



June 28, 2007

West Virginia Consolidated Public Retirement Board
Building 5, Room 1000
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0720

We are pleased to submit our proposal to audit the basic financial statements of the West Virginia Consolidated Public Retirement Board (the Board). We demonstrate in the attached proposal that we exceed your mandatory qualifications, understand your Request for Proposal and audit needs, and commit to meeting all of your requirements within the specified time periods.

The team which we have assembled to serve the Board has a long-standing relationship with the State of West Virginia which means that we know and understand the difficult issues and how to address them. Our primary team members are located in Charleston, West Virginia, providing the Board with local access to their professional accounting firm and team members when routine technical assistance is needed. These primary team members have extensive technical knowledge of and experience with the State of West Virginia and its component units, and will be available at your request.

We have also aligned a team of IT consultants and actuaries along with the technical resources of our alliance firm who all have significant experience in auditing/consulting for State public retirement systems. Our client service team's professional knowledge and understanding of West Virginia State government, along with the cost effective total client service plan we have developed distinguishes us from the competition.

You want auditors who have a solid understanding of your needs and the technology, knowledge solutions, and resources to help you meet your goals. Selecting the Suttle & Stalnaker, PLLC team to serve the Board provides you with a number of important advantages:

The Virginia Center • 1411 Virginia Street, East • Suite 100 • Charleston, WV 25301
Phone (304)-343-4126 or 1-(800)-788-3844 • Fax (304)-343-8008

Towne Square • 201 Third Street • PO Box 149 • Parkersburg, WV 26102
Phone (304)-485-6584 • Fax (304)-485-0971

www.suttlecpas.com • E-mail: cpa@suttlecpas.com
A Professional Limited Liability Company

- **Experience** - Suttle & Stalnaker, PLLC is committed to serving the Board. To demonstrate this commitment, we have organized a team to serve you that has experience serving the Board, the State of West Virginia, and other State retirement systems in prior years as follows:
- Benefit recalculations for the Consolidated Public Retirement Board
 - West Virginia Workers' Compensation Division/Insurance Commission
 - West Virginia Bureau of Employment Programs
 - West Virginia Department of Transportation
 - West Virginia Public Employees Insurance Agency
 - State of Michigan
 - Michigan Public School Employees Retirement System
 - Michigan State Employees Retirement System
 - Michigan State Police Retirement System
 - Michigan Judges Retirement System
 - Municipal Employees Retirement Systems of Michigan
- **Understanding significant issues** - Suttle & Stalnaker, PLLC is committed to addressing on a proactive basis the significant issues of the Board. For example, we are already very familiar with key issues, including the history of retirement plans and benefits, recent legislation enacted for the new Emergency Medical Services Retirement (EMSR) system, the recent Teachers Retirement System legal issue, and the related liabilities as it relates to the retirement plans.
- **Actuarial Support from** - We have secured a commitment from the Phoenix Benefits Group, Inc. (PBG) a prestigious national firm, to provide actuarial support. PBG provided the actuarial support for several similar pension plan systems including several city pensions in West Virginia and has also performed actuarial services for the State Treasurers Office. The individuals assigned to the audit team each have over 45 years of combined experience with employee benefit and retirement plans.
- **Membership in PKF North American Network** - An association of over 170 member firms dedicated to high standards of practice. The Association provides a national and international network from which the firms can draw upon for additional experience consultation and personnel. As part of this membership we will draw on the technical resource of Mr. Jeffrey Fineis from Andrews Hooper & Pavlik P.L.C. Jeffrey is the audit partner in charge of auditing systems such as Michigan Public School Employees Retirement System, Michigan State Employees Retirement System, Michigan State Police Retirement System, Michigan Judges Retirement System, and the Municipal Employees Retirement Systems of Michigan.
- **Technology** - Suttle & Stalnaker, PLLC uses extensive automated techniques in their audit approach and plans to consider using an EDP audit specialist from Wolf & Co., a PKF/Polaris member firm whose IT Assurance Group specializes in Information Technology Audit support. Our approach will include a review of the information systems of the Board including identification of the related internal controls and testing of the relevant aspects of the information systems. We will also use ACL Data Extraction Software to perform various automated tests from populations received in electronic formats.

- **Unmatched commitment to the State of West Virginia** - Suttle & Stalnaker, PLLC has demonstrated their commitment to the State of West Virginia being part of the State's business community for over 30 years. Awarding this contract to Suttle & Stalnaker, PLLC will benefit the taxpayers of West Virginia who, of course, support the State's economy. We are West Virginians serving West Virginia! And, as West Virginians, we are committed to serving West Virginia in the new millennium.
- **Commitment to meeting your time frames** - Suttle & Stalnaker, PLLC is committed to meeting the deadlines for the final reports. We have demonstrated our ability to meet these deadlines in the past on this audit as well as on numerous other engagements for the State of West Virginia and its component units.

We will serve the Board in a dedicated manner and you will be a top priority client of our office. We would appreciate the opportunity to meet personally to further discuss this written proposal. We possess all of the technical and professional qualifications to serve the Board in the most effective manner. Please feel free to contact Horace Emery or Chris Deweese in respect to any questions you may have concerning this proposal. This proposal is a firm and irrevocable offer for ninety (90) days.

Very truly yours,

Suttle & Stalnaker, PLLC



JOE MANCHIN III
GOVERNOR


STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
P.O. BOX 50130
CHARLESTON, WEST VIRGINIA 25305-0130

ROBERT W. FERGUSON, JR.
CABINET SECRETARY

DAVID TINCHER
DIRECTOR

MEMORANDUM

TO: Vendors

FROM: Krista Ferrell, Senior Buyer
Purchasing Division 

RE: CPR08028

DATE: June 28, 2007

The "Request for Proposal" to provide annual financial statement audits for the Consolidated Retirement Board will not be scanned on the Internet due to the volume. Vendors may view the "Request for Proposal" at the office of the WV State Purchasing Division, 2019 Washington Street, East, Charleston, WV 25311. You may call me for an appointment at (304) 558-2596, fax: (304)558-4115 or e-mail kferrell@wvadmin.gov.

KF/wf

cc: File