



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

Header 1

[List View](#)

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 696647

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0511

Vendor ID: VS0000021655

SO Doc ID: BCF2000000002

Legal Name: Accutrak Consulting and Accounting Services PLLC

Published Date: 4/3/20

Alias/DBA:

Close Date: 4/23/20

Total Bid: \$113,776.00

Close Time: 13:30

Response Date: 04/17/2020

Status: Closed

Response Time: 12:44

Solicitation Description: Addendum 2 - Accounting Technician II Temporary Staffing

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 : 696647

Solicitation Description : Addendum 2 - Accounting Technician II Temporary Staffing

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2020-04-23 13:30:00	SR 0511 ESR04172000000006050	1

VENDOR
VS0000021655 Accutrak Consulting and Accounting Services PLLC

Solicitation Number: CRFQ 0511 BCF2000000002

Total Bid : \$113,776.00

Response Date: 2020-04-17

Response Time: 12:44:37

Comments:

FOR INFORMATION CONTACT THE BUYER
 Brittany E Ingraham
 (304) 558-0067
 brittany.e.ingraham@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	Accounting Technician II	4160.00000	HOUR	\$27.350000	\$113,776.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description :	Accounting Technician II
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Comments: see attached

April 23, 2020

Accutrak Consulting and Accounting Services Quote for CRFQ 0511 BCF2000000002 Accounting Technician II Temporary Staffing



TIN: 30-0529688
DUNS: 079086573
Mail: 46958 N. Gratiot Ave. #100
Chesterfield Twp., MI 48051
Contact: Shaniece Bennett, MBA, CPA
Phone: (586) 840-6494 ext. 101
Email: sbennett@accutrak.biz

This proposal is valid for a period of 180 days from the date of the official closing of CRFQ 0511 BCF2000000002. This date may be extended by mutual agreement. We agree to all terms, conditions, and provisions included in the solicitation.

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated used or disclosed—in whole or in part—for any purpose other than to evaluate this document. If, however a contract is awarded to this Offeror as a result of—or in connection with—the submission of this data the Government shall have the right to duplicate use or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in all sheets

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COVER LETTER

April 23, 2020

Dear: West Virginia Department of Health and Human Resources BCF Commissioner's Office

Accutrak Consulting and Accounting Services PLLC (Accutrak) is pleased to present our proposal of qualified key personnel to provide the best value proposition to support the Department of Health and Human Resources (DHHR) accounting technician needs. We are registered with the West Virginia Purchasing Division. We have an active registration as a federal contractor in the System for Award Management (SAM) database. Our Representations and Certifications are current in SAM.

Accutrak Consulting and Accounting Services PLLC is an independent certified public firm specializing in auditing, accounting, budgeting, consulting, and financial management services to support government agencies and commercial contractors. We are committed to assisting government agencies achieve accountability and efficiency. For ten years, we have provided these services annually to an average of thirty entities in various industries simultaneously.

Accutrak is Certified Public Accountant (CPA) firm that is certified SBA 8(a), EDWOSB, SDB, and WOSB. The company also holds a GSA Professional Services schedule contract: 47QRAA18D0036. We are an active and approved Protégé in the SBA's All Small Mentor Protégé Program.

For eleven years, Accutrak has provided accounting staff to over 40 entities in various industries. We also provide recruitment and training of accounting professionals services to both commercial and government agencies. As accountants serving various agencies, our personnel have a wide array of specialized experience. Many of our personnel have a solid understanding of government proprietary and budgetary processes. As such, their expertise is easily transferrable to various agencies using a variety of financial management systems.

Attached is our quote in response to CRFQ 0511 BCF2000000002

Sincerely,

A handwritten signature in black ink that reads 'Shaniece Bennett'.

Shaniece Bennett, MBA, CPA

Email: sbennett@accutrak.biz

Phone Number: (586) 840-6494 extension 101

Fax Number: (586) 203-2467

Mailing Address: 46958 Gratiot Ave. #100
Chesterfield, MI 48051

Website: www.accutrak.biz

TECHNICAL RESPONSE

Section 1 Purpose and Scope

Accutrak Consulting and Accounting Services PLLC understands the Department of Health and Human Resources (DHHR), Bureau for Children and Families (BCF) is government agency. DHHR BCF provides a quality service system for West Virginia's children, families, and adults to help them achieve maximum potential and improve their quality of life. The Bureau seeks a contractor to provide two accounting technician II temporary staff. The staff will provide entry level support to the auditing and payment processing business units.

Section 3 Qualifications

Staffing Plan

Accutrak's proposed staffing model is designed to ensure uninterrupted performance of all tasks outlined in the Accounting Technician 2 job class specification. Our recruiters use a structured methodology of recruiting and screening candidates and hiring exceptionally qualified personnel to meet project needs. Our processes satisfy our customers' unique requirements and Accutrak standards. We focus on early identification and recruiting of cleared specialists before the vacancy occurs. As a result, we mitigate the long lead time that most companies face when filling vacancies for personnel.

This forward-focus also allows Accutrak to:

- ✓ rapidly implement contingency plans
- ✓ leverage outside recruiting agencies and technical associations
- ✓ ensure timely recruiting for all vacancies

Accutrak's recruiting process, depicted in Exhibit 1, Recruiting Process, utilizes professionally trained corporate recruiters. Our recruiters are incentivized to fill positions quickly with technically superior, hard-working, and enthusiastic people. Our recruiters know and understand the Charleston, West Virginia area labor market, and the personnel requirements of this solicitation.



Exhibit 1: Recruiting Process. *To avoid interruption in timely delivery of tasks, Accutrak uses proven techniques to fill positions quickly and efficiently.*

We quickly locate, pre-screen, and recruit personnel for our contracts and, when necessary, quickly fill vacancies. Our recruiters use databases management to generate candidate lead shortlist. We also have active lists of financial management and accounting personnel who meet the Key Personnel qualifications.

Our objective is to fill prior to an employee's departure. This overlapping approach has proven to be stabilizing for the ego of the exiting employee, the acceptance of the new hire and the comradery of the team. In addition to the short lists maintained by our recruiters, our other recruitment methods include local recruiting, online recruiting services, and personnel replacement on short-notice.

- *Local Recruiting*—Accutrak has multiple local sources from which to recruit financial management positions. We have established partnerships with national search firms, Kelly Services and Robert Half, to help us recruit for specialize administrative positions. We also source new hires through our contacts at Placement Centers at local colleges.
- *Online Recruiting Services*—Online Internet-based recruiting services are an excellent means for reaching candidates worldwide.
- *Personnel Replacement on Short Notice*—Accutrak takes a proactive role in anticipating personnel requirements. We are positioned to respond to short-notice absences by:
 - cross-training current staff
 - maintaining rosters of qualified full-time workers
 - keeping lists of on-call, part-time staff.

Our SBA approved mentor, Haynes Inc. also supports our capability to staff by providing access to rosters and contract timing for their 250 full-time administrative and financial professionals across the country. To ensure uninterrupted performance of all tasks, Accutrak will maintain active communication with key DHHR BCF technical managers and the Contracting Officer’s Representative (COR) to anticipate staffing requirements.

Accutrak’s proven personnel management strategy allows us to quickly locate, pre-screen, and recruit personnel for our contracts. Our recruiting process fills openings and vacancies quickly with employees who are qualified, trained, and certified to perform the requirements of this job class specification. Accutrak understands the qualifications and security requirement that make up DHHR BCF needs. We have active lists of available financial management and accounting personnel who meet the qualifications. All of the proposed key personnel possess the qualifications and experience of the Accounting Technician 2 job specification. Moreover, all of the proposed key personnel have over 2 years’ experience in entry level accounting. The table below depicts the experiences of our proposed personnel.

Qualification	Nikki D.	Janet H.	Shelia Y.
High School Graduate	Yes	Yes	Yes
2 years entry-level accounting	Yes	Yes	Yes
3 years data entry	Yes	Yes	Yes
3 years math computations	Yes	Yes	Yes
General Office Experience	Yes	Yes	Yes

Resumes**Nikki D**

I have a high level of professionalism, patience and efficiency to minimize customer dissatisfaction and increase customer loyalty. Superior computer skills and telephone etiquette. Personable and deadline-driven with experience in working in a fast-paced environment.

CORE QUALIFICATIONS:

Results-oriented
Computer proficient
Client-focused
Microsoft Office
Excel in Customer Service
Training and development
Credit and Collections
File/records maintenance

WORK EXPERIENCE:

Highmark Blue Cross/Blue Shield, Charleston, WV July 2018 to Present

Intake Coordinator

Obtain requests from provider or pharmacy via phone, fax or provider portal (online). Use multiple software systems and various resource sites to determine member plans and requirements. Gather all required documentation including verification of benefit eligibility. Build cases in the utilization management system. Use knowledge of process and judgment to evaluate identified cases that require additional notification to member, provider, and/or pharmacist. At times, contact by phone members, providers and/or pharmacists to obtain additional information. Ensure accuracy of data entry to prevent compliance and/or downstream process issues.

Mullen Plumbing, South Charleston, WV November 2017 to May 2018

Account Receivables Clerk

Posts customer payments by recording cash, checks, and credit card transactions. Updates receivables by totaling unpaid invoices. Verifies validity of account discrepancies by obtaining and investigating information from sales, customer service departments, and from customers. Resolves collections by examining customer payment plans, payment history. Facilitate payment of invoices due by sending bill reminders and contacting clients. Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report. Protects organization's value by keeping information confidential. Updates job knowledge by participating in educational opportunities. Accomplishes accounting and organization mission by completing related results as needed.

Enterprise Holdings Inc., Scott Depot, WV June 2016 to November 2017

Account Payables and Receivables Clerk

Sort and code invoices. Set up invoices for payment. Validate data on invoice with purchase order before submitting for processing. Request further information for documents that are deemed incomplete. Enter and upload invoices into system. Maintain vendor paid files. Research and resolve invoice discrepancies and issues and quality control checks on invoices entered by co-workers. Monitor vendor accounts to ensure payments are up to date. Correspond with vendors

and respond to inquiries. Backup of Accounting Coordinator. Process a high volume daily emphasizing the need for accuracy. Perform miscellaneous job-related duties as assigned. Collect unpaid invoices for processing. Pay, bill, and collect inter-company invoices for the Group. Assist with month-end closing. Filing, organizational projects, and other general administrative duties. Review and verify invoices and check requests. Maintain a regular and reliable level of attendance and punctuality.

United States Postal Service, St. Albans, WV February 2016 to June 2016

City Carrier Assistant I

Delivers and collects mail on foot or by vehicle under varying road and weather conditions in a prescribed area. Routes or cases all classes of mail in sequence of delivery along an established route. Rearranges and relabels cases as required. Withdraws mail from the distribution case and prepares it in sequence for efficient delivery independently or by another carrier along an established route. Prepares and separates all classes of mail to be carried by truck to relay boxes along route for subsequent delivery. Handles undeliverable mail in accordance with established procedures. Delivers mail along a prescribed route, on foot or by vehicle, on a regular schedule, picking up additional mail from relay boxes as needed. Collects mail from street letter boxes and accepts letters from mailing from customers; on certain routes may deliver mail that consists exclusively of parcel post, or the collection of mail. Uses portable electronic scanner as instructed. Delivers and collects charges on customs, postage-due, and C.O.D. mail matter. Delivers and obtains receipts for registered and certain insured mail. Signs for such matter, except insured mail, at the post office before beginning route and accounts for it upon return by payments of the amounts collected and delivery of receipts taken. Deposits in the post office mail collected on the route upon returning from the route. Checks, and corrects if necessary, mailing cards from advertisers bearing names and addresses of customers or former customers on the route.

Kelly Services-Mullen Plumbing, South Charleston, WV September 2015 to February 2016

Account Payables Clerk

Review and verify invoices and check requests. Sort and match invoices for payment. Enter and upload invoices into system. Prepare and process electronic transfers and payments. Prepare and perform check runs. Post transactions to journals, ledgers and other records. Reconcile accounts payable transactions. Monitor accounts to ensure payments are up to date. Research and resolve invoice discrepancies and issues. Maintain vendor files. Correspond with vendors and respond to inquiries by phone and email. Produce monthly reports and assist with month end closing. Provide supporting documentation for audits.

SmartTech and Utilities, South Charleston, WV November 2014 to September 2015

Dispatcher/Administrative Assistant

Schedule and dispatch workers, work crews, equipment, or service vehicles to appropriate locations according to customer requests, specifications, or needs, using telephones. Arrange for necessary repairs in order to restore service and schedules. Relay work orders, messages, and information to or from work crews, supervisors, and field inspectors using telephones. Confer with customers or supervising personnel in order to address questions, problems, and requests for service or equipment. Prepare daily work and run schedules. Receive or prepare work orders. Arrange meetings, scheduling appointments, keeping the office calendar, answering telephones and editing correspondence. Maintain office files and databases and create computer spreadsheets

and presentations. Also purchasing supplies and managing the supply room. Receive and greet office visitors and seeing that they get the assistance they need.

State of West Virginia**Division of Motor Vehicles, Charleston, WV June 2014 to November 2014****Office Assistant III**

Receive and sort mail and then disseminate it to the right individual or department. Responsible for keeping records of mail received. Also perform clerical tasks such as data entry and filing. Ensure delivery of outgoing mails to courier or post office. Provide support in picking and packing promotional material. Count and record inventory items. Maintain adequate mailroom supplies. Check postal rates and weigh outgoing mail. Post shipping labels on packages. Complete shipping forms. Replenish supply of post office forms. Record postage meter readings on a daily basis.

CASCI, Charleston, WV August 2013 to February 2014**Customer Service Representative**

Taking inbound calls ensuring members have a clear understanding of their medical benefits. Increase their knowledge of copays, deductibles and out of pocket expenses. Researched and resolved outstanding claims by either advising of adjustments needed or by contacting the medical providers to suggest corrections that should be made on the claim submission. Documented all call contacts. Create cases to follow up on to resolve any inquiries that cannot be solved with the initial contact.

Frontier Communications, Charleston, WV April 2000 to November 2012**Service Order Administrator (Directory Listings Center) - March 2010 to November 2012**

Responsible for setting minimum standards and providing technical guidance and support for design, installation, and maintenance of the Information pages of the phone directory in thirteen states. Inspected finished products for quality and adherence to Product Line Manager and customer specifications. Resolved problems with equipment, devices or products.

Service Order Administrator (Business Service Center) - July 2007 to March 2010

Retrieved orders to be typed from Lotus Notes database per the customer's request to help achieve company goals by supporting the on-line Business Consultant. Ensured the most cost-effective production methods were implemented. Verified that information in the computer system was up-to-date and accurate. Worked with managers to successfully adhere to the company's policies and goals. Processed between 20-25 customer orders per day.

Business Service Center Consultant - October 2004 to July 2007

Taking inbound customer calls providing accurate and appropriate information in response to customer inquiries. Recommended and helped customers select products based on their needs. Confirmed that appropriate changes were made to resolve customers' problems. Made reasonable procedure exceptions to accommodate unusual customer requests. Extended customer subscriptions, offering discounts and promotions to ensure high customer retention rates. Formulated and enforced Service Center policies, procedures and quality assurance measures.

Janet H

ABOUT ME

I'm Seeking an office role where I will be able to apply my skills and work experience of 30 years, to make a difference using qualifications and skills to effectively achieve the organizations goals.

G O A L

As an individual with strong interpersonal and organizational skills. My goal is to be an expert in my area of work and obtain a position where my experience in an administrator and/or management role is wanted.

SKILLS

- Leadership skills-scheduling hiring, firing, training
- Communications/Oral and Written-admin duties
- Problem assessment
- Conflict Resolution
- Work Ethic
- Bank Reconciliation-cash handling, balancing, banking
- Prepared, printed and mailed statements-billing
- Data entry and management
- Knowledge of key accounting principles and procedures
- Notary NC Currently

Employment History

January 2016-October 2019

DMV Cary License Agency Raleigh NC 27606

Title Clerk

DMV Title Clerk NC I processed title transactions for NC residents using Stars System. Renewed registrations answered telephones as well as cash handling for each transaction.

August 2014-April 2015

JBA Chevrolet Glen Burnie, MD 21061

Biller

350-400 deals per month

Backup for titles and out of state titles

Data Entry corrections in order to create a bill for vehicles sold 350-450 units per month.

Created billing for the controller could create monthly statements could be balanced. I was backup title clerk and processed our out of state units. Covered receptionist and telephone lines during lunches.

Jan 2014-August 2014

Sheehy Nissan Glen Burnie MD 21061

Asst Title Clerk/Used Car DX

Assisting Title Clerk in processing incoming title assignments, and completing all out of state titling, and DX's of used cars, wholesale units to auctions, purchasing and selling to dealerships and auctions on the accounting side. Processing all out of state deals saving over \$5000.00 in outside DMV fees during this time.

Oct.17, 2011-Dec 23, 2013

Sheehy Ford Ashland Ashland VA 23005

Title Clerk-Notary Public

CVR Maryland and Virginia-Reynolds Accounting Processing 160-240 vehicles. I managed all incoming titles and CO's for sales and DX exchanges. Processed daily and Balance in Reynolds. I completed Maryland and Virginia as well personally handling all out of state work. Not using an outside source unless that state requires it. My contacts in NC process for me there as well. I send out titles to FAA for Weekly auction of used vehicles and enter the sales in Reynolds for balancing. I handle ordering supplies for the dealership-keeping cost down by ordering the less expensive items when possible. Completed other Secretarial and Administrative tasks as requested.

June 2010-April 2011

DMV Cary License Agency Raleigh NC 27606

Title Clerk

DMV Title Clerk NC I processed title transactions for NC residents using Stars System. Renewed registrations answered telephones as well as cash handling for each transaction.

January 11, 2007-April 14, 2010

City of Fort Myers Yacht Basin Fort Myers, FL 33901

CSR/Staff Asst

Department Manager: Leif Lustig/Brian Dodson-currently

Greeted and assisted all customers entering our department, cash handling, daily balancing, banking, close and open credit card sales payroll, answered telephones, completed contractual agreements, created advertising, assisted with monthly billing, accounts receivables and accounts payable, requisitions and procurement card sign off and balancing. Provided secretary support to 7 staff members, Department Manager and Assistant Department Manager.

August 10, 2005-November 23, 2006 Permanently Closed

Aim Insurance Group Palm Harbor FL 34683

Administrative Assistant/440 Licensed Agent

Completed assignments generated by the office Manager such as, reconciliation of insurance payments, secretarial filing, organizing, front desk reception fill-in with a multiline switchboard directing all calls to staff accordingly. Offered a position as a 440 personal lines insurance representative, was sent to the Professional Career Institute for training and licensing worked under an agent for a year.

Shelia Y.

Extensive customer service experience including logistics, management, order entry, pricing, purchasing, accounting, accounts receivable and accounts payable. Dedicated and hard working. Attentive to detail and produces quality work. Enjoy being a team-player as well as accepting leadership responsibilities.

WORK EXPERIENCE:

March 4, 2019 to April 3, 2020

ABF Freight, Nitro, WV

Transportation Associate

- Secure appointments for deliveries daily
- Input pickups via phone or e-mail
- Trace shipments for status updates for customers
- Identify over, short or damaged status on any unmarked or damaged freight
- Perform weekly dock inventory checks
- Microsoft Word and Excel

May 2016 – November 2018

Clearon Corp, South Charleston, WV

Logistics/Customer Service Manager

- Manage and direct customer service daily activities
- Maintain pricing for all customers
- Process POD's for invoice creation
- Issue invoices to customers daily
- Problem solve if issues arise
- Arrange freight carriers for shipments daily, both inbound and outbound
- Code and approve freight bills for payment
- Reduced overall freight cost by 16% through development of inhouse logistics process
- Established direct carrier relationships resulting in an additional 8% cost reduction
- Coordinate rebates for customers, accrue monthly
- Microsoft Word and Excel
- SAP operating system
- Interview for new hires for department

May 2015 - May 2016

ICL (Sister company of Clearon Corp)

Third Party Site Coordinator

- Import product for distribution and sales
- Maintain inventory levels in a min/max system
- Warehouse management of product for direct sales and transfer to material toller
- Process usage transactions for creation of tolled product
- Monthly reconciliation of usage and inventory at third party tolling sites
- Perform physical inventories at main warehouse and tolling facilities
- Microsoft Word and Excel
- SAP operating system

March 2000 to May 2015

Clearon Corp, South Charleston, WV

Customer Service Supervisor

- Supervise customer service group
- Handle all aspects of customer service for domestic and export customers, including orders, shipments, deliveries, complaints, etc.
- Process orders via phone, fax, e-mail and EDI via SAP/JD Edwards
- Pricing and master data via JD Edwards and Lotus Notes
- Communicate directly with customer
- Arrange freight carriers for shipments
- Code and approve freight bills for payment
- Issue invoices to customers
- Coordinate rebates for customers, accrue monthly
- Research and reconcile customer A/R accounts
- Purchase and inventory raw materials for plant production
- Coordinate rail switches to get raw material into facility
- Microsoft Word and Excel
- SAP and JD Edwards operating systems
- Interview for new hires for department

March 1998 to March 2000

Clearon Corp, South Charleston, WV

Buyer

- Processed and input purchase orders
- Dealt one-on-one with vendors
- Placed orders with a min-max system
- Resolved any issues with order discrepancies
- Confirmed pricing from purchase orders to invoices from vendors
- Pricing and vendor data via JD Edwards
- Performed follow-up for open purchase orders
- Assisted in physical inventory
- Resolved any issues from accounts payable involving purchase orders
- Microsoft Word and Excel

May 1996 to March 1998

Clearon Corp, South Charleston, WV

Accounts Payable Specialist

- Processed invoices on computerized accounts payable system with on-line purchase orders
- Balanced monthly accounts payable reconciliation
- Reporting processed on Excel spreadsheets
- Responsible for monthly accrual
- Processed journal entries for A/P and accrual
- Microsoft Word and Excel

Section 4. Mandatory Requirements

Accutrak's quote is in complete compliance with the terms and conditions of Section 2 of the General Terms and Conditions. We also acknowledge and agree to adhere to provisions required for federally funded procurements.

Computer generated time cards will be updated daily by personnel. Timecards will be available for review and approval by DHHR BCF supervisor. Periodic reporting will be provided to designated points of contact not less than quarterly.

PRICE QUOTE

Section 5. Contract Award

Accutrak's fully burdened rates include compensation and overhead. The estimated hours for this effort are heavily dependent on variables which cannot be reasonably estimated. The price quote was built using estimates in Exhibit A provided with the solicitation. Accutrak will pay staff 1.5 times their hourly rate for holiday pay and hours worked over 40 in a week. The contract manager will be confirmed upon contract award.


Exhibit A

Cost Sheet for Accounting Technician II

Contract Item	Description	Number of Employees	Estimated Hours per Employee	Price per Hour	Extended Price
Section 4	Temporary Services – Accounting Technician II	2	2,080	\$ 27.35	\$ 113,776
Estimated Total					\$ 113,776

- Estimated Hours per Employee are for estimation purposes only for the cost proposal.
- To calculate the Extended Price Vendor will multiply Number of Employees by Estimated Hours Per Employee by Price per Hour. Vendor should carry this amount down to the Estimated Total.
- The per hour rate is an all- of withholding, overhead rates, and any other associated costs necessary to provide the services required in this solicitation.
- Vendor should provide a Price per Hour on the Exhibit A Pricing Page **OR** the Oasis Commodity Line 1. If providing a price on both, vendor should ensure pricing is the same in both locations. If vendor provides more than one unit price, vendor’s bid **will be** disqualified.

ATTACHMENTS


	Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Request for Quotation 27 – Miscellaneous
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Proc Folder: 896647 Doc Description: Addendum 2 - Accounting Technician II Temporary Staffing Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2020-04-03	2020-04-23 13:30:00	CRFQ 0511 BCF2000000002	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: Accutrak Consulting and Accounting Services PLLC 46958 Gratiot Avenue #100 Chesterfield, MI 48051 (586) 840-6494

FOR INFORMATION CONTACT THE BUYER
Brittany E Ingraham (304) 558-0087 brittany.e.ingraham@wv.gov

Signature X 	FEIN# 30-0529688	DATE April 17, 2020
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All offers subject to all terms and conditions contained in this solicitation

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ BCF2000000002

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

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

Addendum Numbers Received:
 (Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor’s representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Accutrak Consulting and Accounting Services PLLC

 Company

Shanicea Bennett

 Authorized Signature

April 17, 2020

 Date

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

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

Accutrak Consulting and Accounting Services PLLC - Vendor
(Name, Title)
Shaniece Bennett, Managing Principal
(Printed Name and Title)
46958 Gratiot Ave #100 Chesterfield, MI 48051
(Address)
(586) 840-6494 ext. 101 / (586) 203-2467
(Phone Number) / (Fax Number)
sbennett@accutrak.biz
(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.

Accutrak Consulting and Accounting Services PLLC
(Company)

 Shaniece Bennett, Managing Principal
(Authorized Signature) (Representative Name, Title)

Shaniece Bennett, Managing Principal
(Printed Name and Title of Authorized Representative)

April 8, 2020
(Date)

(586) 840-6494 ext. 101 / (586) 203-2467
(Phone Number) (Fax Number)

**West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Accutrak Consulting and Accounting Services PLLC **Address:** 46958 Gratiot Ave. #100
Chesterfield, MI 48051

Name of Authorized Agent: Shaniece Bennett **Address:** 46958 Gratiot Ave. #100, Chesterfield, MI 48051

Contract Number: TBD **Contract Description:** Accounting Technician II
Temporary Staffing

Governmental agency awarding contract: West Virginia Purchasing Division f/b/o Department of Health and Human Services DHHR

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. **Subcontractors or other entities performing work or service under the Contract**
 Check here if none, otherwise list entity/individual names below.

2. **Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**
 Check here if none, otherwise list entity/individual names below.

3. **Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**
 Check here if none, otherwise list entity/individual names below.

Signature: Shaniece Bennett Date Signed: April 10, 2020

Notary Verification

State of Michigan, County of Macomb:

I, Taylor Cote, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 10 day of April, 2020
Taylor Cote
Notary Public's Signature

To be completed by State Agency:
Date Received by State Agency: _____
Date submitted to Ethics Commission: _____
Governmental agency submitting Disclosure: _____

TAYLOR COTE
NOTARY PUBLIC, STATE OF MI
COUNTY OF MACOMB
MY COMMISSION EXPIRES Dec. 16, 2022
ACTING IN COUNTY OF Macomb
Revised June 8, 2018

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: Accutrak Consulting and Accounting Services PLLC

Authorized Signature: Shanice Bennet Date: April 10, 2020

State of Michigan

County of Macomb, to-wit:

Taken, subscribed, and sworn to before me this 10 day of April, 2020

My Commission expires December 16, 2023

AFFIX SEAL HERE

TAYLOR COTE
NOTARY PUBLIC, STATE OF MI
COUNTY OF MACOMB
MY COMMISSION EXPIRES Dec 16, 2023
ACTING IN COUNTY OF Macomb

NOTARY PUBLIC

Clayna Cote

Purchasing Affidavit (Revised 01/19/2018)