



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](#) | [Clarification Request](#)

Procurement Folder: 863385

Procurement Type: Central Contract - Fixed Amt

Vendor ID: 000000197366

Legal Name: BROWN EDWARDS & COMPANY LLP

Alias/DBA:

Total Bid: \$68,650.00

Response Date: 04/21/2021

Response Time: 11:21

Responded By User ID: readams

First Name: Rob

Last Name: Adams

Email: readams@becpas.com

Phone: 304-343-4188

SO Doc Code: CRFQ

SO Dept: 0708

SO Doc ID: ABC2100000011

Published Date: 4/15/21

Close Date: 4/22/21

Close Time: 13:30

Status: Closed

Solicitation Description: Annual External Audits of the WVABCA

Total of Header Attachments: 1

Total of All Attachments: 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	All Inclusive Auditing Services per Contract Specifications				68650.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Commodity Line Comments: 2021 - \$16,800
2022 - \$17,800
2023 - \$18,800

Extended Description:

Vendor total bid amount from Exhibit A pricing page should be entered into commodity line of wvOasis. Vendor should upload or include a copy of the the Exhibit A pricing page filled out as requested per specifications with their bid submission detailing annual pricing.

YOUR SUCCESS IS
OUR FOCUS

APRIL 22, 202

PROPOSAL TO PROVIDE PROFESSIONAL AUDIT SERVICES



West Virginia

Alcohol Beverage Control Administration



Robert E. Adams, CPA, CGMA
Partner
readams@BEcpas.com

Brown, Edwards & Company, L.L.P.
300 Chase Tower
707 Virginia Street, East
Charleston, West Virginia 25301

Office: 304-343-4188
Fax: 304-344-5035



Table of Contents

Letter of Transmittal	1
About the Firm.....	3
Membership Organizations.....	5
Experience, Qualifications, and Service.....	7
Our Technology.....	9
Firm Experience.....	11
Service Philosophy	13
Audit Plan and Execution	16
Affirmative Statements.....	21
Mandatory Qualifications and Certifications.....	21
Appendix A – Your Service Team.....	23
Appendix B – Peer Review Report.....	29
Appendix C – Pricing Page.....	30
Appendix D – RFP Required Forms.....	31

April 22, 2021

West Virginia Alcohol Beverage Control Commission
4th Floor, 900 Pennsylvania Avenue
Charleston, West Virginia 25302

We are pleased to present our qualifications to provide independent auditing services to the West Virginia Alcohol Beverage Control Administration, hereafter referred to as “the WVABCA” for the fiscal year ending June 30, 2021. **The WVABCA would continue to be an important part of our governmental practice and our Firm.** Our audit will be performed in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Brown, Edwards & Company, L.L.P. (“Brown Edwards”) has a large state and municipal governmental practice and is a leader in providing services to those clients in West Virginia and throughout the region. As described in Appendix A, we have committed an engagement team with extensive experience serving the WVABCA and other state of West Virginia governmental entities. You know our track record of providing quality and timely service, reliable advice, and clear communication. In addition to quality service, you need a firm that can be responsive to your needs, serve you as a priority client, and provide a high degree of personalized service. We believe our experience with the WVABCA and other similar State of West Virginia governmental entities allow us to present the highest qualifications and value for the services requested.

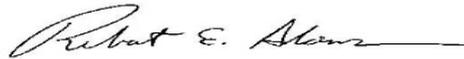
Should we be appointed to serve as auditors of the WVABCA, the WVABCA will receive the highest quality professional audit services from auditors that will plan, conduct, and report on the audit with competence, integrity, objectivity, and that are independent of the WVABCA and the State of West Virginia in all respects. We have had the pleasure to work with and provide valuable assistance and insight to the WVABCA as it has grown and navigated many changes in operations over the last several years. We have been there through significant transitions of personnel, changes in accounting and in financial reporting standards, and technology which have all had a significant impact upon your financial reporting environment. We are uniquely positioned to serve you. Our understanding of the WVABCA simply cannot be matched, and will ensure that your audit is conducted with uncompromising quality. Our audit teams have included and will continue to include members with a strong institutional knowledge of the WVABCA, with new members assigned to the audit team every year or two to provide a “fresh look” and perspective to the WVABCA’s audit. In addition, we have access to the resources of one of the nation’s largest accounting and advisory firms, BDO USA, and hundreds of other CPA and specialty consulting firms, through our membership in the BDO Alliance USA. Other firms would be hard pressed to demonstrate our depth and breadth of experience.

The global pandemic known as COVID-19 has been challenging for everyone. At Brown Edwards our top priority in any engagement is to protect the safety and security of your staff and ours. We pledge to observe any and all protocols you have established during the conduct of our audit and know that we have established internal protocols that comply with CDC and local health guidelines. Our technical and remote capabilities allow for flexibility in responding to your needs during this pandemic.

We have structured this proposal to communicate our experience and qualifications to effectively and efficiently respond to the requirements and expectations of the WVABCA, and have made every effort to completely respond to all matters identified in your request for proposal. We would be pleased to meet with you and formally present our proposal upon your request. If you have any questions, please do not hesitate to contact me at (304) 343-4188.

Respectfully submitted,

BROWN, EDWARDS & COMPANY, L.L.P.



Robert E. Adams, CPA
Partner

ABOUT THE FIRM

Brown, Edwards & Company, LLP, is a regional accounting firm formed in 1967 through the merger of Fred P. Edwards Company and C. A. Brown & Company, whose histories date back to the 1920s. The firm has enjoyed significant growth since its formation, thanks to an unwavering commitment to our clients to provide the highest quality professional services in the industry and the attention and responsiveness they deserve and have come to expect.

With an average of 25 years of experience for partners and directors and ten years for senior managers, team members at Brown Edwards bring significant experience and knowledge to every client engagement. Each service area offers specialists in accounting, assurance, tax, and management advisory services to our clients. In addition, we have developed industry teams, such as our not-for-profit, higher education, health care, financial institutions, and governmental practice units, which are comprised of team members with in-depth experience and specialized training who spend substantially all of their professional life providing services exclusively to clients in those specific industries.



QUICK FACTS ABOUT BROWN EDWARDS

- *Inside Public Accounting's* **Top 100 Public Accounting Firms** by net revenue (8/20)
- Recognized as one of **America's Best Tax Firms for 2020** by *Forbes Magazine* (12/19)
- Listed as one of the four most successful firms in the United States in *Accounting Today* (4/19)
- Listed as #5 in the Capitol Region by *Accounting Today* (3/20)
- Offices in Blacksburg, Bristol, Lynchburg, Harrisonburg, Newport News, Richmond, Roanoke and Wytheville, VA; Kingsport, TN; and Bluefield and Charleston, WV
- Pass opinion on our peer review for over 25 years and our PCAOB inspections have been 100% successful with no findings
- More than 400 professionals serving southeastern United States

Effective January 1, 2018, Brown Edwards merged in the practice of Gibbons & Kawash ("G&K") in Charleston, WV. The addition of G&K added a significant State and Local governmental practice to the already strong and significant practice of Brown Edwards.

At Brown Edwards, we are a firm offering high level professional services such as assurance & accounting, tax, advisory & consulting, business outsourcing solutions, valuation, forensic, and social security planning. The quality provided in Brown Edwards' services dramatically surpasses that of a typical accounting firm. It is our sole focus to provide our clients with industry leading service while giving them practical and actionable advice so they may fully attain their financial and operational goals.

ABOUT THE FIRM (CONTINUED)

Brown Edwards also offers the following specialized services to our clients:

- Quarterly and semi-annual reviews
- Compliance audits in accordance with Uniform Guidance
- Preparation and examination of indirect cost rate proposals
- Performance of certain agreed-upon procedures
- Section 404 compliance audits
- Financial forecasts and projections
- Capital financing/financial feasibility studies
- Exempt entity tax planning and compliance, including evaluation of UBTI issues
- Employee benefit plan auditing and IRS/DOL compliance
- Recruitment of financial personnel
- Design and evaluation of internal controls
- Software evaluations and consultations
- Benchmarking and ratio analysis
- Wealth management
- Estate planning services
- International tax
- Inbound and outbound investments
- IT security services
- Management transition or succession planning (personal and business life cycle issues)
- Mergers and acquisitions including financial due diligence

All aspects of our service quality are monitored against our 5-Star Service Quality Standards. While these standards are part of our culture, we also monitor how well we are doing by client surveys in which we employ professionals to conduct interviews of selected clients to obtain feedback related to service quality. The results of these surveys assist us in realignment of priorities and, on an ongoing basis, support our goal of continuous improvement of service quality. There will be no surprises. Not in the delivery of service, not in our final reports, and not in our fees. As your organization tackles its challenges and opportunities, you can rest assured that our firm will be there to offer dependable, superior quality service.

MEMBERSHIP ORGANIZATIONS



**CENTER
FOR AUDIT
QUALITY**

Serving Investors, Public Company Auditors & the Markets

Brown Edwards is a member of the American Institute of Certified Public Accountants' Center for Audit Quality. This membership requires a peer review every three years. **Our most recent peer review was performed in September 2018. We received a "Pass" rating, the highest rating achievable, for our 2018 review.** A copy of our most recent peer review is attached as **Appendix B** for your convenience.

PCAOB

Public Company Accounting Oversight Board

Brown Edwards is also registered with the Public Company Accounting Oversight Board (PCAOB). This Board monitors quality in firms that audit public companies, which subjects our firm to stringent inspection and requires that we meet the highest level of technical quality in the profession today. The benefit to you is that our quality control systems and educational requirements are subject to the same standards and inspections as those of the largest firms. **We are very proud of the results of our PCAOB inspections, the most recent being in 2016. In each of our five inspections, we received an unqualified report with no findings, a distinction that few firms have achieved.** PCAOB inspection reports are public documents and receipt of a report with no findings places us in an enviable position when compared with peer firms, including those that are significantly larger than our firm.



As an independent member of the BDO Alliance USA, Brown Edwards can expand the services offered to clients by drawing on the resources of BDO USA, LLP, the fifth largest accounting services firm in the nation, and other Alliance members. The firm serves clients through 63 offices and more than 450 independent Alliance firm locations nationwide. As an independent Member Firm of BDO International Limited, BDO serves multi-national clients through a global network of more than 1,300 offices in over 150 countries.



Brown Edwards is also a member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center (GAQC). The GAQC is designed to help CPAs meet the challenges of performing quality governmental audits. The GAQC's primary purpose is to promote the importance of **quality governmental audits and the value of such audits to purchasers of governmental audit services.** As a member of the GAQC, we adhere to specific membership requirements covering the governmental audits we perform, comply with the specific continuing education requirements for all of our personnel working on these audits, and have access to tools that focus around quality improvement. We believe our participation in the GAQC enhances our audit services to all clients.



Key members of our engagement team are members of the Government Finance Officers Association. All of our local government team partners, directors, and senior associates have extensive experience with the GFOA certificate program. In addition, certain members of our staff have served as qualified reviewers for the GFOA certificate program.



We receive comprehensive resources and up-to-date information on a variety of technical, legislative, and regulatory subjects to assist us in performing employee benefit plan audits and ensure clients are in compliance with the appropriate standards and changes in regulations. These resources help us respond quickly to new standards and requirements to ensure the efficiency of your audit engagement.

MEMBERSHIP ORGANIZATIONS (CONTINUED)



engagements.

Brown Edwards also employs several Certified Fraud Examiners (“CFE”). CFE’s are experts in the field of internal control, fraud detection and prevention, litigation support, and expert witness assistance. This designation, and the skills associated with this certification, provide an added benefit to complex governmental

Brown Edwards performs peer reviews for eight to ten firms each year, and our peer review clients include seven top 100 firms in the country in terms of annual revenue. Our governmental team participates significantly in this practice area. Participation as peer reviewers gives Brown Edwards exposure to the work of other quality firms and is an excellent exercise to ensure we are up-to-date on the most recent professional standards, audit approaches, and technology.

THE BENEFITS OF A REGIONAL FIRM

As a regional firm, we offer the best of both worlds. With a total staff of over 400 and growing, we are large enough to provide services to a broad range of clients in the functional areas of accounting, auditing, tax, and management advisory services while providing you with direct access to our partners and directors.

Although we are considered a large firm on a national basis, Brown Edwards is owned, operated, and managed locally and as a result we can respond to your needs quickly and effectively. Our offices are located in West Virginia, Virginia, and Tennessee, and we have quick and easy access to all of the southeastern United States. Because we live and work very close to all the markets we serve, our partners and directors are always accessible to you. Having unparalleled access to our firm’s decision makers helps to create the meaningful relationship between our firm and our clients that you should expect from your auditors. Our goal with the WVABCA is not merely to provide the desired services but to proactively work with you to identify opportunities and use our resources to support your strategic mission – ***Your Success is Our Focus.***

EXPERIENCE, QUALIFICATIONS, AND SERVICE

We have assembled a dedicated team of professionals to serve the needs of the WVABCA. These individuals bring a wide range of experience, professionalism, and insight to your engagement. They each have proven records with the WVABCA and other governmental entities. Our service team is exceptionally well suited to meet your needs because:

- Our firm's experience and commitment to continuing to build our governmental practice ensures that your questions and concerns are addressed promptly.
- Our local presence provides immediate availability of resources, expertise, and decision-making on the WVABCA's engagement.
- Our people have experience and knowledge that is relevant to the financial, accounting, information technology, and other business considerations facing the WVABCA.
- Our people are active members in various governmental organizations and associations, and maintain a strong professional relationship with FARS, the GFOA, and GASB.
- All service team members meet or exceed minimum continuing professional education requirements, including the stringent requirements under the GAO Yellow Book.

People make the difference in professional relationships. We believe communication and personal chemistry are particularly important elements of client relationships, especially in the dynamic governmental arena. Our professionals are skilled in this field, and we expect you will feel comfortable with their expertise and commitment. A short introduction to your service team is listed below with full resumes listed in **Appendix A**.

Engagement Partner – Robert E. Adams, CPA, CGMA, is a partner with Brown Edwards who has extensive experience in serving governmental clients and will once again serve as the lead partner for the WVABCA. In this role, Rob will assume primary responsibility for the successful completion of the engagement and will maintain contact with you and senior management of the WVABCA throughout the engagement to ensure that services and resources are provided to the WVABCA in a timely manner. Rob will also provide technical expertise to the team and perform review and supervision procedures.

Concurring Partner – Chris Banta, CPA, CFE, is a partner with Brown Edwards with over 20 years of governmental experience and will serve as concurring partner for the engagement. The role of the concurring partner is an essential element of Brown Edwards' quality processed services. Chris will be available to consult with the team on accounting and reporting matters and provide technical expertise.

Audit Manager – Staunton Gorrell, CPA, is a manager at Brown Edwards with multiple years of specialized experience with governmental entities including the WV ABCA. Staunton will be focused on developing our engagement approach, coordinating of audit team efforts, and assisting on technical matters identified.

Audit Senior Associate – Adam Adkins, CPA, is a senior associate at Brown Edwards with previous experience auditing the WV ABCA. Adam will be focused on daily performing and overseeing the execution of the audit plan and supervising of the staff assigned to the engagement.

Information Technology Director – Clarence Rhudy, CPA, CISA, CITP, is an information technology director with extensive experience with governmental entities. Clarence will serve as a consultant to the engagement. In this role, he will be available to provide technical expertise throughout the engagement.

CONTINUING PROFESSIONAL EDUCATION

One of the best measures of a firm's commitment to its audit practice is the depth of specialized training provided to its professionals. Brown Edwards provides internal and external training on governmental accounting, auditing, reporting, and operations in excess of the GAO requirements. In addition, our membership in the AICPA's Governmental and Employee Benefit Plan Audit Quality Center requires additional levels of continuing professional education to maintain our membership. We continually monitor the issuance of technical auditing and accounting pronouncements and provide our personnel with specialized training in these areas. Professionals at all levels receive specialized training in seminars and courses presented by nationally recognized experts in governmental and nonprofit accounting, auditing and financial reporting. Brown Edwards' professional staff has met all continuing professional education requirements.

COMMITMENT TO PROVIDE CONTINUITY OF STAFF

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

We view continuity of engagement teams to be in the best interest of the Firm and our clients. Staff repetition enhances audit effectiveness and efficiency, and is our guiding principle in scheduling. When personnel changes are unavoidable, the depth of our pool of experienced professionals gives us the ability to select a replacement with similar qualifications and levels of experience for your audit team. We understand that the Board reserves the right to request staff changes throughout the term of the contract.

OUR TECHNOLOGY

Brown Edwards is committed to providing our professionals access to sound and advance technology in order to ensure optimum levels of efficiency in our engagements. We use “paperless” audit techniques which enable our professionals to spend more time on judgment matters and in-depth research and analysis, rather than on “number crunching” and other mechanical aspects of client service, which enhances efficiency by allowing for the quick update of key documentation from year-to-year.

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

We combine the use of spreadsheet, word processing, and audit software to perform the most efficient audits possible. Some of the benefits of full automation include the ability to:

- Import data directly from your accounting system, thereby eliminating manual keypunching
- Spend more time on judgment matters and in-depth research and analysis rather than on “number crunching” and other mechanical aspects of client service
- The use of pre-formatted spreadsheets from year to year, allowing us to perform ratio and trend analysis on key accounts

We use the following software solutions to perform the aforementioned tasks:



ProSystem Fx Engagement - A workpaper preparation program that produces financial statements, trial balances, journal entries, fluctuation and ratio analysis.



Checkpoint - Online access to an expansive library of tax, accounting, auditing, and corporate finance content, including primary source materials and expert analysis.



IDEA - A powerful data extraction and analysis program that provides us with access to large amounts of data from which we can quickly import, join, analyze, sample and extract data from almost any source. Through data extraction and analysis programs, a significant amount of information can be evaluated for unusual relationships, which may be the result of erroneous data.



ShareFile - A secure cloud-based collaboration, file-sharing and workflow solution that supports all the document-centric needs of businesses. Auditors and clients can safely share large files, e-sign and get secure remote access to servers and PCs from any device, any time.

ENCRYPTION

All data on Brown Edwards computers, including our workpapers in our computerized audit documentation management system, is encrypted using advanced algorithm technology. The data encryption ensures that in the unlikely event that one of our computers were to be lost or stolen, your data and our workpapers would be unreadable to anyone other than Brown Edwards personnel.

INFORMATION AND CYBERSECURITY CONSULTING

Brown Edwards also offers specialized Information and cybersecurity consulting ranging from Security assessments and consulting to penetration and vulnerability testing to help identify threats to system security. We have the expertise and experience to help our clients design and implement solid, secure programs for both IT compliance and security. Fees associated with these services would be based on the degree of responsibility involved and the skill required.

EMERGING TECHNOLOGY AND ITS EFFECT OF THE AUDIT PROCESS

As a Top 100 accounting firm, Brown Edwards is currently participating in discussions with the AICPA and other Top 100 accounting firms regarding the use of artificial intelligence (AI) in the audit process. What this means for the Board is that you can be assured that Brown Edwards continually strives to improve the efficiency and effectiveness of our audit process in order to better serve our audit clients.

OTHER PROFESSIONAL SERVICE OFFERINGS

We know our clients operate in a complex financial and compliance focused environment. At times, clients face challenges that only our expertise can assist with. These circumstances have strengthened our relationship with clients through services that are beyond the basic engagement. Brown, Edwards can provide a number of professional services, visit us at becpas.com to learn more.

OVERALL CHARLESTON OFFICE EXPERIENCE

The Charleston office of Brown Edwards, including the former firm of Gibbons & Kawash, has a long tradition of providing the highest quality professional services to governmental clients. The Brown Edwards' Charleston office includes recent public sector experience with the following entities:

- City of Charleston, West Virginia
- Central West Virginia Regional Airport Authority
- Charleston Area Alliance
- Kanawha County Commission
- Kanawha County Parks and Recreation Commission
- Kanawha County Sheriff's Department
- Kanawha Valley Regional Transportation Authority
- Kanawha County Regional Development Authority
- Metro 911 of Kanawha County, West Virginia
- Region III Planning and Development Council
- Region VII Planning and Development Council
- School Building Authority of West Virginia
- South Carolina Tuition Prepayment Program
- Tobacco Settlement Finance Authority of West Virginia
- West Virginia Affordable Housing Trust Fund
- **West Virginia Alcohol Beverage Control Administration**
- West Virginia Bar Foundation
- West Virginia Board of Treasury Investments
- West Virginia Consolidated Public Retirement Board
- West Virginia Department of Transportation
 - Division of Motor Vehicles
 - Division of Public Transit
 - Aeronautics Commission
 - Public Port Authority
- West Virginia Division of Highways
- West Virginia Drinking Water Treatment Revolving Loan Fund
- West Virginia Economic Development Authority
- West Virginia Housing Development Fund
- West Virginia Infrastructure and Jobs Development Council
- West Virginia Jobs Investment Trust
- West Virginia Lottery Commission
- West Virginia Municipal Pensions Oversight Board
- West Virginia Parkways Authority
- West Virginia Prepaid College Tuition and Savings Plan
- West Virginia Public Service Commission
- West Virginia Regional Jail and Correctional Facility Authority
- West Virginia Solid Waste Management Board
- West Virginia State Bar
- West Virginia State Rail Authority
- West Virginia Water Development Authority
- West Virginia Water Pollution Control Revolving Loan Fund

RECENT ENGAGEMENTS WITH THE STATE OF WEST VIRGINIA

The following is a list of engagements with the State of West Virginia from the Charleston office of Gibbons & Kawash, now Brown Edwards, for the past five years. Engagements identified below are engagements most similar to the engagement described in your request for proposal, their annual audits are performed under *Government Auditing Standards*. These engagements all require reporting of supplemental information to the West Virginia Financial Accounting and Reporting Section (FARS). Many of these same component unit audits are also business type activity enterprise funds similar to the WVABCA.

<u>West Virginia Engagements</u>	<u>Principal Contact</u>	<u>Scope of Work</u>	<u>Years Served</u>
West Virginia Alcohol Beverage Control Administration	Julia Jones 304-356-5510	GAS	2015-2020
West Virginia Infrastructure and Jobs Development Council	Brock Jarrett 304-414-6500	GAS	2015-2020
West Virginia Water Development Authority	Brock Jarrett 304-414-6500	GAS	2015-2020
West Virginia Drinking Water Treatment Revolving Loan Fund	Brock Jarrett 304-414-6500	GAS / UG	2015-2020
West Virginia Jobs Investment Trust	Andy Zulauf 304-345-6200	GAS	2015-2020
West Virginia Water Pollution Control Fund	Katheryn Emery-Fultineer 304-926-0499	GAS / UG	2016-2020
West Virginia Solid Waste Management Board	Scott Norman 304-926-0448	GAS / AUP	2015-2020
West Virginia Lottery Commission	Dean Patrick 304-558-0500	GAS	2015-2020
West Virginia Board of Treasury Investments	Kara Hughes 304-340-1564	GAS / AUP	2015-2020
West Virginia Housing Development Fund	Trisha Hess 304-391-8644	GAS / UG	2015-2020
West Virginia Municipal Pensions Oversight Board	Blair Taylor 304-356-2422	GAS	2015 and 2019-2020
Tobacco Settlement Finance Authority of WV	Stephanie Bailes 304-558-4083	GAS	2015-2020

SERVICE PHILOSOPHY

We reject the notion that an audit is a commodity. First and foremost, we are in business to serve our clients, to help them solve their problems, achieve their objectives, and to make a solid contribution to their success. Our people work to identify and respond to our clients' needs. We believe that in the course of conducting an audit, your audit firm should generate information and develop insights that-in the hands of professionals who combine competence with judgment, maturity, and creativity-will result in improvements, efficiencies, and wins. It is this "value-added" philosophy to client service that continues our approach to engagement management and distinguishes us from other firms.

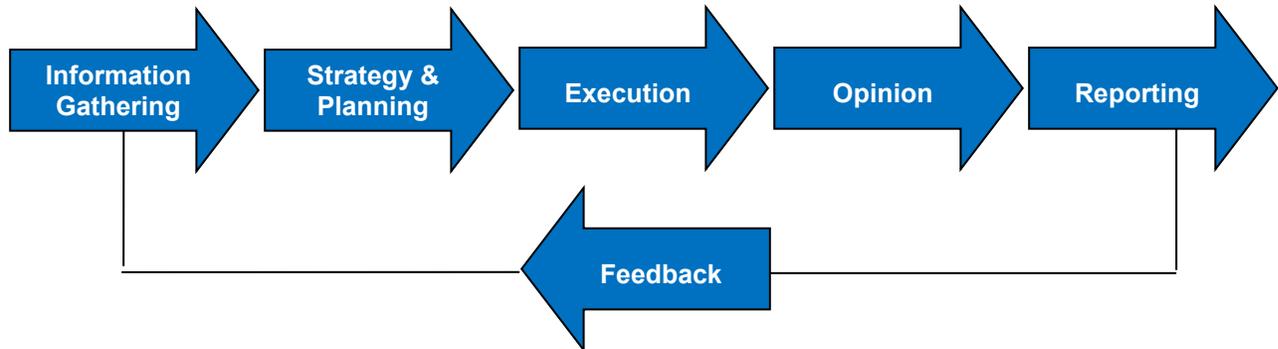
CLEAR COMMUNICATION

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

- Prior to the audit, we will meet with management and the Audit Committee to assist us in planning the audit. Taking the time to listen to you during the planning process is crucial to ensuring that we understand your organization and its risks.
- Our key team members will also meet with management frequently during the engagement to keep you apprised of our progress, to discuss any issues that may arise, and to solicit feedback regarding our performance.
- At the conclusion of our audit, we will communicate in writing regarding the results of the audit and any internal control matters that are required by professional standards to be communicated and we will meet with management to discuss these matters.
- We also encourage contact throughout the year, and your client service team has been and will be ready to consult with you any time you have a question. Brief phone calls are expected throughout the year. Of course, if a question requires extensive research, we will let you know and arrive at a fee estimate in advance.

OUR METHODOLOGY

Our methodology is broken down into six phases:



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

EMPHASIS ON PLANNING AND RISK ASSESSMENT

We recognize that every organization we serve is unique. Effective and thorough planning is the key to ensuring that our approach is tailored to meet your specific needs and is the cornerstone of successful engagement management.

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

EMPHASIS ON PLANNING AND RISK ASSESSMENT (CONTINUED)

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

- Inquiries of management and others within the organization and those charged with governance, including specific inquiries related to fraud risks
- Obtaining an understanding of internal controls (both entity-level and activity-level controls)
- Performing “walkthroughs” of key internal controls and conducting interviews with personnel
- Performing analytical procedures of trends and relationships reported in the balances of the financial statements at the account and group levels
- Review of internal documents such as by-laws, minutes, and written policies and procedures
- Review of important contracts and agreements
- Engagement team “brainstorming” session to identify ways in which the financial statements could be misstated, especially as related to misappropriation or intentional misstatement

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

The comprehensive planning process is the cornerstone of adapting our audit approach to the needs identified by risk assessment for the WVABCA. We believe our prior experience with the WVABCA and other governmental entities will assist in keeping the time required of the WVABCA’s personnel during the planning phase to a minimum.

The audit approach we take is both innovative and prudent in responding to the risk assessment; and its impact on the opinion provided on the financial statements of the WVABCA. These items help to determine the quality and quantity of audit evidence required to limit that risk to an acceptable level.

INTERNAL CONTROL

As mentioned above, obtaining an understanding of internal controls is an important part of the risk assessment process. We will obtain an understanding of the interrelated components of internal control sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Our understanding of internal controls incorporates two primary elements - the evaluation of the design of the control and a determination of whether it has been implemented. We will identify key controls and perform walkthroughs, observations, and inquiries to determine that they have been implemented.

INTERNAL CONTROL (CONTINUED)

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed.

CONSIDERATIONS OF LAWS, REGULATIONS, CONTRACTS, AND GRANTS

Identifying and ensuring that the WVABCA complies with laws and regulations is the responsibility of management. We will include appropriate inquiries of management and staff of the WVABCA to identify laws and regulations with which noncompliance could have a direct and material effect on the financial statements. We will also review relevant portions of the West Virginia Code and other relevant regulations. We will test the provisions of those laws, regulations, grants and contracts for noncompliance which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions is not an objective of our audit, and accordingly, we will not express such an opinion. We will report on the results of our tests if we discover any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

AUDIT PLAN AND EXECUTION

Risk assessment, planning, and information gathering result in the development of the audit plan, which is a detailed audit approach supplemented by written, detailed audit programs. The plan will be scrutinized by the engagement director to determine that the specific procedures developed are appropriate, efficient and reasonable in the circumstances.

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

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. The objective also includes reporting on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements in accordance with *Government Auditing Standards*.

AUDIT PLAN AND EXECUTION (CONTINUED)

Upon completion of fieldwork, the reporting phase will be completed in draft form and reviewed by the engagement in-charge, partner, and independent reviewer, prior to submission to the WVABCA's management for their review. After any questions or concerns have been answered, the final reports will be issued. In addition, if we discover matters that are considered control deficiencies or note opportunities to strengthen existing controls or provide operational efficiency, we will provide those in written form to management in a communication separate from the deliverables described above, commonly referred to as a management letter.

Following the completion of the audit of the fiscal year's financial statements, we will issue our report on the fair presentation of the WVABCA's financial statements in accordance with U.S. generally accepted accounting principles and in format to comply with GASB standards as established by the AICPA.

In addition, we will provide an "in-relation-to" report on the supporting schedules based on the auditing procedures applied during the audit of the general purpose financial statements. Brown Edwards will communicate in a letter to the WVABCA's authorized representative any deficiencies found during the audit.

We will inform the WVABCA of each of the following upon the issuance of the audit:

- The auditor's responsibility under generally accepted auditing standards and *Government Auditing Standards*
- Significant accounting policies
- Management judgments and accounting estimates
- Significant audit adjustments
- Other information in documents containing audited financial statements
- Disagreements with management
- Management consultation with other accountant
- Major issues discussed with management prior to retention
- Difficulties encountered in performing the audit
- Significant abuse

We will make an immediate, written report of all irregularities and illegal acts of which we become aware to the WVABCA Commissioner and the WVABCA General Counsel.

OUR UNDERSTANDING OF YOUR REQUIREMENTS

We have a wealth of historical experience auditing 28 State of West Virginia component units or funds, over the last twenty-five years which individually range in size up to \$4 billion in assets and \$2 billion in revenues. We have extensive experience in auditing governmental entities that engage in the issuance of bonds and those that provide secured lending activities. The WVABCA will continue to receive the highest quality audit that will be carefully planned, thoroughly conducted, and timely reported upon. In addition, numerous financial statements audited by Brown Edwards have been incorporated in Official Statements of bond offerings, demonstrating the acceptance of our firm in the credit markets. Our team is equipped with much more than a surface level understanding of GASB Statements, we have a deep understanding of the accounting principles and concepts which underlie those standards. This helps our team tackle unusual or complex matters efficiently and effectively, and gives our clients confidence that we are addressing such matters appropriately.

OUR UNDERSTANDING OF YOUR REQUIREMENTS (CONTINUED)

From your request for proposal and our prior experience auditing the WVABCA, we have obtained an understanding of your expectations for the firm with whom you will work in the future. To meet those expectations we provide the following thoughts as you consider retaining Brown Edwards as your auditors. We pledge to:

- Present a diversity of audit experience which includes governmental and secured lending expertise which demonstrates that Brown Edwards can meet your service needs.
- Have an experienced team of professionals with a proven record of providing high quality audit services to you and who will work closely with management. We would expect this experienced team of professionals to be utilized on a consistent basis from year-to-year barring any unforeseen turnover.
- Have an audit approach that addresses areas of significant risk, concentrates its efforts in areas of most importance, and results in a responsive and efficient audit. Providing an analysis of your operations by producing internal control communications which make specific, creative and practical suggestions, not only to strengthen internal controls, but also to improve operating performance and effectiveness.
- Provide ongoing communications with management regarding any accounting or financial reporting developments which may affect the WVABCA.
- Assist with the implementation of new Governmental Accounting Standards Board (GASB) statements.

Brown Edwards will audit the financial statements of the West Virginia Alcohol Beverage Control Administration (the WVABCA) in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The financial statements to be audited are for the fiscal year ending June 30, 2021, with the option to audit the ABCA's financial statements for each of the three (3) subsequent fiscal years and to provide technical assistance to the ABCA accounting staff in the preparation of the financial statements, reports and documents necessary for compliance with the Comprehensive Annual Financial Report of the State of West Virginia and the requirements of the West Virginia Financial Accounting and Reporting Section (FARS) of the Department of Administration. The audit and technical assistance will be provided in accordance with the provisions contained in the request for quotation.

Scope of Work to be Performed

We would express an opinion on the fair presentation of financial statements in conformity with U.S. GAAP and standards established by the Governmental Accounting Standard Board (GASB).

We will assist with the preparation of all supporting schedules required by the Department of Administration for the preparation of the state's Comprehensive Annual Financial Report and will file these drafts with the state of West Virginia Department of Administration's Financial Accounting and Reporting section by September 15, 2021 and each potential renewal or extension year.

We will assist in the implementation of required supplementary information required by GASB as mandated by the AICPA and utilize GAAS. We understand this assistance will require personal interrelationship with WVABCA staff.

OUR UNDERSTANDING OF YOUR REQUIREMENTS (CONTINUED)

Auditing and Accounting Standards to be Followed

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

TIMELINE

Our primary goal in scheduling your engagement is to ensure that the engagement is thoroughly planned, that field work is scheduled at times which are compatible with the schedules of the WVABCA accounting staff, and that the audit is completed in advance of the deadline to allow management adequate time to review our draft reports. All work will be completed by the dates indicated to meet the deadlines of the West Virginia Department of Administration's Financial Accounting and Reporting Sections (FARS). We will design and plan our audit to meet the following time requirements:

- Audit Planning – Brown Edwards will conduct planning visits, plan confirmation samples, conduct walkthroughs of key controls, and provide the WVABCA with a detailed list of all schedules to be prepared by management after its June 30, 2021 year-end.
- Execution - We will execute field work as scheduled with management each year based on our risk assessment and audit planning exercises.
- Reports - Drafts of the audit report and recommendations will be submitted to management for review by the Comptroller by September 6, 2021 immediately following the fiscal year-end being audited. During this time, we will be available for any meeting that may be necessary to discuss the audit reports. We will prepare the final financial statements, notes, management letter and all required supplementary schedules and statistical data by October 15, 2021 immediately following the fiscal-year being audited. We will deliver 10 copies of the Audit Results-Management Letter and 10 copies of the Financial Statements to the Comptroller. We will be present at such times necessary to provide assistance to WVABCA staff in filing the subsequent testing.
- Meetings - We will make ourselves available to you upon the approval of Brown Edwards as auditor. We would be pleased to meet with you to discuss potential audit issues or logistics and interim work to be performed. We will also establish an overall liaison for the audit and make arrangements for work space and other needs of the audit. We would be pleased to conduct progress meetings as necessary during the conduct of the audit to discuss issues or other matters that come to your attention or ours. We would also expect to meet to discuss our draft audit results and to review any significant findings prior to the issuance of any final documents.

OTHER CONSIDERATIONS

We understand the financial statements of the WVABCA are to be included as a component unit of the financial statements of the State of West Virginia. We will provide special assistance to the State of West Virginia's auditors and the Department of Administration's Financial Accounting Reporting Section (FARS).

WORKPAPER RETENTION AND ACCESS TO WORKPAPERS

The workpapers will be available for examination by authorized representatives of any cognizant federal or state audit agency, the General Accounting Office, and the WVABCA. The workpapers and reports will be retained, at our expense, for a minimum of four years, unless we are notified in writing by the WVABCA of the need to extend the retention period. In addition, we will respond to the reasonable inquiries of any successor auditor and allow the successor auditor to review workpapers relating to matters of continuing accounting significance.

ESTIMATES OF HOURS BY MAJOR SECTION OF THE AUDIT

	<u>Hours</u>
Developing Understanding of the Entity and Significant Internal Controls	30
Risk Assessment and Engagement Planning	15
Responding to Engagement Risk (Audit Field Work)	105
Evaluating Results of Audit, Compliance and Financial Reporting	30
Required Communication including Audit Reports and Other Deliverables	10
Finalizing the Audit with the Entity, FARS, and the State of WV Group Auditor	<u>10</u>
	200

Percentage of time allocated to Audit by Team Members

<u>Role</u>	<u>% of time</u>
Engagement Partner	15%
Concurring Partner	5
Director/ Senior Manager	25
Audit Staff	50
Administrative Staff	<u>5</u>
Total	<u><u>100%</u></u>

AFFIRMATIVE STATEMENTS

Independence – Brown Edwards is independent of the WVABCA, the State of West Virginia, and any component units of the State of West Virginia, as defined by generally accepted auditing standards and *Government Auditing Standards*. We are free from all objections and interests that might materially conflict with interests of the WVABCA.

License to Practice – Brown Edwards and all assigned key professional staff are licensed to practice public accounting and perform assurance services in West Virginia.

Registration – Brown Edwards is properly registered with the State of West Virginia Purchasing Division and has paid all required fees.

Ethics – Brown Edwards and its employees assigned to the engagement will follow the guidelines and standards established by the West Virginia Ethics Commission in 158 CSR 4.

Insurance – Brown Edwards maintains sufficient Commercial General Liability Insurance and Professional M/E and O Insurance to meet the minimum thresholds of the RFQ.

MANDATORY QUALIFICATIONS AND CERTIFICATIONS

Brown Edwards affirms that all directors, principals or partner equivalents on the engagement must be licensed CPA's with at least 5 years of audit experience with governmental entities and state level agencies. All manager level employees on this engagement are CPA's with 3 years of experience on governmental engagements. If we substitute staff for WVABCA at any time during the term of the contract or potential renewal or extension years, the experience and qualification levels must be of a similar quality to the level of those initially proposed. We understand that the state agency retains the right to approve or reject replacements based upon their qualifications, experience or performance.

Brown Edwards affirms that we have read and understand the statutory provisions governing the operations of the WVABCA in West Virginia and will be conversant concerning those statutes while engaged in the audit.

Brown Edwards affirms that we have experience auditing/consulting with 3 different state government entities (agencies) over the past 5 years.

Brown Edwards affirms we have passed our 2 most recent AICPA Peer Reviews.

Brown Edwards understands the WVABCA's need to obtain highly skilled audit and accomplished accounting services and advice needed to ensure accomplishment of the reliance placed on these by State of West Virginia Legislature & Governors' Office, the public.

Brown Edwards affirms that staff assigned to the WVABCA's engagement are certified public accountants available and allowed to practice in the State of West Virginia and understand the code related to the sale of alcoholic liquors.

MANDATORY QUALIFICATIONS AND CERTIFICATIONS (CONTINUED)

Brown Edwards affirms we will make ourselves available to the WVABCA on short notice to give advice to the WVABCA on changes in accounting practices, changes in the law, and engage in general accounting discussions on the appropriate treatment of transactions which may present themselves and which may affect their presentation in the WVABCA's financial statements or in the course of internal operating functions.

Brown Edwards affirms that we have not had a final audit issued that had to be reissued due to material errors or omissions discovered by West Virginia Financial Accounting and Reporting Section or other West Virginia state agency two times or more.

Brown Edwards affirms that we have at least 7 licensed CPA's on staff within the firm that are strictly audit and not tax professionals. At least 5 of these audit professionals are in the same location and not spread amongst other firm locations.

Brown Edwards is a member in good standing of the AICPA's Governmental Audit Quality Center.

Brown Edwards certifies its compliance with all other required certifications or requirements as listed in the body of the RFQ.

1. MISCELLANEOUS:

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

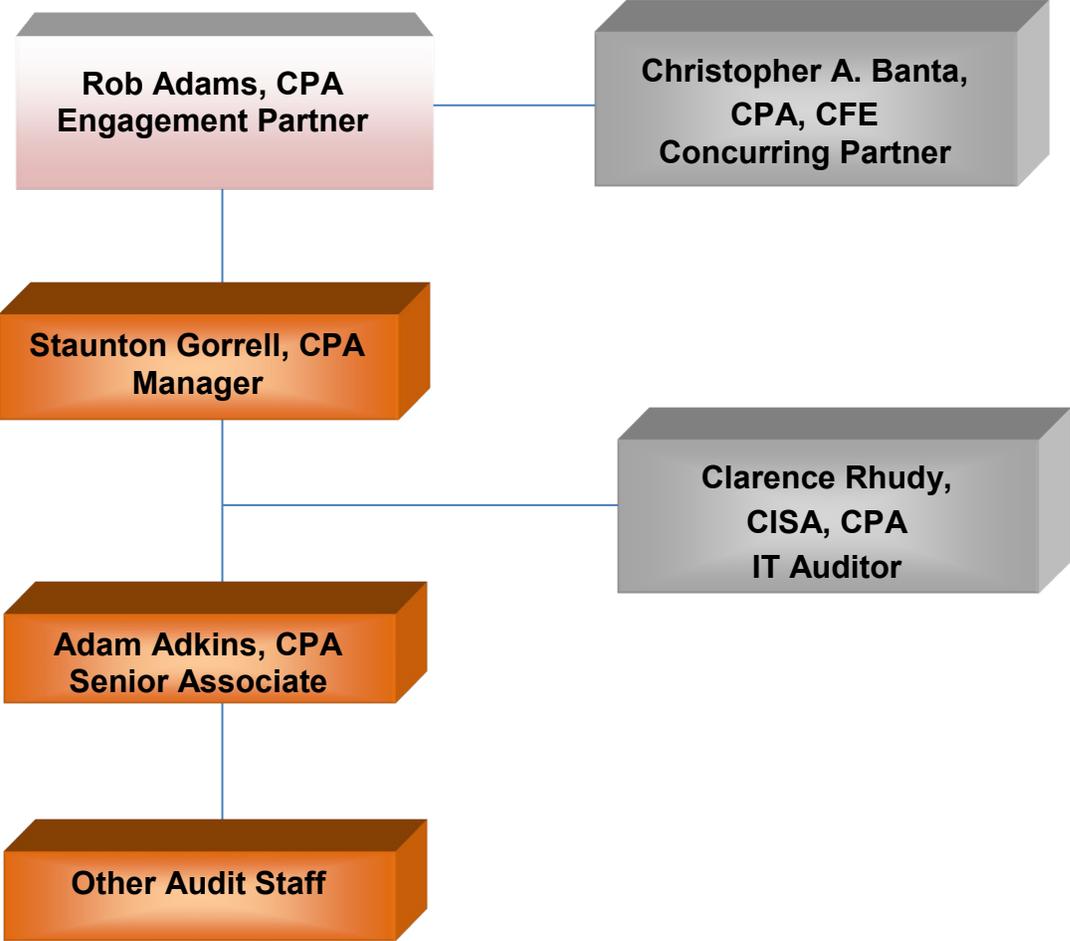
Contract Manager: Robert E. Adams, Partner

Telephone Number: 304-343-4188

Fax Number: 304-344-5035

Email Address: readams@becpas.com

APPENDIX A – YOUR SERVICE TEAM



APPENDIX A – YOUR SERVICE TEAM



Rob Adams, CPA, CGMA
Engagement Partner
304-343-4188
readams@BEcpas.com

PROFILE

- Partner in our Charleston office with over 25 years of experience in public accounting
- Director of Assurance Services for the Charleston office
- Extensive experience in financial reporting, accounting, internal control, auditing, review, compilation, agreed upon procedures and other professional services for the following entity types:
 - Nonprofit organizations
 - Various state and local governments
 - Closely-held businesses and public sector entities including real estate, hospitality, manufacturing, retail, wholesale, mining, and media
- Active in the AICPA's Governmental Audit Quality Center and the Charleston Partner assigned to the Center

CONTINUING PROFESSIONAL EDUCATION

- Rob is in compliance with all applicable CPE requirements.

RELEVANT EXPERIENCE

- Central West Virginia Regional Airport Authority
- Charleston Area Alliance
- Charleston Urban Renewal Authority
- City of Charleston, West Virginia
- Kanawha County, West Virginia
- Kanawha County Parks and Recreation Commission
- Kanawha Valley Regional Transportation Authority
- Metro Emergency Operations Center of Kanawha County
- School Building Authority of West Virginia
- Tobacco Settlement Finance Authority
- West Virginia Affordable Housing Trust Fund
- **West Virginia Alcohol Beverage Control Administration**
- West Virginia Board of Treasury Investments
- West Virginia College Prepaid Tuition and Savings Plan
- West Virginia Consolidated Public Retirement Board
- West Virginia Department of Transportation

EDUCATION

- Bachelor of Business Administration with a concentration in accounting, West Virginia Wesleyan College
- Graduated Magna Cum Laude

MEMBERSHIPS

- Certified Public Accountant in West Virginia
- American Institute of Certified Public Accountants (AICPA)
- West Virginia Society of Certified Public Accountants, Charleston Chapter
- Governmental Finance Officers' Association
- Chartered Global Management Accountant
- West Virginia Kids Count, Board Member
- Multiple local church leadership committees

- West Virginia Division of Highways
- West Virginia Economic Development Authority
- West Virginia Educational Broadcasting Authority
- West Virginia Independent Colleges and Universities
- West Virginia Infrastructure and Jobs Development Council
- West Virginia Jobs Investment Trust
- West Virginia Lottery Commission
- West Virginia Municipal Pensions Oversight Board
- West Virginia Regional Jail and Correctional Facility Authority
- West Virginia Solid Waste Management Board
- West Virginia State Rail Authority
- West Virginia Water Development Authority
- West Virginia Water Pollution Control Revolving Fund
- West Virginia Drinking Water Treatment Revolving Loan Fund

APPENDIX A – YOUR SERVICE TEAM



Chris Banta, CPA, CFE
Concurring Partner
540-345-0936
cbanta@BEcpas.com

PROFILE

- Partner and Firm Coordinator of Brown Edwards state and local government practice with over 20 years of experience
- Specializes in municipalities, electric cooperatives, not-for-profit organizations, and HUD properties
- Coordinates the compliance auditing aspect of the annual audits of municipal and nonprofit clients, including APA compliance and transmittal form preparation, single audit compliance, FAA compliance, RUS compliance, and NTD reporting compliance
- Member of Brown Edwards' peer review services team
- Certified Fraud Examiner, providing internal control reviews, fraud examinations, forensic accounting services, and litigation support services

CONTINUING PROFESSIONAL EDUCATION

- Chris is in compliance with all applicable CPE requirements.

RELEVANT EXPERIENCE

- West Virginia Board of Treasury Investments
- County of Frederick, Virginia
- County of Bedford, Virginia
- Montgomery County, Virginia
- Riverside Regional Jail Authority
- City of Falls Church, Virginia
- City of Colonial Heights, Virginia
- City of Winchester, Virginia
- City of Lynchburg, Virginia
- City of Harrisonburg, Virginia
- City of Staunton, Virginia
- Roanoke City Public Schools
- Virginia Tech/Montgomery Airport Authority
- Town of Blacksburg, Virginia

EDUCATION

- Bachelor of Science in Accounting from Virginia Tech

MEMBERSHIPS

- American Institute of Certified Public Accountants (AICPA), the Virginia Society of Certified Public Accountants (VSCPA), the Virginia Government Finance Officers' Association (VGFOA), the National Society of Accountants for Cooperatives (NSAC), and the Association of Certified Fraud Examiners (ACFE)
- Past Treasurer (also former President) of the Grandin Theatre Foundation
- Current Board Member of the Virginia Museum of Transportation and Boys and Girls Club of Southwest Virginia
- Member of the Kiwanis Club of Roanoke, serving as chair of the Career Technical Education Scholarship Committee
- Virginia Resources Authority
- Virginia Tobacco Settlement Financing Corporation
- Greater Lynchburg Transit Company
- Bedford Regional Water Authority
- Town of Bedford, Virginia
- Town of Culpeper, Virginia
- Town of Vinton, Virginia
- Town of Tazewell, Virginia
- City of Charlottesville, Virginia
- County of King William, Virginia
- County of New Kent, Virginia
- Coordinated Services Management

APPENDIX A – YOUR SERVICE TEAM



Staunton Gorrell, CPA

Manager

304-343-4188

sgorrell@BEcpas.com

PROFILE

- Manager in the Charleston office with over 8 years of experience in public accounting with a concentration in Accounting and Assurance Services
- Primarily works in the Nonprofit and Governmental Niche

RELEVANT EXPERIENCE

- Central West Virginia Regional Airport Authority
- **West Virginia Alcohol Beverage Control Administration**
- West Virginia Water Pollution Control Revolving Fund
- Region III Planning and Development Council
- West Virginia Housing Development Fund
- West Virginia Lottery Commission
- West Virginia Solid Waste Management Board
- City of Charleston, West Virginia
- Kanawha County, West Virginia
- School Building Authority of West Virginia
- United Methodist Foundation of West Virginia, Inc.
- West Virginia Consolidated Public Retirement Board
- YMCA of Charleston, WV, Inc.
- Heart and Hand Outreach Ministries
- Woodson Center
- Jackson County Development Center
- University of Charleston
- West Virginia Municipal Pensions Oversight Board

EDUCATION

- Bachelor of Business Administration in Finance, James Madison University

MEMBERSHIPS

- Certified Public Accountant in West Virginia
- American Institute of Certified Public Accountants (AICPA)
- West Virginia Society of Certified Public Accountants (WVSCPA)
- Treasurer, Charleston FestiVALL

CONTINUING PROFESSIONAL EDUCATION

- Staunton is in compliance with all applicable CPE requirements.

APPENDIX A – YOUR SERVICE TEAM

Adam Adkins, CPA
Senior Associate
304-343-4188
aadkins@BEcpas.com

PROFILE

- Senior Associate in the Charleston office with over 5 years of experience in public accounting with a concentration in Accounting and Assurance Services
- Primarily works in the Nonprofit and Governmental Niche

RELEVANT EXPERIENCE

- **West Virginia Alcohol Beverage Control Administration**
- West Virginia Economic Development Authority
- West Virginia Board of Treasury Investments
- West Virginia Housing Development Fund
- United Methodist Foundation of West Virginia, Inc.
- WV United Methodist Conference

EDUCATION

- Bachelor of Business Administration in Accounting, Marshall University
- Masters of Science in Accountancy, Marshall University

MEMBERSHIPS

- Certified Public Accountant in West Virginia
- American Institute of Certified Public Accountants (AICPA)
- West Virginia Society of Certified Public Accountants (WVSCPA)

CONTINUING PROFESSIONAL EDUCATION

- Adam is in compliance with all applicable CPE requirements.

APPENDIX A – YOUR SERVICE TEAM



Clarence A. Rhudy, Jr., CPA, CISA, CITP
Information Technology Director
540-345-0936
crhudy@BEcpas.com

PROFILE

- Information Technology Director with over 16 years of experience in public accounting experience in programming, classroom training, automation, and the utilization of information technology controls in the work place with our firm and other organizations
- Worked closely with various organizations prior to and since joining Brown Edwards to achieve more effective and efficient use of technology, including IT assessments for various organizations including local governments and Sarbanes-Oxley (SOX) compliance both as a consultant and an auditor
- Experience performing information technology assessments for local and state governments, private industry, financial institutions, and colleges and universities

CONTINUING PROFESSIONAL EDUCATION

- Clarence is in compliance with all applicable CPE requirements.

EDUCATION

- Bachelor of Science in Accounting and Finance, Concord University
- Master of Accountancy, Lynchburg College
- Previously taught accounting, investing, finance, and computers at National Business College and Central Virginia Community College

MEMBERSHIPS

- Certified Public Accountant
- American Institute of Certified Public Accountants (AICPA)
- Virginia Society of Certified Public Accountants (VSCPA)
- Information Systems Audit and Control Association (ISACA)
- Certified Information Technology Professional (CITP)
- Certified Information Systems Auditor (CISA)
- A+ and Network+ certifications, Member of Comptia

APPENDIX B – PEER REVIEW REPORT



8550 United Plaza Blvd., Ste. 1001 - Baton Rouge, LA 70809
225-922-4600 Phone - 225-922-4611 Fax - pncpa.com

A Professional Accounting Corporation

Report on the Firm's System of Quality Control

To the Partners of
Brown Edwards & Company L.L.P.
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Brown Edwards & Company L.L.P. (the firm) applicable to engagements not subject to PCAOB inspection in effect for the year ended May 31, 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 the Single Audit Act, and audits of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated to 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 Brown Edwards & Company L.L.P. applicable to engagements not subject to PCAOB inspection in effect for the year ended May 31, 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*. Brown Edwards & Company L.L.P. has received a peer review rating of *pass*.

Postlethwaite & Netterville

Baton Rouge, Louisiana
October 17, 2018

APPENDIX C – PRICING PAGE

EXHIBIT A : PRICING PAGE		
AUDIT SERVICES		
FLAT FEE PRICING		
Description		Extended Cost
Total all-inclusive maximum price for audit services as described in this solicitation.	2021	16,800
Total all-inclusive maximum price for audit services as described in this solicitation.	2022	17,800 *
Total all-inclusive maximum price for audit services as described in this solicitation.	2023	16,800
Total all-inclusive maximum price for audit services as described in this solicitation.	2024	17,250
	TOTAL BID AMOUNT	\$ 68,650
		-

* includes GASB 87 *Leases*, assistance

APPENDIX D – RFP REQUIRED FORMS

	Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Centralized Request for Quote Service - Prof
---	--	--

Proc Folder: 863385 Doc Description: Annual External Audits of the WVABCA Proc Type: Central Contract - Fixed Amt	Reason for Modification:								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date Issued</th> <th style="width: 25%;">Solicitation Closes</th> <th style="width: 35%;">Solicitation No</th> <th style="width: 25%;">Version</th> </tr> </thead> <tbody> <tr> <td>2021-04-06</td> <td>2021-04-22 13:30</td> <td>CRFQ 0708 ABC2100000011</td> <td>1</td> </tr> </tbody> </table>	Date Issued	Solicitation Closes	Solicitation No	Version	2021-04-06	2021-04-22 13:30	CRFQ 0708 ABC2100000011	1	
Date Issued	Solicitation Closes	Solicitation No	Version						
2021-04-06	2021-04-22 13:30	CRFQ 0708 ABC2100000011	1						

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

VENDOR
Vendor Customer Code: Vendor Name : Brown, Edwards & Company, L.L.P. Address : 300 Chase Tower Street : 707 Virginia Street, East City : Charleston State : West Virginia Country : U.S.A. Zip : 25301 Principal Contact : Robert E. Adams, Partner Vendor Contact Phone: 304-343-4188 Extension:

FOR INFORMATION CONTACT THE BUYER Joseph E Hager III (304) 558-2306 joseph.e.hageriii@wv.gov
--

Vendor Signature X 	FEIN# 54-0504608	DATE 04/22/2021
---	-------------------------	------------------------

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

APPENDIX D – RFP REQUIRED FORMS

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION (WVABCA) to establish a fixed term contract to provide the WVABCA with Audit and Management Advisory Services for the fiscal year ending June 30, 2021 per the attached specifications and terms and conditions.

INVOICE TO	SHIP TO
ALCOHOL BEVERAGE CONTROL COMMISSION 4TH FLOOR 900 PENNSYLVANIA AVE CHARLESTON WV 25302 US	ALCOHOL BEVERAGE CONTROL COMMISSION 4TH FLOOR 900 PENNSYLVANIA AVE CHARLESTON WV 25302 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	All Inclusive Auditing Services per Contract Specifications				

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description:

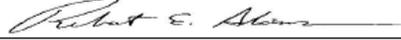
Vendor total bid amount from Exhibit A pricing page should be entered into commodity line of wvOasis. Vendor should upload or include a copy of the the Exhibit A pricing page filled out as requested per specifications with their bid submission detailing annual pricing.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
-------------	--------------	-------------------

APPENDIX D – RFP REQUIRED FORMS

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



(Name, Title)
Robert E. Adams, Partner

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

(Address)
304-343-4188 / 304-344-5035

(Phone Number) / (Fax Number)
readams@becpas.com

(email address)

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

Brown, Edwards & Company, L.L.P.

(Company)



(Authorized Signature) (Representative Name, Title)

Robert E. Adams, Partner

(Printed Name and Title of Authorized Representative)

04/22/2021

(Date)

304-343-4188 / 304-344-5035

(Phone Number) (Fax Number)

APPENDIX D – RFP REQUIRED FORMS

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

Contract Manager: Robert E. Adams, Partner
Telephone Number: 304-343-4188
Fax Number: 304-344-5035
Email Address: readams@becpas.com

12. BY SUBMISSION OF THIS COST BID THE VENDOR CERTIFIES AND AGREES TO THE FOLLOWING:

- 12.1 That the Vendor understands the WVABCA's need to obtain highly skilled audit and accomplished accounting services and advice needed to ensure accomplishment of the reliance placed on these by State of West Virginia Legislature & Governors' Office, the public.
- 12.2 That the Vendor has certified public accountants assigned to the WVABCA work who understand the code related to the sale of alcoholic liquors. The Vendor is responsible for understanding the West Virginia statutes, legislative rules, and internal policies which control and define the accounting for WVABCA. The WVABCA requires that all partners, audit managers, and senior accountants assigned to the WVABCA work be certified public accountants with a license to practice in West Virginia, and who have a minimum of five (5) years of auditing experience, and five (5) years governmental auditing of state level agencies.
- 12.3 That the Vendor will make itself available to the WVABCA on short notice to give advice to the WVABCA on changes in accounting practices, changes in the law, and engage in general accounting discussions on the appropriate treatment of transactions which may present themselves and which may affect their presentation in the WVABCA's financial statements or in the course of internal operating functions.
- 12.4 That the Vendor certifies its compliance with all other required certifications or requirements as listed in the body of the RFQ.

APPENDIX D – RFP REQUIRED FORMS

ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.:

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

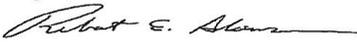
Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

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

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

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

Brown, Edwards & Company, L.L.P.
Company


Authorized Signature

04/22/2021
Date

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

APPENDIX D – RFP REQUIRED FORMS

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: Brown Edypods & Comm LLC

Authorized Signature: [Signature] Date: 4/19/21

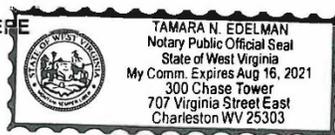
State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 19 day of April, 2021.

My Commission expires August 16, 2021.

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)