

November 17, 2009

State of West Virginia
Division of Public Transit
Fred Whittaker
2019 Washington St. E
Charleston, WV 25305

Dear Mr. Whittaker:

Precision Compliance, Inc. (PCI) would like to thank the State of West Virginia for the opportunity to respond to the Request for Quotation (RFQ).

Once the accompanying documents are reviewed, I am confident that PCI will meet and exceed the requirements and standards stated in the RFQ by the State of West Virginia in the Detailed Project Scope and Objectives section of the document.

PCI has continually demonstrated, both in the public and private sector, its outstanding performance as an expert in the field of substance abuse program management. Although well versed in all facets of the field, PCI has a specific concentration in compliance with the Federal Transit Administration regulations (49 CFR parts 40 and 655).

PCI has the depth of experience to ensure that West Virginia receives the services that have been requested. PCI has a proven track record, and has developed a close working relationship with the many states providing oversight for their FTA recipients.

PCI's contact information is as follows:

Precision Compliance, Inc
1220 Ravenwood Rd.
Boulder, CO 80303
PH# 303-499-1473
Fax# 720-304-9934

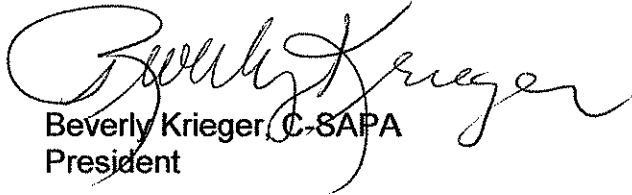
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PURCHASING DIVISION
STATE OF WV

Again, PCI would like to thank the State of West Virginia for the opportunity to respond to this request and for the possibility of working together. If there are any questions or areas which need clarification, please feel free to contact me any time.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Beverly Krieger".

Beverly Krieger, C-SAPA
President

Precision Compliance, Inc.
Response to:
West Virginia RFQ PTR 10008

Precision Compliance, Inc.
Experience Overview and Staff Qualifications

Experience: After eight years of experience as the "compliance guru" for a major Third Party Administrator, Beverly Krieger, the principal of Precision Compliance Inc (PCI), founded PCI in 1996. Since its inception the mission of the organization has been directed at providing its clients with the highest quality consulting and educational resources for substance abuse program management focusing on compliance with the Federal Regulations.

The plan is that Beverly Krieger will be providing the majority of the services to fulfill the scope of work in the WV RFQ PTR10008. She will act as the point person for all issues relating to this project. However, Beverly has assembled a cadre of professional consultants to bring the depth and the quality that PCI's clients expect. In response to the West Virginia request PCI may utilize the services of Rodney Sams, Daniel Wagner and Linda DeHerrera. Their qualifications speak for themselves and can be found in Attachment B to this response.

PCI, a certified woman owned business, and has provided a variety of services in the arena of drug and alcohol program management. Following is a synopsis of some of the most recent and relevant services provided for PCI's clients that are covered by the FTA rules:

Key Program Manager and Technical Ability:

Bev Krieger's personal credentials include being one of approximately 250 professionals in the country certified as a Substance Abuse Program Administrator. This credential is earned by having a minimum of 2000 hours in the industry, demonstrating an extensive knowledge of drug and alcohol testing laws, regulations and protocols and making a commitment to providing and maintaining the highest possible standards of integrity in the field. The Substance Abuse Program Administrator's Association's Certification Commission (SAPAA) awards this certification after a rigorous application and testing process. Bev is considered an expert on Federal Drug and Alcohol Testing Regulations as they relate to the Federal Highway Administration and the Federal Transit Administration guidelines. Ms. Krieger makes it a priority to always stay informed of the latest regulatory changes, laws and technologies in this dynamic industry.

Bev has been guest speaker at national meetings of APTA and other state-wide transit association meetings. She has sat on APTA's national panel as an expert in the field of drug and alcohol program management. She has presented numerous workshops and training sessions to State DOTs, transit agencies, contractors, and service agents who are responsible for complying with the DOT and FTA drug and alcohol testing regulations. The courses also include the

required training for safety-sensitive employees and supervisors who may be called upon to make a reasonable suspicion determination, and qualification training for collectors, Breath Alcohol Technicians, and Screen Test Technicians.

Beverly is a certified Breath Alcohol Technician Trainer certified in a DOT approved "Train the Trainer" workshop presented by CMI, manufacturer of evidential breath testing devices. STC the manufacturer of the QED (a saliva alcohol screening device) has certified Bev as STT trainer according to the DOT standards. These credentials give Ms. Krieger the advantage of truly understanding the procedures and documentation necessary to ensure a proper collection as mandated by the federal regulations. While holding the position of Compliance Expert with a major Third Party Administrator, Bev became expert in the Medical Review Officer's procedures and responsibilities. Her experiences give her a unique ability to discern the quality and compliance of the services provided to the transit systems by their service agents.

As in the past, Bev will be the project manager for the West Virginia Project and bring in other highly qualified professional consultants on an as needed basis. The majority of the work will be accomplished by Beverly, insuring consistent quality. Both Rod Sams and Dan Wagner live in the eastern portion of the country and are willing to be available for training and site visits if the need arises. Schedules are usually made far enough in advance as to avoid any such conflicts. PCI limits the amount of state contracts it pursues and accepts ensuring enough resources are available for each client. In evaluating the volume of work and travel that would be generated by the West Virginia contract; we are confident that PCI's current schedule will easily absorb the additional load. In the past 12 years of contracting with different states we have never had a scheduling issue that was not easily resolved.

Work Experience and References:

- **All Aboard America (2008-9)**
Contact: Fred Ullom 505-424-1110

PCI was contracted to assist All Aboard America prepare for a FTA drug and alcohol program audit. PCI set up the systems and procedures to organize the paperwork and recordkeeping to ensure confidentiality and compliance with 49CFR parts 40 and 655. During this process PCI reviewed the procedures followed at the collection site and assisted in correcting those protocols which were out of compliance with the regulations.

The result of this project was that the FTA audit reported only 2 easily correctable findings.

- **State of Maine Department of Transportation (2005-2007)**
Contact: Barbara Donovan 207-624-3245

PCI has been contracted to provide oversight of the State of Maine's 5311 grantees' drug and alcohol program compliance. This project entails site visits to the different providers to ensure their drug and alcohol programs are implemented and managed appropriately. During the site visits we visit the local service providers to observe their adherence to 49CFR part 40 guidelines. Reports are generated for each grantee and the state. The reports clarify deficiencies that were found and action items to help bring the programs into compliance.

Policy reviews have been done for all the grantees' programs. Deficiencies and action items are sited and reported. The grantees have 60 days from the receipt of the documentation to amend their policies.

Training is also part of the scope of service provided as part of this contract. The training will be focused on the updating the grantees on the latest information and interpretation of the regulations. Also, supervisory awareness training is on the schedule for a future date.

Since the end of the official contract PCI continues to provide on-going consulting support to MDOT as well as their subgrantees.

- **New Mexico State Department of Transportation (2002-current)**
Contact: Melvin Martinez 505-827-1573

PCI provided the State of New Mexico with its expertise to evaluate its Third Party Administrator(TPA). Bev Krieger assessed the State's consortium and conferred with the current TPA providing services to the grantees. As a result

of the meeting, PCI submitted a list of recommendations to the State to help ensure that the service agents were brought into compliance with the Federal Regulations. Since that original report there is a new program TPA and PCI provides on-going oversight of the State program.

PCI has also developed a generic boilerplate drug and alcohol policy for the grantees to establish a policy that is compliant with the Federal Regulations and consistent throughout the state.

Bev conducts annual on-site visits with the 5311/5316 grantees to evaluate the individual programs and help them to establish procedures and protocols which comply with the Regulations and the Best Practices established by the FTA.

During the visits to New Mexico, the State DOT took advantage of PCI's availability to provide Supervisory Drug and Alcohol Training as well as management training for the FTA recipients.

- **New York State DOT-Public Transportation (2001-2005),**
Contact: Bill Telovsky 518-457-6279

PCI has provided complete drug and alcohol program oversight for the (60) 5311 grantees, their subcontractors and service agents. These services include (but are not limited to); Site visits to all of the grant recipients and their collection facilities; Interviews with other service providers; Consultation with program managers; policy reviews for all recipients; MIS data collection, and on going training and education.

Each visit was documented with a detailed matrix indicating the areas of concern found in the participants' drug and alcohol programs. Bev worked closely with each grantee to ensure that the any deficit found during the visit was properly addressed. Those grantees that had subcontractors posed an additional step in the process towards compliance with 49CFR parts 40 and 655. PCI worked with the agencies to ensure they understood their responsibility of overseeing their sub-recipients. In many cases on-site visits were made to the covered sub-recipients.

PCI also assists the State of New York in coordinating the MIS reporting activity by reviewing all the reports prior to submission. PCI calls the grantees on any inconsistencies and corrects any misinformation.

- **State of Colorado Department of Transportation-Transit Division (1999-2009)**

Contact: Eric Ellis, 303-757-9771

PCI has been under contract with the State of Colorado DOT to provide oversight of their 5311 grantees since the end of 1999. This oversight program is similar to the requirements of the West Virginia request.

PCI has provided policy review for all the 5311 grantees. A detailed matrix was developed as a tool to assist the grantees upgrade their current policies and meet the requirements of the FTA standards.

After the policy reviews were completed, Bev Krieger made site visits to each of the recipients. During the visit a careful review was made of all the existing Drug and Alcohol Testing Program's procedures and protocols. Close attention was paid to the program documentation, filing methods and security of the confidential information. Testing events and the corresponding paperwork and protocols were reviewed for compliance. In many cases a visit was made to the collection site to evaluate the compliance of the service provider. Findings and recommendations were submitted to the grantees and the State DOT.

During the course of this project the State received notice of the Federal Audit. As a result we shifted gears and concentrated on preparation of the selected recipients. The results of the audit were good and the findings were minimal. Since the audit we have continued to complete the project by resuming the on-site visits to the remaining agencies.

At CASTA's 2000 Fall conference the State DOT requested that Beverly and the 3 grantees who participated in the Federal Audit present the findings and the solutions and relate their experiences to the remaining agencies. This served to bring out the importance of compliance with the FTA regulations. Since then, PCI is periodically asked to present training sessions at CASTA/CDOT conferences.

PCI was on-call to assist new grant recipients with the implementation of their drug and alcohol program, guiding them to ensure compliance in the future.

PCI also assisted the State of Colorado in coordinating the MIS reporting activity by reviewing all the reports prior to submission. PCI called the grantees on any inconsistencies and corrected any misinformation.

- **State of Arizona Department of Transportation Transit Division (2000-current)**
Contact: Sam Chavez, 602-712-7465

PCI has recently completed policy reviews and site visits of all the 5311 grantees in the State of Arizona. Recipients have been given the tools to perform self-audits on their collection sites and SAPs. There are some follow-up projects yet to be completed to ensure that the findings and the recommendations of the on-site visits are completed appropriately.

PCI plays an integral part in the drug and alcohol program oversight of the 5311 grantees. Site visits are on-going. During the visits PCI evaluates the service providers as well as grantee and their internal systems. Reports are generated to the grantees and the State. Follow-up visits are done to ensure that the findings of the previous visit are addressed appropriately.

PCI has also assisted new recipients develop their policies and procedures to help insure compliance with the regulations from the inception of their program.

As a participant in many of the State's conferences and workshops, PCI has developed presentations to ensure the State's FTA recipients have the latest information available.

- **Colorado Association of Transit Agencies (CASTA) (on going)**
Contact: Elena Wilkenson, 303-839-5197

Since 1992 Bev Krieger has presented numerous (approximately 20) workshops relating to 49 CFR part 655 for the Association. The presentations included Supervisory Awareness Workshops, Drug and Alcohol Program Management Workshops and STT training.

All the courses were designed to meet and exceed the FTA and DOT guidelines to help ensure compliance with the regulations.

- **New York City Transit**
Contact: John Crisci (347) 643-8165 (2008-current)

PCI is on contract to assist NYCT evaluate all new safety sensitive sub contractors, contracting with NYCT, to ensure their drug and alcohol policies are in compliance with 49 CFR parts 40 and 655.

- **CDTA (Albany New York / Transit System)**

Contact: Mike Collins 518-482-7286

PCI was hired to prepare CDTA for an impending FTA audit. During the 3 day intensive training of the new HR person we established new protocols and created procedures to help ensure compliance with the regulations.

Three months later (12/2005) PCI was asked to come back to orientate a new safety manager on the management of the drug and alcohol testing program. A detailed report with suggestions and action items was submitted to management. PCI assisted CDTA to coordinate the program with new service providers, set up secure reporting systems, create confidential random testing procedures and generally assure that the record keeping met the standards set forth in the FTA guidelines.

- **Tribal Transit Conference (Navajo, Hopi, Salt River and other Native Nations)**

Contact: Lee Bigwater (928) 729-4002

2008 and 2009 Bev Krieger was asked to present workshops on Over the Counter medications and Prescriptions, Supervisory Awareness Training, Safety Sensitive Employee Education, Managing Your Drug and Alcohol Program and New Regulations Update.

- **Arizona Department of Transportation-Training**

Contact: Dan Harrington (602) 712-8232

2006, 07, 08 and 09 Precision Compliance provided annual training to the 5311 recipients on many topics including the following; Developing in-house training, Changing Regulations and Policy Changes, Establishing a Statewide Filing System for the FTA Drug and Alcohol Program, Supervisory Awareness Training, etc.

- **Note on Training: All the professionals joining Bev Krieger in this response have extensive expertise and training backgrounds in the FTA arena. (See resumes)**

Scope of Service In Response To The West Virginia RFQ

Precision Compliance, Inc. (PCI), in response to West Virginia's RFQ PTR10008, will provide the following services as defined in Section 2 of the RFQ "Detailed Project Scope and Objectives".

- 2.1 PCI will prepare an introduction letter for all the transit system operators affected by this project. The letter will include at a minimum the 6 items stipulated in the RFQ.
- 2.2 When selected as the contractor PCI will review the existing generic policy to ensure compliance with the most current changes in the regulations. PCI will be available to assist any new system with their policy development, review and implementation.
- 2.3 PCI will assist new transit systems in identifying and evaluating vendor services in the transit systems local area. PCI will also assist any new systems with the implementation of the program to include, new employee awareness training and materials that meet the FTA requirements for safety sensitive employee education. The anticipation is that there may be up to four new systems during the term of this contract.
- 2.4 PCI will conduct site visits to each of WVDPT's transit systems to ensure drug and alcohol testing regulations, policies and procedures are being followed. PCI will provide each system and DPT an approved report with the findings and necessary action items (if any are needed to address any findings). PCI will assume the responsibility of insuring that the system corrects all findings from the site visit to ensure compliance with the regulations and report such actions to DPT.

PCI will also review the transit systems' oversight of the MRO, SAPs, BATs and STTs, collection sites, laboratories. When practical, PCI will visit the service vendors or review via phone the vendors' procedures if it is not logistically efficient to perform a site visit on behalf of the transit systems. PCI will work with the systems and their vendors to correct and deficiencies (if any) and notify the DPT when such corrections are made.

PCI will review and report on the procedures and services provided by any consortium/TPA providing services to WVDPT's transit systems. DPT will receive an approved report itemizing the findings as well as the corrections (if any) to any deficiencies.

- 2.5 PCI will work with any municipalities providing transit services through subcontracts ensuring that the municipalities' contractors are complying with the FTA regulations. The oversight functions will be reviewed and the findings will be reported to the City as well as the DPT. PCI will ensure

that all findings are addressed and a report of the deficiencies and corrections will be forwarded to DPT.

- 2.6 PCI will develop or review the existing checklist for DPT as an oversight tool to indicate that the transit systems' drug and alcohol testing policies and procedures are kept up to date and in compliance with the FTA regulations and best practices. The format of the checklist will be submitted for approval to DPT and will cover key areas of compliance.
- 2.7 PCI already has an available e-mail address (bkrieger@Precisioncompliance.com) and a toll free number (888-611-DRUG [3784]) for use by DPT and the West Virginia's transit systems
- 2.8 In the event the State of West Virginia is notified of an FTA audit or other administrative or legal matters concerning the State's oversight of the drug and alcohol testing regulations, PCI will provide all the necessary assistance necessary for a efficient, comprehensive response to the project, including but not limited to, gathering information and materials from the systems, traveling to any systems in preparation of the audit, assistance in responding to any findings, etc. PCI will also be available to provide such assistance to non 5311 recipients and provide additional unplanned visits to selected Transit Systems.
- 2.9 PCI will be available to conduct up to four, half-day Supervisory Awareness Training sessions on behalf of DPT, as well as up to four, full-day trainings on drug and alcohol regulations or any related subject matter deemed appropriate by DPT.
- 3.0 Update the Drug and Alcohol Testing Response Handbook: PCI will update or edit the quick reference guide for Drug and Alcohol Program Managers and Designated Employer Representatives. PCI will be responsible for all printing and reproduction costs for the materials.

Attachment A

Additional Support Documentation for PTR 10008

SAPACC
Substance Abuse Program
Administrators' Certification Commission

This is to certify that

Beverly S. Krieger

having presented to the Credentials Committee
satisfactory evidence of prescribed qualifications and
having passed an approved examination before the

**Substance Abuse Program Administrators'
Certification Commission**

in accordance with national standards of competence and expertise
established for substance abuse program administrators,
is hereby designated as a

**Certified
Substance Abuse Program Administrator**

Certificate No. 97-07-003

and by order of the SAPACC has been entered as such in the
Registry of Certified Substance Abuse Program Administrators

Given and dated this 11th day of September, 1997



Jana W. Wolfgang
Secretary, SAPACC

Ronald Springel MD
President, SAPACC

West Virginia Department of Transportation Example Agenda of Drug and Alcohol Program Training

In response to the training component of the RFQ, the following are examples of an agenda for Supervisory Training session and a Management Presentation.

- PCI will conduct a *Supervisory Awareness Training* session which meets the FTA (DOT) requirements. The presentation (approximately 3 hours) will include videos, a powerpoint presentation as well as interactive discussion of important topics required by the FTA. The proposed agenda for the training will include, but is not limited to, the following:
 - The magnitude of the problem of Drug use and alcohol misuse on society and the workplace.
 - **Individual transit agencies' policy issues**
 - **Drug testing procedures**
 - MRO
 - Lab
 - False positive results?
 - adulteration
 - **Alcohol testing procedures**
 - BAT
 - consequences of results of 0.02%-0.39% BAC
 - consequences of results of 0.04% or greater
 - Prohibited behavior
 - Indicators of probable alcohol misuse or drug misuse
 - Responsibility of the supervisors
 - removal from safety sensitive duty
 - observation and documentation
 - confidentiality of the employee
 - reasonable suspicion decision
 - escort to the collection site
 - Conflict resolution
 - Consequences of a positive drug or alcohol test result
 - Observed specimen collections
 - Employer's responsibilities
 - Resources
- PCI will present an all day hour *drug and alcohol program management workshop* to those recipients who are implementing their drug and alcohol testing programs and to those whose management personnel need a review of the regulations. This PowerPoint (plus handouts) presentation was developed to give program managers an overview of the issues which impact compliance with Parts 40 and 655. This interactive training explains necessary procedures and the "best practices" established by the FTA as they relate to administration of drug and alcohol abuse programs.

- CFR Part 40 procedures
- FTA Regulations 40CFR Part 655
- Collection process
- Alcohol testing process
- Service Vendor Oversight
- **Testing Events Procedures and Protocols**
 - Pre-employment
 - Random Testing
 - Post-Accident
 - Reasonable Suspicion
 - Return to Duty and Follow-up
- SAP Requirements and Responsibilities
- Training and education requirements
- Recordkeeping
- Contractor's Responsibility and Oversight
- Employer's Responsibilities
- Best Practices

NYCT Training Agenda
Morning Session (9:00-12:00) July 10, 2008

Collection Site Review:

- Does the site meet the physical requirements Based on 49CFR Part 40 regulations?
- www.dot.gov/ost/dapc
 - Clean writing area
 - Privacy for urination
 - Toilet or void receptacle
 - Permanent or temporary
 - Hand washing area
 - Restricted area during testing

Collection Process Review:

- Certified collection employees
 - Items to review prior to collection
 - Use of correct Chain of Custody Form/Alcohol Testing Form
 - Only one collection at a time unless shy bladder wait period
 - Keep sample in view of collector and employee until completion of the process
 - Collector must maintain personal control over each specimen
 - Collector must have contact information on the DER
 - Perform the alcohol test before the drug test
 - Is there a procedure in effect if an employee is a “no show” or inappropriately late for an appointment?
 - Is there restricted access to the area during the collection procedure?
 - Unwrap collection kit in front of donor
 - Must produce at least 45ml urine
 - Within 4 minutes check temperature of urine
 - Visually examine specimen for tampering or adulteration
 - Split specimen in two bottles, at least 30ml in one and 15ml in the second
 - Seal and label both bottles, collector dates and donor initials (shadow initials)
 - Place containers in sealed shipping bag with proper chain of custody form in secured area
 - Troubled Samples
-
- ***Observed Samples: Employer*** - Mandatory observed collections no advanced notice to the employee
 - The Lab reported to the MRO an invalid specimen and there is no medical reason

- The MRO reports the original positive, adulterated, or substituted result was cancelled due to the split being unavailable
- Specific criteria for observed sample after a dilute sample.
- You must require a Return to duty or follow-up test to be observed
- **Observed Samples: Collector** – Mandatory Observed Collections
 - Directed by the DER
 - Observed materials brought to the collection site
 - Employee's conduct clearly indicates a clear attempt to tamper or adulterate
 - Temperature on the original specimen was out of range
 - Original specimen appears to have been tampered with
- **FTA Questionnaire Review/FTA Review Process**
-

Afternoon Session (1:00-4:00)

- **Contractor Site-Visit, Drug and Alcohol Program Review**
 - Record Keeping
 - Program Management
 - Random Testing Protocol
 - Testing events and Definitions
 - Education and Training
 - Common Problems
- **FTA Questionnaire Review/FTA Review Process**

Attachment B

Professional Resumes

RODNEY SAMS

Lead Technical Specialist, Team Leader, Team Member, Trainer

EDUCATION

B.S., Logistics and Transportation, University of Tennessee, Knoxville, Tennessee, 1982. Graduate Work, Public Administration, Pennsylvania State University, Malvern, Pennsylvania, 1987-1989.

Client / Server Technology Certificate, Pennsylvania State University, Malvern, Pennsylvania, 1999.

EXPERIENCE OVERVIEW

Mr. Sams, our proposed lead technical specialist, has 28 years of professional experience. Mr. Sams began conducting audits for the FTA Drug and Alcohol Compliance program in 1997 as a team member, and since 1998 in the additional capacity as an audit team leader. A recognized expert in Drug and Alcohol compliance programs, Mr. Sams has participated as a team member or lead in hundreds of field audits. Mr. Sams has also served as a lead presenter at seminars delivered throughout the country on the 49 CFR Part 49 revisions, 49 CFR Part 655 publication, and technical issues identified during field audits. He has been instrumental in the development of the standard audit questionnaires used during each field audit, has participated in revising several audit questionnaires, and has attended and assisted in leading presentations at many of the annual audit team leader training seminars. Mr. Sams served as a key internal auditor trainer, and has provided breakout sessions for new auditors at the annual auditor training.

Prior to joining ICF Consulting, from 1993 to 1999, Mr. Sams was a Senior Analyst with KETRON Division of The Bionetics Corporation, during which time he led and participated in audits. Prior to joining KETRON, Mr. Sams was the Transportation Director at West Chester Area School District, West Chester, PA (1989 –1993), and the Supervisor of Transportation at Conestoga Valley School District, Leola, PA (1985-1989).

SELECTED PROJECT EXPERIENCE

Federal Transit Administration Drug and Alcohol Testing Program Compliance Audits, 1997-present. Participated as a team leader and team member in hundreds of in-field audits to evaluate local transit systems nationwide and provide assistance in establishing and implementing effective drug and alcohol testing programs for safety-sensitive employees that satisfy applicable regulatory requirements for federal transit grant recipients. Has extensive experience in all aspects of pre-audit, in-field, and post-audit phases.

Has prepared for upcoming audits, including reviewing MIS reports and previous grantee audit reports (when applicable) to select audit entities, contacting selected grantees prior to sending official notification letter to verify proposed audit schedule, logistics, and covered contractors, developing and drafting audit schedules and notification letters, reviewing pre-audit submissions from grantees

and contractors, preparing team leader pre-audit notes and auditor notebooks, selecting and entering drug and alcohol testing data into SAMO audit software, conducting drug and alcohol policy reviews, and conducting SAP and MRO interviews prior to the onsite audit.

Leads in-field audits involving all grant recipient types (5307, 5309, and 5311). On-site experience includes: reviewing and analyzing records of pre-employment, random, post-accident, reasonable suspicion and return-to-duty drug and alcohol tests, identifying deficiencies, developing graphic depictions of the findings, interviewing Drug and Alcohol Program Managers to evaluate their familiarity with the federal requirements for the drug and alcohol testing program, conducting mock breath and urine collections at designated collection sites to evaluate their procedures, developing final audit reports with recommendations for improvement, and presenting results to transit system managers.

Post-audit activities include conducting audit response package reviews, communicating via e-mail and telephone with audited systems to assist in the resolution of open audit findings, drafting e-mail responses and official audit response documents detailing additional data needs and action areas of concern, and issuing compliance letters. Has also developed and revised audit questionnaires to conform to regulatory amendments and other program developments. Regularly delivers sessions of the Volpe Center's national training program addressing the revised Part 655 regulations.

Service Coordination and Transit Awareness. Developed a set of service proposals for neighborhood circulators (short distance fixed-route services) at Patuxent River Naval Air Station, Lexington Park, Maryland, in response to the influx of personnel created by military base closures in Pennsylvania and Washington, D.C. This effort included: a demographic review of the proposed service areas; a preliminary definition of possible routes, using automated mapping techniques and computerized modeling; refinements of routes based upon field work; development of service characteristics for these routes; figuring operating costs for routes; and forecasting potential ridership levels of transit services. This service has been implemented.

Served as a liaison between the Base and the community transit agency that determined the feasibility of coordinating service between the base and the rural community. Part of his effort included development of routes and a strategic plan for service coordination between the bus service provided on the Naval base with the bus routes provided by the community transit agency. Provided technical advice and assistance to the County to determine bus routes and schedules.

Service Innovation. Authored two separate studies to develop a coordinated network composed of school districts' buses as part of a multi-county regional transportation plan for the transportation of private and parochial school students near Philadelphia, Pennsylvania. Collected and analyzed existing ridership data, transportation practices, and operational guidelines from each of the 13 public schools providing transportation to over 11,000 daily riders to 160 private schools. Routes that considered current vehicle capacity, arrival times, transfer

points, and maximum riding time constraints were developed. Improved coordination of routes between school districts resulted from these studies.

Other Relevant Experience

Served as a transportation consultant to over 40 school districts in Pennsylvania, Maryland, and New York, providing advice and assistance with planning, development, and implementation of transportation systems. Installed and taught clients in the use of customized computer software to route and schedule buses.

Transportation Director, Fleet Operations, West Chester Area School District, 1989-1993. Organized, supervised, and directed the pupil transportation program using 143 buses over 600 routes providing transportation for school students to 80 schools in Pennsylvania and Delaware. Fully responsible for the comprehensive operation of school bus/pupil transportation. Responsibilities included development of all bus routes, supervision of all employees, fiscal integrity, meeting with the general public, preparation of the transportation budget, and maintaining a systematic budget analysis.

Created the first electronic database in the transportation department that was utilized to develop routes and schedules. The routes he developed resulted in the school district being awarded the Pennsylvania Governor's Energy Award for developing fuel-efficient routes.

REPRESENTATIVE PUBLICATIONS AND PROJECTS

Authored "*The Common Sense Guide to Drug and Alcohol Programs for a Large System,*" and "*The Common Sense Guide to Drug and Alcohol Programs for a Small to Medium Sized System.*" This material is to be published by the FTA for national distribution, and was presented by me at the Annual FTA Drug and Alcohol Program National Conference.

Co-authored a rewrite of Pennsylvania's School Bus Driver's Manual, Pub 117, Parked Bus Instruction, Pub 52, along with the training materials used to train new School Bus Operators and provide refresher courses.

"Making Best Use of Transit System Pre-Audit Submission," presented at the FTA auditor training seminar, September 2001.

Editor, the Yellow Express (professional school bus driver newsletter) 1985, 1986, 1987.

"Computerized Routing and Scheduling of Bus Routes," Northern Lebanon School District, Fredericksburg, Pennsylvania, 1994.

EMPLOYMENT HISTORY

Self-employed transportation consultant 2005-present

ICF Consulting Project Manager 2000- 2005

Ketron Senior Analyst 1993-2000

West Chester Area School District Transportation Director 1989-1993

DANIEL W. WAGNER

For the past 30 years, Daniel Wagner has served as a management consultant specializing in management and performance reviews, compliance reviews, program evaluation, project planning, organization analysis, and financial analysis.

Mr. Wagner served as a drug and alcohol program auditor for the Federal Transit Administration. In addition to leading audits of several small urban systems, he led audits of the Oklahoma and Wyoming departments of transportation. The state audits involved audits of several Section 5311 subrecipients.

Since 2005, Mr. Wagner has performed on-site monitoring reviews of subrecipients for and has provided provide technical assistance to ensure compliance with Federal Transit Administration (FTA) requirements to the West Virginia Division of Public Transit.

Since 1994, Mr. Wagner has provided support to the FTA Office of Oversight in the development of oversight programs and conduct of compliance reviews. Currently, he is supporting the development and implementation of the revised and expanded State Management Review program. The new program addresses the new requirements of SAFETEA-LU and the Section 5316 and 5317 programs. Responsibilities include developing program guidance and the training seminar, training state program managers, and conducting reviews. He was a lead consultant on the team that developed the original State Management Review program. He also conducts review of urban transit systems for FTA. He has conducted reviews of some of the FTA's largest grantees, including New York City Transit, New Jersey Transit, and Los Angeles County Metropolitan Transportation Authority.

Mr. Wagner has developed transit performance and compliance review programs and conducted reviews for West Virginia, South Carolina, Vermont, Montana, Oklahoma, and Texas. For South Carolina, he served as the lead compliance and performance consultant for reviews of the state's 24 public transit providers. For Vermont, he directed the study of managerial capability, financial capacity, and compliance of 12 rural transit providers, reviewed six of the providers, and developed program and policy recommendations for management of the Section 5310 and 5311 programs. He conducted a management and compliance review of the Rhode Island Public Transit Authority's (RIPTA) ADA transportation program and assisted in the evaluation and development of a training program for paratransit operators for RIPTA.

Also for Vermont, he assisted two Section 5311 subrecipients in developing procedures for implementing the new coordinated service delivery model, including developing cost allocation plans that allow the providers to more easily bill programs for services. He led the effort to assist eight other Vermont transit

providers in developing cost allocation plans. He served as an instructor for three Rural Transit Assistance Program (RTAP) training seminars—route and service analysis, ADA compliance, and bus procurement.

Mr. Wagner has presented on federal requirements for Section 5311 providers at state transit conferences in West Virginia, North Carolina, South Carolina and Alaska and conducted training in Section 5311 requirements for subrecipients for Texas.

Prior to working with FTA, Mr. Wagner was a manager with Eva Klein & Associates where he consulted to colleges and universities regarding university-related research parks, technology transfer, technology incubators, management, and organization and staffing. He served as staff to the North Carolina Government Performance Audit Committee, a blue-ribbon commission of legislators, private citizens, and community leaders charged with restructuring North Carolina's state government operations.

Mr. Wagner was a senior consultant and consultant with Bearing Point (formerly KPMG Consulting), working in the government services and transportation consulting practices. He conducted program evaluations, management studies, organization and staffing analyses, cost analyses, and systems requirements analyses. He served as staff to the Commission on Budget and Financial Priorities of the District of Columbia (Rivlin Commission), a blue-ribbon panel appointed by the mayor to recommend actions to address the city's projected long-term budget deficit, where he conducted staffing and management analyses and analyzed transportation financing alternatives. He served as a cost analyst on a year-long study of Medicare claims process for the Health Care Financing Administration.

Mr. Wagner was graduated Phi Beta Kappa from The Catholic University of America and received a Bachelor of Arts in economics, summa cum laude.

Linda De Herrera

Professional Experience

Transportation Safety Institute, Oklahoma City, OK

Associate Staff Instructor
1998 -PRES

- Provide Substance Abuse Management Training Course to transit agencies throughout United States. The course is designed as an evaluation and self-assessment of the agency's substance abuse program and its compliance with FTA regulations

Regional Transportation District, Denver, CO

1980- Pres

Manager, Substance Abuse/Office Services
2005-PRES

Supervisor, Substance Abuse
1995-2005

- Administer and enforce the RTD Drug and Alcohol Policy and Procedures.
- Plan and conduct Orientation training for new employees on Drug and Alcohol testing procedures.
- Plan and conduct Reasonable Suspicion training for all Supervisors and Managers.
- Conducts on-site audits of contractors' Substance Abuse Programs and provide necessary feedback and technical assistance.
- Liaison with the Substance Abuse Professional and Employee Assistance Program.
- Provide expert advice for contractors who are obligated to meet Federal regulations.
- Maintains and updates all RTD materials associated with the Drug and Alcohol Policy and Procedures guide for testing.
- Manages support staff, both salaried and represented.
- Hires, assigns work, evaluates performance, and disciplines staff.
- Coordinates assignments and work load and schedules time off.
- Administers all budget related activities for the Substance Abuse and Office Services departments.
- Manager tracking of Department of Transportation (DOT) files.

Awards Received

2002 Outstanding Achievement Award - RTD

Professional Experience

Panelist at the FTA 3rd Annual "Drug Alcohol Program National Conference" in Orlando, Florida.

Attachment C

DBE Certificates

Precision Compliance, Inc.

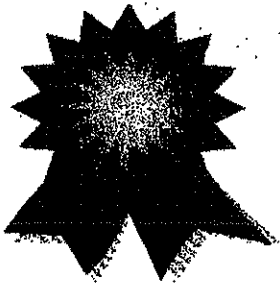
Certification #4199

Is hereby certified as a Disadvantaged Business Enterprise pursuant to U.S. Department of Transportation DBE regulations found at 49 CFR, Parts 23 and 26 and administered by Colorado's UCP.

Work Codes:

50103 Business Services - Consulting

This certification expires on the last day of March 2011. A new certificate will be issued ending every 3rd year, upon successfully meeting annual renewal requirements.



Greg Diehl, EO Supervisor
UCP Partner at CDOT

4/9/08

Date

**CALIFORNIA UNIFIED CERTIFICATION PROGRAM
DISADVANTAGED BUSINESS ENTERPRISE CERTIFICATE**

PRECISION COMPLIANCE INC.
1220 RAVENWOOD ROAD
BOULDER, CO 80303

Owner :BEVERLY KRIEGER
Business Structure : CORPORATION

This certificate acknowledges that said firm is approved by the California Unified Certification Program (CUCP) as a Disadvantaged Business Enterprise (DBE) as defined by the U.S. Department of Transportation (DOT) CFR 49 Part 26, as may be amended, for the following NAICS codes:

NAICS Code(s) * Indicates primary NAICS code

* 541690 Other Scientific and Technical Consulting Services 611710 Educational Support Services

Work Category Code(s)

C8700 CONSULTANT C8701 BUSINESS ADMINISTRATION

Licenses

CERTIFYING AGENCY:

DEPARTMENT OF TRANSPORTATION
1823 14TH STREET, MS 79
SACRAMENTO, CA 95814 0900
(916) 324-1700

UCP Firm Number : 30779

Janice Salais

CUCP OFFICER

May 16, 2007

It is CUCP's policy and objective to promote and maintain a level playing field for DBEs in California on Federal-aid contracts. We ensure nondiscrimination in the award and administration of U.S. DOT assisted contracts based on the requirements of 49 CFR Parts 21 and 26.

Empire State Development

The hereto named firm is designated a

WBE

MWB

DIVISION OF
Minority and Women's Business Development

by the
Division of Minority and Women's
Business Development

PRECISION COMPLIANCE INC.

BOULDER, CO.

Jerry S. Vidler

DIRECTOR

49512-2006

CERTIFICATE NUMBER

Jerry W. Finley

CERTIFICATION ANALYST

09/08/2008

EXPIRATION DATE

Attachment D

Bid Forms



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
PTR10008

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER
304-558-2316

*608151312 303-499-1473

VENDOR

PRECISION COMPLIANCE INC
 1220 RAVENSWOOD ROAD

BOULDER CO 80303

SHIP TO

DIVISION OF PUBLIC TRANSIT

BUILDING 5, ROOM 906
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0432 304-558-0428

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/23/2009				

BID OPENING DATE: 11/17/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				SEALED BID		
				BUYER: -----		
				RFQ. NO.: -----		
				BID OPENING DATE: -----		
				BID OPENING TIME: -----		
				PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:		

				CONTACT PERSON (PLEASE PRINT CLEARLY):		

				***** THIS IS THE END OF RFQ PTR10008 ***** TOTAL:		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
-----------	-----------	------

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
-------	------	-----------------------------------

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

BID FORM #2

CERTIFICATION OF RESTRICTIONS ON LOBBYING

The undersigned [Vendor, Contractor] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government Wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Vendor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

11/7/09
Date


Authorized Signature

President
Title

BID FORM #3

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract),

Precision Compliance, Inc (COMPANY NAME) certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(If the primary participation (applicant for an FTA grant, or cooperative agreement, or potential third party contractor) is unable to certify to any statements in this certification, the participant shall attach an explanation tot his certification.)

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT),

Beverly Krieger, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Beverly Krieger - President
Signature and Title of Authorized Official

BID FORM #4

Beverly Krueger hereby certifies that it IS or IS NOT (check the appropriate box) included on the U.S. Comptroller General's Consolidated List of Persons or Firms Currently Debarred for violations of Various Public Contracts Incorporating Labor Standards Provisions.

11-7-09
Date
Beverly Krueger
Authorized Signature
President
Title
Precision Compliance, Inc
Company Name

BID FORM #5

VENDOR'S CERTIFICATION OF UNDERSTANDING AND ACCEPTANCE

The Contractor hereby certifies that all Technical Specifications and Contract Terms and Conditions have been carefully reviewed, are fully understood and shall be adhered to in the performance and completion of any contract resulting from this bid.

11/7/09
Date _____
Authorized Signature *Beverly Kiegn* _____
Title *President* _____
Company Name *Precision Compliance, Inc.* _____

BID FORM #6

ADDENDUM ACKNOWLEDGMENT

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

No. 1 _____

No. 2 _____

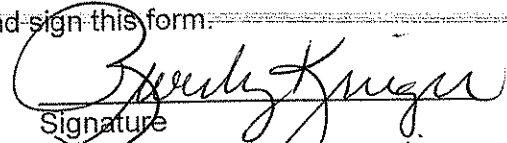
No. 3 _____

No. 4 _____

No. 5 _____

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

~~X~~ If no addendums are issued, please check this box and sign this form.


Signature
Precision Compliance
Company
11/2/09
Date

BID FORM #1
 Cost Proposal

ENTER BID PRICES BELOW (use ink or type)
BE SURE YOU HAVE INSERTED YOUR COMPANY'S NAME ON THE LINE BELOW:

Precision Compliance, Inc.

TASK#	DESCRIPTION	ESTIMATED QUANTITY	Unit	Cost Per Unit	TOTAL
2.1	INTRO LETTER	11	Each	10	110
2.2 - A	UPDATE "GENERIC" SYSTEM POLICY AND CONDUCT FOLLOW-UP REVIEWS OF SYSTEM POLICIES	11	Task	75	825
2.2 - B	NEW SYSTEM POLICY DEVELOPMENT	4	Each	300	1200
2.3	NEW SYSTEM VENDOR SELECTION SERVICES/TRAINING/IMPLEMENTATION	4	Each	150	600
2.4 - A	TRANSIT SYSTEM SITE VISITS	11	Each	800	8800
2.4 - B-1	VENDOR REVIEW	11	Each	150	1650
2.4 - B-2	MRO PHONE REVIEW	11	Each	75	825
2.4 - B-3	MRO SITE REVIEW	11	Each	150	1650
2.4 - B-4	SAP PHONE REVIEW	11	Each	75	825
2.4 - B-5	SAP SITE REVIEW	11	Each	150	1650
2.4 - B-6	BAT PHONE REVIEW	11	Each	75	825
2.4 - B-7	BAT SITE REVIEW	11	Each	150	1650
2.4 - B-8	STT PHONE REVIEW	11	Each	50	550
2.4 - B-9	STT SITE REVIEW	11	Each	100	1100
2.4 - B-10	COLLECTION FACILITY PHONE REVIEW	11	Each	85	935
2.4 - B-11	COLLECTION FACILITY SITE REVIEW	11	Each	125	1375

Task #	Description	ESTIMATED QUANTITY	Unit	Cost Per Unit	TOTAL
2.4 - B-12	LABORATORY OVERSIGHT PHONE REVIEW	11	Each	75	825
2.4 - B-13	LABORATORY OVERSIGHT SITE VISIT	11	Each	100	1100
2.4 - C-1	TPA/CONSORTIUM REVIEW SITE VISIT	11	Each	150	1650
2.4 - C-2	TPA/CONSORTIUM OVERSIGHT PHONE REVIEW	11	Each	95	825
2.5	MUNICIPAL OVERSIGHT	1	Each	200	200
2.6	CERT CHECKLIST	1	Task	200	200
2.7	800# & E-MAIL ACCESS	1	Task	150	150
2.8 - A	AUDIT ASSISTANCE	40 Hours	Hour	80	3200
2.8 - B	Misc. Administrative Assistance	40 Hours	Hour	80	3200
2.8 - C	UNPLANNED				
	TRANSIT-SYSTEM SITE VISITS	1	Task	1000	1000
2.9 - A	Half-day Supervisory Awareness Training	4	Each	750	3000
2.9 - B	Full-day D&A Regulation Training	4	Each	1000	4000
3.0 - A	Update Testing Response Handbook	1	Task	400	400
3.0 - B	Reproduction Costs for Updates to Testing Response Handbook	150	Each	12	1800

GRAND TOTAL BID (Add Lines 2.1 thru 3.0-B) 46,120

The quantities listed above are estimates for bidding purposes only. Actual quantities purchased may vary.

Please provide unit cost and extended cost for each line item.