



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 4

List View

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

Procurement Folder: 857689

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0606

Vendor ID: VS000006375

SO Doc ID: HSE2100000004

Legal Name: EXPERIS US INC

Published Date: 3/29/21

Alias/DBA:

Close Date: 4/7/21

Total Bid: \$717,600.00

Close Time: 13:30

Response Date: 04/07/2021

Status: Closed

Response Time: 10:32

Solicitation Description: Addendum No.1
Disaster Closeout Specialist and

Responded By User ID: jmancinetti

Total of Header Attachments: 4

First Name: Jerry

Total of All Attachments: 4

Last Name: Mancinetti

Email: jerry.mancinetti@jefferso

Phone: 440-915-9099

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Contract Services #1 - Closeout Specialist	2080.0000	HOUR	165.000000	343200.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments: See attached proposal for profile of experienced FEMA professional.

Extended Description:

4.1.2 Contract Services #1 - Closeout Specialist

4.1.2.1 The Closeout Specialist will work under the supervision of Closeout Manager and WVEMD. The Closeout Specialist will assist with preparing and submitting documentation to FEMA. The Closeout Specialist must perform work onsite, in remote locations as needed. For a list of the following responsibilities see attached specifications.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Contract Services #2 - Closeout Manager	2080.0000	HOUR	180.000000	374400.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments: See attached proposal for profile of experienced FEMA professional.

Extended Description:

4.1.3 Contract Services #2 - Closeout Manager

4.1.3.1 The Closeout Manager will work under the supervision of WVEMD and oversee the work of the Closeout Specialist. The Closeout Manager will assist with preparing and submitting documentation to FEMA. The Closeout Manager must perform all work onsite, in remote locations as needed.

For a list of the following responsibilities see attached specifications.

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.



Jerry C. Mancinetti, Market Leader
6000 Lombardo Center, Suite 400
Cleveland, Ohio 44131
440 915 9099
jerry.mancinetti@jeffersonwells.com

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.

On behalf of Jefferson Wells.



Jerry C. Mancinetti, Market Leader
6000 Lombardo Center, Suite 400
Cleveland, Ohio 44131
440 915 9099
jerry.mancinetti@jeffersonwells.com



CRFQ-0606-HSE2100000004-2 Proposal to Provide Disaster Closeout Specialist and Manager to WV EMD

April 7, 2021



April 7, 2021

David Pauline

Department of Administration
Purchasing Division
2019 Washington St. E.
Charleston, WV 25305

David:

Thank you for the opportunity to respond to the State of West Virginia's CRFQ-0606-HSE210000004-2 for FEMA Disaster Closeout services. We are delighted to be part of selection process for this important work.

Within this proposal we will highlight our proposed FEMA Disaster Closeout Team, our relevant grant management/closeout experience and technical qualifications to support the work. Our approach is to provide exceptionally skilled professionals with significant FEMA project experience to aid the WV Emergency Management Division in all aspects of your FEMA requirements. As an established active vendor for the State, we hope our experience, commitment to quality, and passion for delighting our clients will shine through as you read our response.

We look forward to walking through our proposal with you at your convenience and answering any questions you may have. Thank you in advance for your time and consideration.

Sincerely,


Market Leader, Client Relationship Director
jerry.mancinetti@jeffersonwells.com
440 915 9099



Market Leader, Director, Risk & Compliance Services
kevin.patterson@jeffersonwells.com

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Our Understanding of Your Needs/Project Scope



YOUR NEEDS

- 4.1.2.1
The Disaster Closeout Specialist will work under the supervision of Closeout Manager and WVEMD. The Closeout Specialist will assist with preparing and submitting documentation to FEMA. The Closeout Specialist must perform work onsite, in remote locations as needed.
- 4.1.3.1
The Disaster Closeout Manager will work under the supervision of WVEMD and oversee the work of the Closeout Specialist. The Closeout Manager will assist with preparing and submitting documentation to FEMA. The Closeout Manager must perform all work onsite, in remote locations as needed.
- The specific job responsibilities of each role were noted in the RFQ



OUR EXPERIENCE

- See profiles for FEMA experienced professionals (Attachment 1) to fill the roles of Disaster Closeout Specialist and Manager
- Jefferson Wells has a team of FEMA experienced professionals and FEMA subject matter experts to further support any requirements the State of West Virginia may face in completing closeout requirements.
- Some of our FEMA leadership have published articles and provided training to organizations in the management and reporting of FEMA related grants. (See Attachments 2 and 3 for the firm's FEMA credentials and references)

Project Approach and Scope

Jefferson Wells will work with WV EMD leadership to develop a collaborative approach and work plan for the staff members involved.

Planning/ Scoping

Key Activities

- Set expectations
- Identify requirements and responsibilities
- Create collaborative project plan
- Finalize detailed work plan with service expectations

- **Key Deliverables:** Project plan

Fieldwork

Key Activities

- Perform kickoff meeting
- Develop standards for work and reporting of issues
- Review initial test product for client review and input
- Weekly status meetings/reporting
- **Key Deliverables:** Supporting work papers detailing the procedures performed, issues, findings, reporting and recommendations, etc.

Reporting

Key Activities

- Create work products as agreed to with client
- Provide day to day management of Specialist
- Review work products with client
- Work through any issues to resolve
- Perform client report-outs
- Remediation review
- **Key Deliverables:** Submission of work products and reporting and recommendations

Issue Closure

Key Activities

- Perform tracking of issues
- Obtain updates from the client on issue closure
- Provide updates on status of issues and issues resolution
- **Key Deliverables:** Issue and remediation tracking

Pricing and Fee Proposal



CRFQ HSE21*4 EXHIBIT A – Pricing Page Closeout Specialist and Closeout Manager (DAS21087)

Section	Description	Unit of Measure	Estimated	Unit Cost/Hourly Rate	Extended Cost
4.1.2	Contract Services #1 - Closeout Specialist	Hourly	2,080	\$165/hr.	\$343,200
4.1.3	Contract Services #2 - Closeout Manager	Hourly	2,080	\$180/hr.	\$374,400
				Total Bid Cost	\$717,600

Assumptions

Next Phase: Confirmation & Modifications with State in Contracting Process

- Our work is expected to be performed on-site. Should any remote work be allowed, Jefferson Wells would be willing to negotiate a remote rate structure by week.
- Weekly travel costs are included in the hourly rates above.
- All other terms and conditions including insurance coverage requirements will be met.
- The State of West Virginia will provide access to necessary information, including key personnel.
- Final judgment/decisions on issues and reporting are the responsibility of WV EMD management.
- Fee estimate is based on the scope provided, and our experience performing similar projects for other organizations

Attachment 1 - Jefferson Wells Delivery Team

Account Executive

Jerry Mancinetti

Client Relationship Director

- Responsible for overall client satisfaction,
- Relationship single point of contact

Engagement Director

- *Responsible for the entire engagement including planning, execution and delivery, Coordination of operational aspects of the engagement. (Offered gratis to WV)*

Kevin Patterson
Risk & Compliance Director
CRISC, CDPSE

Core Team

Disaster Closeout Specialist

Disaster Closeout Manager

Subject Matter Expert

FEMA Practice Technical Subject Matter Expert, for advise if needed

Larry Speer

Professional #1 – Disaster Closeout Specialist



SKILLS FEMA Disaster Recovery, Grant Management Programs

EDUCATION M.B.A. Finance, Louisiana Tech University, B.S. Accounting, East Texas Baptist University

CERTIFICATIONS & LICENSES Certified Fraud Examiner, Association of Certified Fraud Examiners (2005), Certified Public Accountant, State of Texas (1996)

An experienced grant management professional with over 10 years FEMA reporting and closeout experience

EXPERIENCE

- Advised FEMA recipient in California and applicants in Texas on COVID-19 funding criteria for FEMA PA, the Coronavirus Relief Fund (CRF) under the CARES Act, and HHS/CDC.
- FEMA trained as a PDMG. Deployed as PDMG, Client Liaison, and Construction Manager. 1) Hurricane Harvey in 2017, 2) central Texas in 2019 and 3) southern Ohio in 2019.
- Managed SafirRosetti forensic accounting engagement performing contract review, accounting record reconstruction, transaction verification, and internal controls assessment for a Louisiana state agency's Hurricane Katrina damage costs applicable to FEMA Public Assistance grants.
- Develop work force requirements, operating budgets, and technical methodologies for bid responses to state requests for fraud deterrence/monitoring engagements to oversee the use of FEMA and HUD disaster funds relating to Hurricane Sandy damages.
- Examined damage claims filed by victims of the Deepwater Horizon Oil Spill for reimbursement from the Oil Spill Trust Fund including loss of business profit calculations and record reviews for indicators of fraud. Identified fraud schemes perpetrated against the Fund.
- Examined early defaulted SBA Recovery Act business loans for SBA-OIG to determine culpability for default and indicators of fraud. Referred substantial percentage of examined loans to OIG investigators for fraud investigation considerations.
- Managed a team of U.S. Army Audit Agency auditors performing contract audits of outsourced utilities for Army installations to determine compliance with generally accepted post-9/11 enhanced physical security requirements for utilities.

Deputy Field Office Director, DHS - Office of Inspector General (05/02 – 12/05) Denton, TX

- Managed audit teams performing audits of Federal Emergency Management Agency (FEMA) Public Assistance (PA) grant recipients (state agencies, counties, cities, universities, hospitals, airports, electric coops, etc.). Instrumental in requesting the return of millions of misused federal dollars.
- These audits included PA disaster funding as well as the resultant 406 mitigation cost and encompassed contract compliance, internal controls, financial accounting system, and annual audit reviews (including A-133 audits) as well as records review for grant compliance.

Professional #1 – Disaster Closeout Specialist (continued)

- Performed document analysis and prepared exhibits to assist OIG investigators and U.S.
- Attorneys in the prosecution of fraud relating to DHS programs. One such case resulted in a federal contractor receiving sentences for racketeering, conspiracy, mail fraud, wire fraud, and obstruction of justice for engaging in a fraudulent scheme involving disaster relief funds.
- Prepared audit guides for new audits and amended existing guides for recurring audits.
- Prepared audit reports and oral/written presentation of varying complexities.
- Advised FEMA applicants on eligibility issues and documentation procedures.

Auditor, USDA – Office of Inspector General (01/00 – 06/01) Dallas, TX

- Worked as a team member and team leader on the U.S. Forest Service financial statement audit. Attained a working knowledge of FIAR, OMB A-123, CFO Act, FFMIA, and USSGL.
- Performed an audit/forensic investigation resulting from a Congressional inquiry that originated with third-party allegations of 19 counts of fraud by a grantee of a USDA program.
- Assisted investigators with facility inspections and interviews in a childcare fraud case.

Professional #2 – Disaster Closeout Manager



SKILLS Experienced grant management professional with 5+ year experience in FEMA Public Assistance (Stafford Act), Disaster Recovery, 44 CFR, Mitigation 404 and 406, HMA, Project Closeout, PAAP-428 as well as, 25+ years of Accounting and Finance corporate experience

EDUCATION M.A. in Economics, Western Illinois University; MBA (12 credits), Western Illinois University, Industrial Engineering Degree, INCCA University, Bogota

CERTIFICATIONS & LICENSES Certified Cash Manager (CCM)

FEMA ISP-Training on ICS, NIMS. NFRS, NRF, Mutual Aid Agreements,

- Working knowledge of FEMA Public Assistance program laws, policies and regulations. Namely.
- Stafford Act, FEMA PAAPG, CFR regulations, PAAP 428 and 404/406 Mitigation.
- Closeout Specialist , Public Assistance Specialist
- Ability to communicate with the leadership of affected communities namely, Mayor, City Manager, CFO, Division Managers and field personnel from EOC all the way to Closeout, as well as FEMA Representatives thru general and specific meetings to discuss cost eligibility, set goals, establish priorities for each project.
- Creation, implementation and maintenance of FAL and FAE Databases for reporting purposes to increase accuracy of support data used in PW preparation and project closeout.
- Intake and Oversight services provided to communities displaced by disasters.

EXPERIENCE

FEMA PUBLIC ASSISTANCE DISASTER RECOVERY and EMERGENCY MGMT PROJECTS

Support the Disaster Recovery Teams thru:

- Data Collection and Dissemination for all A thru G projects, as well as, project closeout Preliminary Damage Assessment,
- Creation and maintenance of DI list for all Sub-grantee's Departments and Divisions , Uploading files onto the Grants Portal,
- Participating in meetings with Sub-grantee and FEMA Representatives
- Creating Pivot-Table databases to efficiently prepare FAL/FAE reports for the Grants Portal Participate in inter-departmental Disaster Recovery meetings ,
- Conduct site visits in conjunction with FEMA and Sub-grantee Representative,
- Prepare PW-ready projects with support information to upload to the FEMA Grants Portal. Perform Grantee Reviews and Initial Closeout Reviews

Professional #2 – Disaster Closeout Manager (continued)



Nebraska 4420DR Nebraska Emergency Management Agency

Public Assistance Support Project: Grantee Reviews and Initial Project Closeout Reviews Disaster Recovery Projects - February 3, 2020 - November 6, 2020.

- Perform Grantee Reviews for 700 100% complete projects (\$150M) (A-G) on the Grants Portal:
- Providing insight on elements that could have been left out of the SOW and which could prevent the project from proceeding thru the approval process.
- Verifying that all elements on the DDD would be in line with the SOW regarding measurements, materials used, as well as, total cost on each project.
- Verifying GPS coordinates for all components and sites for each project.
- Verifying cost components of Hazard Mitigation, if part of the project.
- Perform Initial Closeout Reviews for 100% Completed Projects using information and documentation from the Grants Portal.
- Reviewed the documentation on the Grants Portal regarding FAL, FAE, FAM and Contracts required to be used as support for each project.
- Prepared RFI's to be sent to Applicants requesting supporting documentation. Follow up with Applicants.
- Prepared Closeout Packages to be sent to FEMA: Project Closeout Request Letter, SFA , Project Closeout Spreadsheet and Closeout Work Papers.

Hurricane IRMA Disaster Recovery Projects-November 1, 2019-December 31, 2019

Polk Co., FL School District (Disaster Recovery Hurricane IRMA for 50 schools affected. Total of 300 Projects - \$150M. (Appeal granted after initial ineligibility due to "non-responsive Applicant" status)

Hurricane MARIA Disaster Recovery Projects-December 5, 2018-March 15, 2019

Position: Subject Matter Expert (PAAP 428, HMP 404/406 - for hurricane MARIA - Puerto Rico, Municipality of Juana Diaz (Municipality-wide Disaster Recovery about 300 Projects -over \$200M using the Grants Portal.

Massachusetts Emergency Management Agency (MEMA) Natural Gas Disaster Support Team October 16, 2018-November 30, 2018

Position: Senior Bilingual Emergency Management Specialist

- Oversight of Alternative Dwelling facilities for families displaced due to Natural Gas Explosions in Lawrence , MA.

IRMA Disaster Recovery Projects - September 25, 2017 - June 30, 2018

Collier County (Countywide Disaster Recovery for about 100 Projects -over \$300M using the Grants Portal)

City of Naples - FEMA Citywide Disaster Recovery (27 Projects- PW's) for total claim of over \$25M for the following, using the Grants Portal

Larry Speer, CCM – FEMA Practice Technical Subject Matter Expert



SKILLS FEMA Disaster Recovery, Finance, Sarbanes-Oxley

EDUCATION PhD Kellogg Graduate School of Management, MBA University of Central Oklahoma, Bachelor of Business Administration University of Oklahoma

CERTIFICATIONS & LICENSES Certified Cash Manager (CCM)

Larry has 20+ years' experience in Finance, Treasury, Banking and Consulting. His broad-based industry background includes financial services, manufacturing, banking, mortgage banking, vehicle renting and leasing, consumer products and government - FEMA disaster recovery. Larry is a Certified Cash Manager (CCM) and has been a featured speaker at local, regional and national professional conferences and major universities.

EXPERIENCE

FEMA Disaster Recovery Specialist

Experis | 2005 - Present

- Senior Engagement Manager and Subject Matter Expert for 15 years, from 2005 to 2015, for the City of Houston, heading their disaster recovery activities for Hurricane Katrina, Hurricane Rita and Hurricane Ike as well as Tropical Storm Allison.
- Currently, continue to assist the City of Houston as needed with Hurricane Ike audit responses and legal appeals with FEMA.
- Responsible for all negotiations, communications, financial reporting, documentation, funds requests, audit responses and legal appeals with both FEMA and the State of Texas (TDEM) that generated over \$500 million in funding to the City of Houston for these four disasters.
- At the separate requests of both FEMA Region VI as well as the Texas Division of Emergency Management, trained FEMA and TDEM Hurricane Ike Contractors based in Harris County and surrounding areas.
- Conducted a comprehensive all-day seminar for 100 City Managers from FEMA Region VI (Texas) on FEMA disaster recovery practices and procedures after the impact of Hurricane Ike.
- For Hurricane Sandy, conducted two 2-day online training webinars for clients as well as my firm's directors, managers and consultants in the New York and New Jersey areas. Worked as Subject Matter Expert for Newark and Elizabethtown, New Jersey.
- National Subject Matter Expert for Jefferson Wells in "Policies and Procedures", "Banking and Treasury" and "FEMA Disaster Recovery". Frequent FEMA Speaker and Trainer.

Attachment 2 – Sample - FEMA Experience



Jefferson Wells has supported numerous clients in grant management accounting, reporting, and audit initiatives including FEMA Disaster Recovery engagements.

FEMA Disaster Engagements:

- Hurricane Katrina
- Hurricane Rita
- Tropical Storm Allison
- Hurricane Ike – (still on-going)

For Hurricane Katrina: City of Houston / FEMA Evacuee Housing Program

Identified and managed 300 consultants, 24/7, to manage the special FEMA Evacuee Housing Program for 150,000 displaced persons due to Katrina's impact on the gulf coast; primarily, New Orleans.

These Jefferson Wells consultants managed the leasing and ongoing oversight of 35,000 apartment units as well as payment of utilities, household good, furniture and numerous other evacuee programs.

For Katrina, Rita, Allison and Ike:

Managed all disaster recovery activities with FEMA and the Texas Division of Emergency Management (TDEM) for Hurricanes Katrina, Rita and Ike as well as Tropical Storm Allison. Responsible for negotiations, communications, documentation, funds requests, financial reporting, audit responses and legal appeals with both FEMA and the State of Texas that generated over \$500 million in disaster funding for Houston.

These projects are Disaster Recovery projects working directly with FEMA and directly correlate to the type of professional services being requested in this RFP.

Managed all compliance initiatives and reporting, provided staff augmentations, coordination between FEMA, state and local agencies and recovered the following approximate amounts:

Katrina – Recovered \$306 million from FEMA, Rita – Recovered \$12 million from FEMA, Allison – Recovered \$8 million from FEMA
Ike – Recovered \$183 million from FEMA

Attachment 3 - FEMA-related Client References

Out of respect for our client's schedules, we would request that any desired contact be coordinated through our Client Relationship Director.

**City of
Houston**

**Bobby Qaism
Division
Manager,
Finance
Department**

**State of
Wisconsin**

**Cheryl
Edgington
Bureau Director,
Department of
Administration**

**City of New
York**

**Sean McAndrew
Program
Director,
Department of
Administration**

Attachment 4 - ManpowerGroup/Jefferson Wells Recent Accolades



Named one of Fortune's World's Most Admired Companies for the 18th time, receiving top scores for Social Responsibility and Global Competitiveness



One of the World's Most Ethical Companies for 12th year



Named best place to work for LGBTQ equality in US for fifth consecutive year



ManpowerGroup leaders named to Staffing Industry Analysts 2019 Staffing 100, North America, Europe and Latin America



One of Corporate Responsibility magazine's 100 Best Corporate Citizens since 2014



Ranked 141 on the 2019 FORTUNE 500



Named RPO leader for seven consecutive years / TAPFIN recognized as MSP leader for the fourth consecutive year



Named "Best Company to Work for Women" in the US



Earned RPO leader designation for six consecutive years / TAPFIN recognized as an MSP leader for fourth year in a row



Named to the DJSI - the gold standard for corporate sustainability leaders – for 11 consecutive years



FTSE4Good

Named to FTSE4Good Index for 11 consecutive years



ManpowerGroup received the EcoVadis Platinum Recognition Level—for the EcoVadis CSR (Corporate Social Responsibility) Rating reserved for companies that score in the top 1%.



Named by Forbes as one of America's Best Employers for Diversity and Women in 2019



Only company in our industry to achieve a perfect score for fostering disability inclusion in the workplace



Recognized by 2020 Women on Boards campaign as a Winning "W" Company annually since 2011



Attachment 5: About Jefferson Wells



2,500 offices across
75+ countries & territories

Connect over **600,000** people to
meaningful work every day

Revenues of **\$21 Billion** in 2019
with **88%** generated outside the
U.S.

Over **28,000** employees
across brands

Connected **millions** of
people to meaningful work
in 2019

The only one in our industry awarded
the World's Most Ethical by
Ethisphere Institute for 12 years

Received a perfect score on the
Corporate Equality Index for 5th
consecutive year

The world's leading IT
professional resourcing
firm

The global leader
in Recruitment Process Outsourcing

Company Overview



Alternative to the Public Accounting and boutique consulting firms in providing independent solutions in **Risk & Compliance, Finance & Accounting, Tax Services, and Business Optimization**

- Our people leverage their extensive *industry & technical experience* (15+ years) to deliver practical and actionable solutions.
- Our tailored solutions and flexible delivery model, ranging from standalone *projects* and *integrated teams* through to *full outsource*, results in business acceleration for our clients.
- Our experience combined with practical and proven methodologies drives a *lower relative cost* of delivery.

25+

YEARS DELIVERING SOLUTIONS

4

PRACTICE AREAS

15+

AVG YEARS OF CONSULTANT EXPERIENCE

Our Capabilities

BUSINESS ISSUES



Business Acceleration



Regulatory Compliance



Cost Management



Risk Mitigation



RISK & COMPLIANCE

- Internal Audit & Controls
- Technology & Security Risk Management
- Financial Services Audit & Compliance
- Enterprise Risk Management
- Construction Audit & Consulting



FINANCE & ACCOUNTING

- Technical Accounting & Financial Reporting
- Finance Operations
- Finance & Accounting Consulting
- Corporate & Shared Services
- Public Sector Accounting



BUSINESS OPTIMIZATION

- Project Management
- Process Transformation
- Functional Implementation Support
- Automation & Process Optimization
- M&A Integration Services
- Data Analytics



TAX SERVICES

- State & Local Tax
- Tax Compliance
- Tax Accounting
- Tax Consulting

EXPERIENCE

RESULTS

VALUE

Jefferson Wells Differentiators



Experience

ON AVERAGE 15+ YRS

- Combination of public & industry experience
- Operational focus
- Best Practices
- Career Consultants

Results

COLLABORATIVE

- Adaptable solutions based on client needs
- Tailored approach to align with client goals and culture

Value

RESULTS DRIVEN

- Quality assurance with high client satisfaction
- Experienced team at competitive rates

Independence

UNIQUE ALTERNATIVE

- High quality alternative to Big Four and regional consulting firms as an "execution" partner on major initiatives

Agility

FLEXIBLE DELIVERY

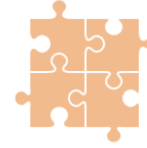
- Flexible delivery modes to serve all client needs
- Flex to respond with emerging business needs

Our People

TEAM CONTINUITY

- Right functional skills with the right soft skills to meet your needs
- Strong continuity of resources

Jefferson Wells Service Quality Process (SQP)



1 ENGAGEMENT APPROACH
Engagement planning, collaboratively determine project deliverables, project reporting and communication timing



2 WORK PLAN MANAGEMENT
Timely budget and milestone updates, status reporting with key metrics



3 INTERNAL COMMUNICATIONS
Consistent communication plan, revisited throughout project



4 DELIVERY QUALITY MANAGEMENT
Deliverable management against defined client preferred format



5 RISK MANAGEMENT
Ongoing check in points for satisfaction, knowledge transfer at conclusion of project, and recommendation takeaways



6 RESOURCE MANAGEMENT
Consistent experienced resources, mapped to project timeline

**CRFQ HSE21*4 EXHIBIT A – Pricing Page
Closeout Specialist and Closeout Manager (DAS21087)**

Section	Description	Unit of Measure	Estimated	Unit Cost / Hourly Rate	Extended Cost
4.1.2	Contract Services #1 - Closeout Specialist	Hourly	2,080	\$165	\$343,200
4.1.3	Contract Services #2 - Closeout Manager	Hourly	2,080	\$180	\$ 374,400
Total Bid Cost					\$717,600

Please note the following:

All quantities/estimated hours are estimates and do not obligate the State of West Virginia or WVEMD to this amount. Per 5.2 of the Specifications, vendors should clearly note "no bid" or "N/A" on their bid for any items for which they will not be bidding.

BIDDER /VENDOR INFORMATION:	
Vendor Name:	Jefferson Wells
Address:	6000 Lombardo Center, Suite 400
City, St. Zip:	Cleveland, Ohio 44131
Phone No.:	440 915 9099
Email Address:	jerry.mancinetti@jeffersonwells.com

Jerry C. Mancinetti

Vendor Signature:

4/7/21

Date:

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO HSE2100000004

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

Jefferson Wells

Company

George C. Mancinetti

Authorized Signature

4/7/21

Date

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