLDERS!!!!
YOU MUST HAVE COMPLETED CONTINUING EDUCATION HOURS BY THE TIME YOU FILE THE
LICENSE RENEWAL APPLICATION. DO NOT REPORT ANY CONTINUING EDUCATION HOURS
THAT YOU HAVE NOT COMPLETED.

ATTENTION!! THE BOARD NO LONGER PRINTS AND MAILES LICENSES ATTENTION!!
CHECK YOUR EMAIL 1 BUS. DAY AFTER APPLICATION FOR INSTRUCTIONS TO PRINT OUT
YOUR LICENSE AT THE DLLR LICENSING PORTAL

GO TO WWW.DLLR.MD.GOV/LICENSE/CPA FOR ALL YOUR INFORMATION NEEDS

YOU CAN CHANGE YOUR MAIL AND E-MAIL ADDRESSES! REQUEST VERIFICATION ONLINE!

STATUS! YOU DON'T HAVE TO CALL OR E-MAIL THE BOARD TO DO THESE SERVICES.
YOU CAN DO QUICKLY AND AT ANY TIME DAY OR NIGHT!



LICENSE * REGISTRATION * CERTIFICATION * PERMIT

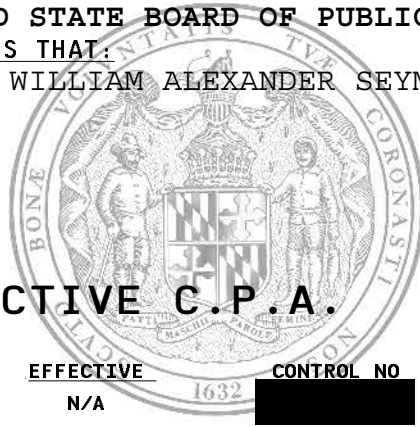
Lawrence J. Hogan, Jr.
Governor
Boyd K. Rutherford
Lt. Governor
James E. Rzepkowski
Acting Secretary

STATE OF MARYLAND

DEPARTMENT OF LABOR, LICENSING AND REGULATION

MARYLAND STATE BOARD OF PUBLIC ACCOUNTANCY
CERTIFIES THAT:

WILLIAM ALEXANDER SEYMOUR



IS AN AUTHORIZED: 01 - ACTIVE C.P.A.

LIC/REG/CERT	EXPIRATION	EFFECTIVE	CONTROL NO
██████████	05-15-2021	N/A	██████████

James E. Rzepkowski
Acting Secretary DLLR

Signature of Bearer

WHERE REQUIRED BY LAW THIS MUST BE CONSPICUOUSLY DISPLAYED IN OFFICE TO WHICH IT APPLIES

12 01 32467

5,337,549

MARYLAND STATE BOARD OF PUBLIC ACCOUNTANCY
500 N. CALVERT STREET
BALTIMORE, MD 21202-3651

WILLIAM ALEXANDER SEYMOUR
1407 HIDDEN VALLEY COURT

FALLSTON

MD 21047

LICENSE * REGISTRATION * CERTIFICATION * PERMIT
STATE OF MARYLAND
DEPARTMENT OF LABOR, LICENSING AND REGULATION

MARYLAND STATE BOARD OF PUBLIC ACCOUNTANCY
CERTIFIES THAT:
WILLIAM ALEXANDER SEYMOUR

IS AN AUTHORIZED: 01 - ACTIVE C.P.A.

LIC/REG/CERT	EXPIRATION	EFFECTIVE	CONTROL NO
██████████	05-15-2021	N/A	██████████

James E. Rzepkowski
Acting Secretary DLLR

Signature of Bearer

MARYLAND STATE BOARD OF PUBLIC ACCOUNTANCY

12 01 14764 RICKEY GEORGE WILLIAMS

6170 12-17-2018

MESSAGE(S):

!!!!SPECIAL ANNOUNCEMENT FOR CPA LICENSE HOLDERS!!!!

YOU MUST HAVE COMPLETED CONTINUING EDUCATION HOURS BY THE TIME YOU FILE THE LICENSE RENEWAL APPLICATION. DO NOT REPORT ANY CONTINUING EDUCATION HOURS THAT YOU HAVE NOT COMPLETED.

ATTENTION!! THE BOARD NO LONGER PRINTS AND MAILES LICENSES ATTENTION!! CHECK YOUR EMAIL 1 BUS. DAY AFTER APPLICATION FOR INSTRUCTIONS TO PRINT OUT YOUR LICENSE AT THE DLLR LICENSING PORTAL

GO TO WWW.DLLR.MD.GOV/LICENSE/CPA FOR ALL YOUR INFORMATION NEEDS

YOU CAN CHANGE YOUR MAIL AND E-MAIL ADDRESSES! REQUEST VERIFICATION ONLINE!

STATUS! YOU DON'T HAVE TO CALL OR E-MAIL THE BOARD TO DO THESE SERVICES. YOU CAN DO QUICKLY AND AT ANY TIME DAY OR NIGHT!



LICENSE * REGISTRATION * CERTIFICATION * PERMIT

STATE OF MARYLAND

DEPARTMENT OF LABOR, LICENSING AND REGULATION

MARYLAND STATE BOARD OF PUBLIC ACCOUNTANCY

CERTIFIES THAT:

RICKEY GEORGE WILLIAMS

Lawrence J. Hogan, Jr. Governor

Boyd K. Rutherford Lt. Governor

Kelly M. Schulz Secretary

IS AN AUTHORIZED: 01 - ACTIVE C.P.A.

LIC/REG/CERT

EXPIRATION

EFFECTIVE

CONTROL NO

[Redacted]

12-31-2020

N/A

[Redacted]

Signature of Kelly M. Schulz, Secretary DLLR

Signature of Bearer

WHERE REQUIRED BY LAW THIS MUST BE CONSPICUOUSLY DISPLAYED IN OFFICE TO WHICH IT APPLIES

12 01 14764

5,286,033

12 01 14764

MARYLAND STATE BOARD OF PUBLIC ACCOUNTANCY 500 N. CALVERT STREET BALTIMORE, MD 21202-3651

RICKEY GEORGE WILLIAMS 3213 CARLISLE AVENUE

BALTIMORE MD 21216

Thumbnail version of the license certificate form, including logo, title, certifier name, authorized status, and signature line.



William Seymour, CPA, CMGA

SB & Company, LLC | wseymour@sbandcompany.com

Phone: 410-584-1404 | Fax: 410-584-0061

Education & Certifications

- Towson University, Bachelor of Science in Accounting
- Certified Public Accountant
- Chartered Global Management Accountant

Professional Associations

- American Institute of Certified Public Accountants
- AICPA Past Member of Executive Committee to State and Local Government Audit Quality
- Government Finance Officers Association
- GFOA Certification of Excellence Reviewer (5 years)
- Government Finance Officers Association (GFOA-PA)
- GFOA-PA Advisory Committee Chair
- GFOA-PA Membership Committee
- GFOA-PA Central Region Board-Past Member
- Maryland Association of Certified Public Accountants
- Maryland Association of Nonprofit Organizations
- Maryland Government Finance Officers Association Trainer
- Enhanced Peer Reviewer Status

Profile

William (Bill) is a Partner at SBC and has spent more than 20 years in public accounting. Before he joined SBC, Bill spent time at the global firm Arthur Andersen, LLP, where he was a part of its Mid-Atlantic State and Local Government Practice. Bill leads SBC's public sector and has served many state and local government entities throughout his career; he provides day-to-day oversight, client contact, and plays a key role in decisions on all significant issues. Bill is a central technical resource for the engagement team.

Bill is a GFOA Certificate reviewer and is active in the industry attending many GFOA, GFOA-PA, AICPA, and AGA events. He has testified on a proposed government accounting standards to GASB. Additionally, Bill has taught and spoken at MDGFOA events. He is a past member of the Executive Committee of the AICPA, Governmental Audit Quality Center. He has also been named Enhanced Peer Reviewer for the AICPA.



SB & COMPANY, LLC
Knowledge • Quality • Client Service



William Seymour, CPA, CMGA

SB & Company, LLC | wseymour@sbandcompany.com

Phone: 410-584-1404 | Fax: 410-584-0061

Select Experience

- State of Arizona Deferred Compensation Plan
- Baltimore City Housing Authority
- City of Baltimore
- Town of Bel Air
- Cecil County
- Charles County
- DC Other Post-Employment Benefits Plan
- DC Unemployment Insurance
- District of Columbia
- District of Columbia Highway Trust Fund
- City of Dover
- Frederick County
- Town of Garrett Park
- Harford County
- Harford County Public Schools
- Harrisburg Housing Authority
- City of Hazleton
- Howard Community College
- ICMA-RC
- Lancaster County
- Maryland Department of Transportation
- Maryland Supplemental Retirement Plans
- Maryland Transportation Authority
- Maryland Unemployment Insurance
- State of Maryland
- Retirement and Pension System of Maryland
- Metropolitan Washington Airports Authority Benefit Plans
- Town of New Windsor
- Northumberland County
- Public School Employees Retirement System
- Philadelphia Housing Authority Benefit Plans
- Prince Georges County Memorial Library System
- City of Scranton
- St. Mary's County
- St. Mary's County Public Schools
- Susquehanna Township
- U.S. Department of Housing and Urban Development
- University System of Maryland
- Washington County
- Washington Suburban Transit Commission

*** Additional Relevant Experiences available upon request ***



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Rick Williams, CPA, CISA, CCSK

SB & Company, LLC | rwilliams@sbandcompany.com

Phone: 410-584-2214 | Fax: 410-584-0061

Education & Certifications

- Morgan State University, Bachelor of Science in Accounting
- Certified Public Accountant
- Certified Information Systems Auditor
- Certificate of Cloud Security Knowledge
- Certified Anti-Money Laundering Specialist

Professional Associations

- American Institute of Certified Public Accountants
- Information Systems Audit Control Association
- Institute of Internal Auditors
- Maryland Association of Certified Public Accountants

Profile

Rick is an IT principal and audit specialist at SBC with more than 25 years of broad experience in all aspects of information technology audit and review, general and forensic accounting, and financial management. Rick reviews clients' risk profiles related to their information processing systems, databases and operating systems. Rick is also experienced at reviewing network security and applications residing in a cloud support model (SaaS, PaaS and IaaS) as well as Information Security and the maturity of the Cybersecurity program. Rick was formerly with Citi Group, Inc. as a Senior Reviewer and Program Director.

Select Experience

- State of Arizona Deferred Compensation Plan
- City of Baltimore
- College Savings Plan of Maryland
- DC Other Post-Employment Benefits Plan
- DC Unemployment Insurance
- District of Columbia
- District of Columbia Health Benefit Exchange
- District of Columbia Lottery
- District of Columbia Not-for-Profit Hospital
- City of Dover
- Frederick County Public Schools
- Hagerstown, City of
- Harford County Public Schools
- Howard Community College
- ICMA-RC
- Lincoln University
- Maryland Department of Transportation
- Maryland Supplemental Retirement Plans
- Maryland Transportation Authority
- Maryland Unemployment Insurance
- Maryland Water Quality
- State of Maryland
- State of Maryland Single Audit
- Retirement and Pension System of Maryland
- Town of Ocean City, Maryland
- Public School Employees Retirement System
- Philadelphia Housing Authority Benefit Plans
- St. Mary's County
- St. Mary's County Public Schools
- University of District of Columbia
- University System of Maryland
- Wilmington Housing Authority

* * Additional Relevant Experiences available upon request * *



SB & COMPANY, LLC
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Dodge Balleras, CPA, CISA

SB & Company, LLC | dballeras@sbandcompany.com

Phone: 410-584-1344 | Fax: 410-584-0061

Education

- Philippine School of Business Administration – Bachelor of Science in Accounting
- Certified Public Accountant – Philippines (CPA)

Professional Associations & Industry Involvement

- Information Systems Audit and Control Association (ISACA)

Profile

Dodge is an IT auditing manager at SBC with 16 years of experience. The IT manager is responsible for testing the key automated controls and computer-assisted audit procedures. This position will support our engagement team from an IT perspective. Dodge has significant experience auditing information technology systems in multiple industries. Dodge was formerly with PH Deposit Insurance Corporation (PDIC) as an Information Technology Auditor. He conducted audit systems, applications, and data such as SAP (General Ledger, Cash/Check Management, Treasury/Investments, Accounts Payable, Accounts Receivable modules), Internet and Intranet, Electronic Filing/Retrieval, Email, Biometrics (i.e. attendance and data center security), Insurance Claims, Remote System Access, Firewall, Banks Assessment, Premium/Collateral Monitoring, Business Intelligence Tool, Document Tracking, Telecommunications (PABX), Bar-coding, Court Cases/Legal Opinions Monitoring, and Company's Website.

Select Experience

- City of Baltimore
- DC Other Post-Employment Benefits Plan
- DC Unemployment Insurance
- District of Columbia
- District of Columbia Lottery
- District of Columbia Not-for-Profit Hospital
- Howard Community College
- ICMA-RC
- Maryland Department of Transportation
- Maryland Unemployment Insurance
- Maryland Water Quality
- State of Maryland
- State of Maryland Single Audit
- Retirement and Pension System of Maryland
- Town of Ocean City, Maryland
- Public School Employees Retirement System
- Philadelphia Housing Authority Benefit Plans
- University of District of Columbia
- University System of Maryland
- Wilmington Housing Authority

*** Additional Relevant Experiences available upon request ***



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Lisa M. Altschaffl, CPA
 Jeffrey P. Anzovino, CPA, MSA
 Charles A. Deluzio, CPA

Joseph E. Petrillo, CPA
 Stacey A. Sanders, CPA, CSEP
 Daniel W. Wilkins, CPA

Report on the Firm's System of Quality Control

To the Partners of SB & Company, LLC
 and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of SB & Company, LLC (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2018. 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 (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

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. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

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.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under Single Audit Act, audits of an employee benefit plans, audit of a broker dealer and examination of service organization [SOC 1 engagement].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of SB & Company, LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2018, 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. SB & Company, LLC has received a peer review rating of pass.

Deluzio & Company, LLP

Deluzio & Company LLP
 January 30, 2019



PCPS



American Institute of
Certified Public Accountants

CERTIFICATE OF MEMBERSHIP

SB & Company, LLC

is admitted to
PCPS/Private Companies Practice Section
and is entitled to all rights and
privileges of membership.

Admission date: August 31, 2007

Randy G. Mitchell
Chair






CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  State Farm Bryant Jenkins, State Farm 10712 Reisterstown Road, Suite 100 Owings Mills, Maryland 21117	CONTACT NAME: Victoria Babylon PHONE (A/C. No. Ext): 410-526-7413 E-MAIL ADDRESS: victoria.babylon.exzs@StateFarm.com	FAX (A/C. No): 855-516-8309
	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company	
INSURED SB and Company LLC 10200 Grand Central Ave., Suite 250 Owings Mills, Maryland 21117	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	


COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			90-BR-J086-3	10/01/2019	10/01/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Business Property \$ 285,000
<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			90-BR-J086-3	10/01/2019	10/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<input checked="" type="checkbox"/>	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			90-BR-J086-3	10/01/2019	10/01/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

State of West Virginia Department of Administration Office of Technology 1900 Kanawha Blvd E, Bldg 5, 10th Floor Charleston WV 25305	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF INSURANCE

DATE ISSUED: 10/22/2019

PRODUCER: CHESAPEAKE PROFESSIONAL LIABILITY BROKERS, INC. 1476 RIDOUT LANE ANNAPOLIS, MD 21401 410-757-1932	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY BELOW <hr/> <p style="text-align: center;">COMPANIES AFFORDING COVERAGE</p>	
INSURED: SB & COMPANY, LLC 200 INTERNATIONAL CIRCLE, SUITE 5500 HUNT VALLEY, MD 21030	COMPANY LETTER A COMPANY LETTER B COMPANY LETTER C COMPANY LETTER D	GREAT DIVIDE INSURANCE CO. HISCOX INSURANCE COMPANY

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF DATE	POLICY EXP DATE	LIMITS OF LIABILITY	
	GENERAL LIABILITY <input type="checkbox"/> LIABILITY <input type="checkbox"/> <input type="checkbox"/> Claims Made Occ. <input type="checkbox"/> Owners & Contractors Protective				BPP BUS LIAB: MED PAY: TENANTS LEGAL LIAB: A/R: VP: CMPTR: HIRED/NONOWNED AUTO LIAB	
	AUTOMOBILE LIABILITY <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Garage Liability <input type="checkbox"/>				CSL BODILY INJURY (PER PERSON) BODILY INJURY (PER ACCIDENT) PROPERTY	
	EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other Than Umbrella Form				EACH OCCURRENCE	AGGREGATE
B	CYBER LIABILITY	MPL199377	2/16/19	2/16/20	\$1,000,000/\$1,000,000	
A	PROFESSIONAL LIABILITY	MDB201276	2/9/19	2/9/20	\$3,000,000 / \$6,000,000	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS: RETROACTIVE DATE: 2/9/05
 THIS POLICY IS ISSUED ON A CLAIMS-MADE BASIS S

CERTIFICATE HOLDER:	CANCELLATION:
State of West Virginia Department of Administration Office of Technology 1900 Kanawha Blvd E, Bldg 5, 10th Fl Charleston, WV 25305	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED OR REDUCED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
ACORD 25-S	AUTHORIZED REPRESENTATIVE <i>Daniel W. Hudson</i> DANIEL W. HUDSON, CPCU



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/22/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE FORCE RISK MANAGEMENT 30723099 PO BOX 408 ABINGDON MD 21009	CONTACT NAME:	
	PHONE (410) 268-6868 (A/C, No, Ext):	FAX (410) 268-7676 (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Hartford Fire and Its P&C Affiliates	NAIC# 00914
INSURED SB & COMPANY LLC 200 INTERNATIONAL CIR STE 5500 HUNT VALLEY MD 21030-1350	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	30 WEC EM1336	03/28/2019	03/28/2020	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE -EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

State of West Virginia
 Department of Administration
 Office of Technology
 1900 Kanawha Blvd E, Bldg 5, 10th Floor
 Charleston WV 25305

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan S. Castaneda

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