

# West Virginia Lottery

STATEMENT ON AUDITING STANDARDS No. 70 (SAS 70)  
REVIEW OF SCIENTIFIC GAMES CORPORATION  
REQUEST FOR QUOTATION  
LOT448



January 29, 2009

Macdonald Page & Co LLC  
30 Long Creek Drive  
South Portland, ME 04106

Graham M. Smith, CPA  
President  
207.774.5701 (main)  
207.523.3313 (direct)  
207.774.7835 (fax)  
[www.macpage.com](http://www.macpage.com)

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WV PURCHASING  
DIVISION

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## West Virginia Lottery

### SAS 70 REVIEW OF SCIENTIFIC GAMES CORPORATION

January 29, 2009

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# LETTER OF TRANSMITTAL

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January 29, 2009

Department of Administration  
Purchasing Division  
Building 15  
2019 Washington Street, East  
Charleston, WV 25305-0130

To Whom It May Concern:

Macdonald Page & Co LLC is pleased to submit this proposal to the West Virginia Lottery in response to your RFQ Number LOT448, "Statement on Auditing Standards No. 70 (SAS 70) Review of Scientific Games Corporation" issued December 23, 2008. Macdonald Page & Co LLC commits to provide the services required by the West Virginia Lottery in the RFQ.

Macdonald Page is highly qualified, which will allow us to provide the best service to the West Virginia Lottery because:

- One of the professionals on the engagement team has provided consulting services for six state lotteries and three lottery service bureaus. *A reference from a lottery service bureau is provided.*
- Some of the individuals assigned to your engagement have served the Gambling Control Board and Harness Racing Commission since the inception of gaming in the State of Maine. *A reference from the Maine Gambling Control Board is provided.*
- We continually strive to improve the quality of our services through specific training. Beyond our regularly required continuing professional education, we have attended licensee investigation training sponsored by the University of Las Vegas Gaming Institute and the Nevada

Macdonald Page & Co LLC accepts the terms and conditions of the contract resulting from the RFP.

It is our intent that this proposal answers any questions you may have about Macdonald Page & Co LLC. However, if you require any additional information on our Firm, personnel, or services, please do not hesitate to contact me at our South Portland office via mail at 30 Long Creek Drive South Portland, ME 04106, via telephone at 207-774-5701, via fax at 207-774-7835 or via e-mail at gms@macpage.com.

We would welcome the opportunity to meet with the West Virginia Lottery to discuss this proposal in detail at their convenience.

Thank you again for this opportunity and for your interest in Macdonald Page & Co LLC.

Sincerely,



Graham M. Smith, CPA  
President

# 1.0 EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

We appreciate the opportunity to present our proposal to the West Virginia Lottery for a SAS 70 Review of Scientific Games Corporation. The West Virginia Lottery will be an important client for Macdonald Page & Co LLC, and we assure you that the West Virginia Lottery will command priority service by our IT advisory and assurance services professionals to help ensure that the assistance we provide is effective, efficient, and timely. Our enclosed proposal outlines Macdonald Page & Co LLC's qualifications, approach, and experience in providing lottery risk review and compliance services.

The goal of this engagement is to perform a review of the West Virginia Lottery's service organization, Scientific Games, and provide a report in compliance with the Statement of Auditing Standards No. 70 (SAS 70), as amended by SAS No. 78 and SAS No. 88 - Reports on Controls Placed in Operation and Tests of Operating Effectiveness. Macdonald Page & Co LLC will provide a report on policies, procedures, systems security and data integrity measures placed into operation. Macdonald Page & Co LLC will also test the operating effectiveness of these measures. The SAS 70 Review report will cover the period from the last audit through the last day of the current audit period, provided the period is no longer than twelve months.

Macdonald Page & Co LLC also will review the current Lottery Games Operation Services contract and ensure that Scientific Games is following contract guidelines.

Macdonald Page & Co LLC will work together with the the West Virginia Lottery to accomplish this project on-time and on-budget. The consultants assigned to this engagement have extensive experience in the lottery industry and with SAS 70 examinations.

## 1.2 ENGAGEMENT TEAM QUALIFICATIONS

This proposal was prepared by the team that will manage the project, if selected by the West Virginia Lottery. Participation in the proposal process and continuity of staff across all engagement levels will help ensure accuracy and efficiency for the duration of the engagement.

Macdonald Page & Co LLC has the resources and expertise required to perform this important engagement for the West Virginia Lottery. Our team is comprised of a unique blend of management and information technology advisors. This team is qualified to complete the project efficiently and effectively. The team includes professionals with relevant backgrounds, client experience, educational experience, and industry certifications. Included on the team are several professionals with Master's level degrees in relevant fields, several Certified Public Accountants (CPAs) several Certified Information Systems Auditors (CISAs) and a Certified Information Security Manager (CISM). In addition, one of our team members has significant prior experience with the lottery industry.

The engagement team was selected to provide the West Virginia Lottery with consultants that have an appropriate level of training, and engagement and project management experience.

### **1.3 FIRM QUALIFICATIONS**

Macdonald Page & Co LLC has been serving governmental and private business clients for over 50 years. Our reputation has been built on our ability to help our clients thrive in the challenging and ever-changing markets. Macdonald Page & Co LLC employs highly qualified employees that perform with strict discipline. As a certified public accounting firm, all of Macdonald Page & Co LLC's engagements are conducted in adherence to the highest ethical standards.

Macdonald Page & Co LLC has performed large-scale engagements for state agencies and high-profile public companies, including the State of Vermont - Office of the Vermont State Auditor, the State of New York Hugh L. Carey Battery Park City Authority, and TD Bank.

### **1.4 ENGAGEMENT PROCEDURES**

Macdonald Page & Co LLC will perform a review of Scientific Games, the instant and on-line vendor, and provide a report in compliance with Statement of Auditing Standards No. 70 (SAS 70), as amended by SAS No. 78 and SAS No. 88 - Reports on Controls Placed in Operation and Tests of Operating Effectiveness.

The SAS 70 review will include a report on policies, procedures, systems security and data integrity measures that may be relevant to the West Virginia Lottery's internal control structure. Macdonald Page & Co LLC will determine if the controls are suitably designed to achieve the specified control objectives, whether they have been and currently are placed in operation, and whether the controls are operating with sufficient effectiveness to provide reasonable assurance that the related control objectives have been achieved.

The SAS 70 review coverage period will begin at the cutoff date for the last audit and continue through the last day of the period being audited, provided that period is no longer than twelve months.

Macdonald Page & Co LLC also will review the current Lottery Games Operation Services contract and use standard testing or reviewing techniques to ensure that Scientific Games is following contract guidelines.

If additional substantive procedures to West Virginia Lottery transactions at Scientific Games are required, Macdonald Page & Co LLC understands that these areas of interest will be described by the West Virginia Lottery upon contract award.

Macdonald Page & Co LLC will provide the West Virginia Lottery with twenty-five copies of the SAS 70 report and an electronic copy in PDF format. The reports will be provided for the use of the West Virginia Lottery and its independent auditors by August 31<sup>st</sup> of each year.

## 2.0 REQUIRED DETAILS

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### 2.1 BACKGROUND AND MANAGEMENT

#### 2.1.1 Business Name and Address

Macdonald Page & Co LLC  
30 Long Creek Drive  
South Portland, Maine 04106  
(207) 774-5701

Macdonald Page & Co LLC is a limited liability company. Our members and officers are as follows:

#### Members

Mark W. Ayers  
Connie C. Bingham  
Lauren J. Corey  
Peter A. Dufour  
Michael R. Dunn

Thomas R. Flood  
Karen M. Hart  
Ralph R. Hendrix  
Jeffrey E. Hubert  
Charles J. Kean, III

Robert E. Mitchell  
Peter G. Montano  
Patrick J. Nicholas  
Thomas O'Donnell  
John M. Parks

George A. Rafuse  
Scott A. Small  
Christian A. Smith  
Graham M. Smith  
Brad M. Weller

#### Officers

Charles J. Kean, III, Chairman  
Graham M. Smith, President  
Ralph R. Hendrix, Chief Operating Officer

Mark W. Ayers, Vice President  
Scott A. Small, Vice President

#### 2.1.2 Type of Business Entity

Macdonald Page & Co LLC is a limited liability company incorporated in the State of Maine. Macdonald Page & Co LLC is authorized to do business in all states. Upon contract award, Macdonald Page & Co will apply for a CPA license in the State of West Virginia, if required.

#### 2.1.3 Place of Incorporation

Macdonald Page & Co LLC is a limited liability company incorporated in the State of Maine.

#### 2.1.4 Company Representative

For questions regarding this proposal, please contact:

Durward J. Ferland, Jr., MSB, CISM, CISA  
IT Advisory & Assurance Services  
Macdonald Page & Co LLC  
30 Long Creek Drive  
South Portland, ME 04106

(207) 774-5701 (main)  
(207) 523-3355 (direct)  
(207) 774-7835 (fax)

[djf@macpage.com](mailto:djf@macpage.com)

#### 2.1.5 West Virginia Attorneys

Macdonald Page & Co LLC does not have any attorneys or law firms representing the Firm in the State of West Virginia.

### **2.1.6 Gaming Materials, Equipment or Services Contracts**

Macdonald Page & Co LLC provides on-going gaming-related services in Maine. We have served the Gambling Control Board and Harness Racing Commission since the inception of gaming in the State of Maine. *A reference is provided from the State of Maine Gambling Control Board.*

### **2.1.7 Federal or State Convictions**

No employees of Macdonald Page & Co LLC have been convicted by a federal or state court for a criminal offense punishable by imprisonment for more than one year. All employees are subjected to a bondability check upon hire.

### **2.1.8 Disciplinary Actions - Related to Gaming Services**

No disciplinary actions have been taken by any state against Macdonald Page & Co LLC or any employee.

### **2.1.9 Disciplinary Actions**

No disciplinary actions have been taken by any state against Macdonald Page & Co LLC or any employee.

### **2.1.10 Contract Terminations**

Macdonald Page & Co LLC has not had any terminations of a contract for any reason during the last five years.

### **2.1.11 Penalties**

Macdonald Page & Co LLC has not been assessed any penalties under any of its existing or past contracts.

### **2.1.12 Identification Numbers**

Macdonald Page & Co LLC's Federal Employer Identification Number is: 01-0242373. Macdonald Page & Co LLC will obtain a West Virginia Tax Identification Number upon notification of contract award.

## **2.2 VENDOR EXPERIENCE**

Macdonald Page & Co LLC is a licensed CPA firm with significant experience. In addition, the project manager for this engagement will be Durward Ferland. Durward has more than five years of experience managing projects of similar complexity and scope as this proposed engagement. Durward has managed the SAS 70 examinations for several state lottery service providers, including Scientific Games.

**Scientific Games International, Inc.**  
Darrell Frecker, General Manager  
Gardiner, ME  
(207) 582-1700 x1001  
darrellfrecker@scientificgames.com

Durward was the engagement manager for four consecutive SAS 70 examinations (one Type II and three Type I examinations) at Scientific Games International, Inc, the lottery operator for Maine State Lottery. Durward's experience with Scientific Games International, Inc. and the Maine State Lottery was during a prior professional position.

References for other comparable engagements are below.

**State of Maine Gambling Control Board**

Robert Welch, Executive Director  
Maine State Police, Gambling Unit  
87 State House Station  
Augusta, ME 04333-0087  
(207) 626-3900  
Robert.P.Welch@Maine.Gov

We have served the Gambling Control Board and Harness Racing Commission since the inception of gaming in the State of Maine.

**McDonald Information Service Inc.**

Richard B. Rager, Vice President - Operations  
215 14th Street  
Jersey City, N.J. 07310  
201-659-2600  
rich@callmis.com

Macdonald Page & Co LLC performs a Type II SAS 70 examination at McDonald Information Service (MIS) and performs on-going controls and compliance testing at MIS. MIS performs OFAC compliance monitoring services for investment firms.

**DMM, Inc.**

Douglas Goldblatt, Director of IS/IT  
44 Manson Libby Rd  
P.O. Box 10  
Scarborough, ME 04070  
(207) 883-6930  
dgoldblatt@thinkdmm.com

Macdonald Page & Co LLC performs a Type II SAS 70 examination at DMM, Inc. DMM, Inc. provides statement printing services for financial institutions and healthcare organizations.

## **2.3 PERSONNEL**

### **2.3.1 Engagement Personnel**

Our team is comprised of a unique blend of management and information technology advisors that have an appropriate level of training, and engagement and project management experience. This team is qualified to complete the project efficiently and effectively.

The engagement team selected for this engagement is organized as follows:

Graham M. Smith, CPA - Engagement Director

Durward J. Ferland, Jr., MSB, CISM, CISA - Engagement Manager

Christian A. Smith, CPA - Director

Michael J. Galeucia, MBA - Manager

Scott C. Wellman, CISA - Senior Consultant

Melissa B. Coy, CIA, CFSa - Consultant





In order to provide the highest quality service available to our clients, Macdonald Page & Co LLC does not use subcontractors. This allows us to have the most control over the resources and personnel used on the engagement, the timing of procedures, and allows us to quickly adapt to our clients' changing needs or specific requests. As such, this engagement will be performed using Macdonald Page & Co LLC employees who have the skills, training, education, background, and experience to perform this engagement for the West Virginia Lottery.

### 2.3.2 Engagement Resumes

**Graham M. Smith, CPA**, is President of Macdonald Page & Co. LLC and is a licensed Certified Public Accountant (CPA) in the states of Maine, Massachusetts, and Connecticut. He has over 24 years of related work experience.

His experience in accounting and auditing includes a concentration in the areas of banks, retailers, wholesalers, trucking companies and equipment dealers and has assisted with numerous mergers, sales and liquidations of businesses, and also assisted with succession planning.

Graham received his Bachelor of Science from Boston College and is a member of the American Institute of Certified Public Accountants.

**Durward J. Ferland, Jr., MSB, CISM, CISA**, leads the IT Advisory and Assurance Services at Macdonald Page & Co LLC. Durward focuses on delivering IT advisory and assurance services to organizations nationwide. Durward has expertise and knowledge in all areas of IT-related internal controls. He has over 10 years of related work experience.

Prior to joining Macdonald Page & Co LLC, Durward worked for two regional professional services firms where he provided IT assurance services to clients nationwide, including six state lotteries and three lottery service bureaus. Durward has experience with lotteries using the Scientific Games International, Inc., GTECH Corporation and International Game Technology / Anchor Gaming (IGT) service bureaus.

Durward is a Certified Information Security Manager (CISM) and a Certified Information Systems Auditor (CISA) and has a BA in Mathematics from Saint Joseph's College of Maine and a MS in Business from Husson University.

**Christian A. Smith, CPA, CFE**, is the Director in charge of all of the Firm's Municipal and School District clients as well as providing consulting services to the Gambling Control Board and Harness Racing Commission. Prior to joining Macdonald Page & Co LLC in 1995, Christian worked in public accounting in Oakland, Maryland.

He became a Certified Public Accountant in 1994 and a Certified Fraud Examiner in 1998. Christian has direct responsibility for the planning, controlling, coordinating and overall supervision of engagements.

Christian earned his Bachelor of Science from West Virginia Wesleyan College and is a member of the American Institute of Certified Public Accountants and the Association of Certified Fraud Examiners.

**Michael J. Galeucia, MBA**, leads the Management and Advisory Services at Macdonald Page & Co LLC. Mike assists clients in addressing a broad range of general management, strategic business and information technology planning issues. In addition, he has extensive experience in managing the complexities of family owned businesses.

Mike has expertise and knowledge in the following areas: corporate strategy, operational efficiency, business process analysis and redesign, IT strategic planning, organizational development and project management. He has over 15 years of related work experience.

Mike earned his Bachelor of Science in Management from Bentley College, and his Master of Business Administration from the F.W. Olin Graduate School of Business at Babson College.

**Scott C. Wellman, CISA** provides IT advisory and assurance services, financial auditing and tax services. His experience in accounting and auditing includes involvement in the planning, reviewing and preparation of the audit work and the financial statements. He has over 5 years of related work experience.

Prior to joining Macdonald Page & Co LLC, Scott worked for Best Buy in a variety of roles including system selection and implementation, training, and new process implementation.

Scott is a Certified Information Systems Auditor (CISA) and earned his Bachelor of Science in Accounting from the University of Southern Maine. He is a member of the IT Section of the American Institute of Certified Public Accountants.

**Melissa B. Coy, CIA, CFSA**, provides IT advisory and assurance services and financial auditing services. Her experience includes financial institutions, internal auditing, internal controls and regulatory compliance. Prior to joining Macdonald Page & Co LLC, Melissa worked for Bangor Savings Bank as an Audit Officer.

Melissa earned her Bachelor of Science in Business Administration from the University of Maine and is pursuing her Masters in Accounting. Melissa is a Certified Internal Auditor (CIA) and Certified Financial Services Auditor (CFSA).

### 2.3.3 Home Address and Telephone Number

Graham M. Smith  
26 Manter Street  
Cape Elizabeth, ME 04107  
(207) 767-5128

Christian A. Smith  
62 Old Farm Road  
South Portland, ME 04106  
(207) 767-2279

Scott C. Wellman  
462 College Street  
Lewiston, ME 04240  
(207) 786-5351

Durward J. Ferland, Jr.  
PO Box 11351  
Portland, ME 04104  
(207) 615-8049

Michael J. Galeucia  
14 Woodfield Drive  
Scarborough, ME 04074  
(207) 885-0565

Melissa B. Coy  
31 Dale Avenue  
Westbrook, ME 04092  
(207) 749-7019

### 2.4 CONFLICT OF INTEREST

Macdonald Page & Co LLC does not have any actual, potential or perceived conflict of interest relative to the performance of the requirements of this proposed engagement.

### 2.5 LIABILITY INSURANCE AND BOND COVERAGE

Macdonald Page & Co LLC has professional liability and general liability insurance in the amount of \$7 million with a \$100,000 deductible. The professional liability and general liability insurance carrier is CAMICO Mutual Insurance Company, 1235 Radio Road, Redwood City, CA 94065.

Macdonald Page & Co LLC will obtain a performance bond in the amount of the bid upon notification of award.

### 2.6 POLITICAL DISCLOSURE

Macdonald Page & Co LLC has not contributed to any local, State, or Federal political candidate or political committee in West Virginia.

2.7 COST PROPOSAL

WEST VIRGINIA LOTTERY  
ATTACHMENT A - COST PROPOSAL

Use this form for pricing of your response.

PRICING: Flat Rate (consists of all charges and expenses including out-of-pocket travel, meals, and lodging) for work required by the RFQ.

SAS 70 REVIEW SERVICES: \$ 18,900

I, hereby, commit Macdonald Page & Co LLC

To complete the tasks described in the Quotation for the SAS 70 Review of Scientific Games as required in the Request for Quotation by the West Virginia Lottery.

Print Officer Name: Graham M. Smith, CPA

Signature of Officer: 

Title of Officer: President

Date: January 29, 2009

STATE OF WEST VIRGINIA  
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

*West Virginia Code* §5A-3-10a provides that: 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

**PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:**

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor must make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

**ANTITRUST:**

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**LICENSING:**

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:**

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: Macdonald Page & Co LLCAuthorized Signature: Date: January 29, 2009

Purchasing Affidavit (Revised 01/01/09)



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER: **LOT448**

PAGE: **1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**SHELLY MURRAY**  
**304-558-8801**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
 Macdonald Page & Co LLC  
 30 Long Creek Drive  
 South Portland, ME 04106

BUYER

LOTTERY COMMISSION  
 312 MACCORKLE AVENUE, SE  
 CHARLESTON, WV  
 25314-1143 558-0500

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/23/2008				

BID OPENING DATE: **01/29/2009** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE WV PURCHASING DIVISION, FOR THE AGENCY, THE WV LOTTERY, IS SOLICITING BIDS TO PROVIDE AUDITING SERVICES IN ACCORDANCE WITH SAS 70 REQUIREMENTS PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO SHELLY MURRAY IN THE WV PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN AT THE TOP OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA EMAIL AT SHELLY.L.MURRAY@WV.GO HEADLINE FOR ALL TECHNICAL QUESTIONS IS 01/13/2008 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE.</p> <p>QUESTIONS CONCERNING THE ACTUAL PROCESS BY WHICH A VENDOR MAY SUBMIT A BID TO THE STATE OF WV ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE RFQ OPENING DATE AND IN ANY FORMAT.</p>						
001	1	LS		946-20		
<p>AUDITING SERVICES</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FIRM	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

REQ NUMBER  
 LOT448

PAGE  
 2

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 SHELLY MURRAY  
 304-558-8801

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
 Macdonald Page & Co LLC  
 30 Long Creek Drive  
 South Portland, ME 04106

LOTTERY COMMISSION  
 312 MACCORKLE AVENUE, SE  
 CHARLESTON, WV  
 25314-1143 558-0500

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS		
12/23/2008						
BID OPENING DATE: 01/29/2009		BID OPENING TIME 01-30PM				
LINE	QUANTITY	UOF	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATI-</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE		TELEPHONE		DATE		
TITLE		FIRM		ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

### Request for Quotation

RFQ NUMBER  
 LOT448

PAGE  
 3

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 SHELLY MURRAY  
 304-558-8801

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
 Macdonald Page & Co LLC  
 30 Long Creek Drive  
 South Portland, ME 04106

SHIP TO

LOTTERY COMMISSION  
 312 MACCORKLE AVENUE, SE  
 CHARLESTON, WV  
 25314-1143 558-0500

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/23/2008				

BID OPENING DATE: 01/29/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOF	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: SHELLY MURRAY / FILE 31</p> <p>RFQ. NO.: LOT448</p> <p>BID OPENING DATE: 01/29/2009</p> <p>BID OPENING TIME: 1:30 PM</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FBN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**Request for Quotation**

RFQ NUMBER  
**LOT448**

PAGE  
**4**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**SHELLY MURRAY  
 304-558-8801**

RFQ COPY

TYPE NAME/ADDRESS HERE  
**Macdonald Page & Co LLC  
 30 Long Creek Drive  
 South Portland, ME 04106**

SHIP TO

**LOTTERY COMMISSION  
 312 MACCORKLE AVENUE, SE  
 CHARLESTON, WV  
 25314-1143 558-0500**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/23/2008				

BID OPENING DATE: **01/29/2009** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	EXT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: Fax: (207) 774-7885 Attn: Durward Ferland ----- CONTACT PERSON (PLEASE PRINT CLEARLY): Durward J. Ferland, Jr. -----  ***** THIS IS THE END OF RFQ LOT448 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FBN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'







State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**Request for  
 Quotation**

REQUISITION NUMBER  
 LOT448

PAGE NO.  
 1

ADDRESS CORRESPONDENCE TO ATTENDANCE  
 SHELLY MURRAY  
 304-558-8801

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
 Macdonald Page & Co LLC  
 30 Long Creek Drive  
 South Portland, ME 04106

LOTTERY COMMISSION  
 312 MACCORKLE AVENUE, SE  
 CHARLESTON, WV  
 25314-1143 558-0500

DATE RECEIVED	DATE OPENED	COMP	REQ	ITEMS	STATUS
01/16/2009					
BID OPENING DATE		01/29/2009		BID OPENING TIME 01:30PM	
0001	LS	945-20	1	AUDITING SERVICES	
<p>ADDENDUM NO. 1</p> <p>THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS SUBMITTED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 01/13/2009.</p> <p>ATTACHMENT: QUESTIONS AND RESPONSES</p> <p>THE BID OPENING DATE REMAINS: 01/29/2009</p> <p>REQUISITION NO.: LOT448</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO. 'S:</p> <p>NO. 1 <input checked="" type="checkbox"/></p> <p>NO. 2 <input checked="" type="checkbox"/></p> <p>NO. 3 <input type="checkbox"/></p>					
SIGNATURE		TELEPHONE		DATE	
TITLE		FIRM		ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 60130  
 Charleston, WV 25305-0130

**Request for  
 Quotation**

LOT448

PAGE 2

SHELLY MURRAY  
 104-558-8801

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
 Macdonald Page & Co LLC  
 30 Long Creek Drive  
 South Portland, ME 04106

LOTTERY COMMISSION  
 312 MACCORKLE AVENUE, SE  
 CHARLESTON, WV  
 25314-1143 558-0500

BID OPENING DATE		BID OPENING TIME	
01/16/2009		01:30PM	
BID OPENING DATE		BID OPENING TIME	
01/29/2009		01:30PM	
NO. 4	QUANTITY	UNIT PRICE	TOTAL PRICE
NO. 5			
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY 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.</p> <p>.....          SIGNATURE          Macdonald Page &amp; Co LLC          COMPANY          February 2, 2009          DATE</p> <p>REV. 11/96</p> <p>----- END OF ADDENDUM NO. 1 -----</p>			
SIGNATURE		TELEPHONE	DATE
TITLE		ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**Request for  
 Quotation**

RFQ NUMBER  
**LOT448**

RFQ DATE  
**1**

VENDOR NAME AND ADDRESS  
**SHELLY MURRAY  
 104-558-8801**

**RFQ COPY**  
 TYPE NAME/ADDRESS HERE  
**Macdonald Page & Co LLC  
 30 Long Creek Drive  
 South Portland, ME 04106**

**LOTTERY COMMISSION**  
**312 MACCORKLE AVENUE, SE  
 CHARLESTON, WV  
 25314-1143 556-0500**

DATE RECEIVED		BID OPENING DATE		BID OPENING TIME		RFQ NUMBER	
01/22/2009		02/05/2009		01:30PM		LOT448	
LINE	QUANTITY	UNIT	UNIT PRICE	REMARKS			
0001	1	LS	946-20	ADDENDUM NO. 2 THIS ADDENDUM IS ISSUED TO MODIFY A RESPONSE FROM A QUESTION IN ADDENDUM NO. 1. ATTACHMENT: QUESTION AND REVISED RESPONSE THE BID OPENING DATE IS CHANGED: FROM: 01/29/2009 TO : 02/05/2009 REQUISITION NO.: LOT448 ADDENDUM ACKNOWLEDGEMENT I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC. ADDENDUM NO. 'S':			
SEE REVERSE SIDE FOR TERMS AND CONDITIONS							
SIGNATURE		TELEPHONE		DATE			
TITLE		FIRM		ADDRESS CHANGES TO BE NOTED ABOVE			

WHEN RESPONDING TO RFO, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**Request for  
 Quotation**

RFQ NUMBER: **LOT448**

RFQ NUMBER: **2**

VENDOR NAME: **SHELLY MURRAY**  
**104-558-8801**

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
**Macdonald Page & Co LLC**  
**30 Long Creek Drive**  
**South Portland, ME 04106**

**LOTTERY COMMISSION**  
**312 MACCORKLE AVENUE, SE**  
**CHARLESTON, WV**  
**25314-1143 558-0500**

DATE PRINTED: <b>01/22/2009</b>	TERMS OF SALE	SHIPWAY	REQ#	FREIGHT TERMS
BID OPENING DATE: <b>02/05/2009</b>				

LINE	PRIORITY	UNIT PRICE	AMOUNT	BID OPENING TIME: <b>01:30PM</b>	AMOUNT
------	----------	------------	--------	----------------------------------	--------

- NO. 1
- NO. 2
- NO. 3
- NO. 4
- NO. 5

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.

VENDOR MUST CLEARLY 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.

SIGNATURE

**Macdonald Page & Co LLC**  
 COMPANY

**January 29, 2009**

DATE

REV. 11/96

END OF ADDENDUM NO. 2

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
TITLE	FAX	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'