

August 24, 2011

Purchasing Division
Department of Administration
Building 15
2019 Washington Street, East
Charleston, West Virginia 25305

Attention: Frank Whittaker, Procurement Officer

Re: Request for Quotation – WWV12103 IV&V of UI Contingency Plan

We appreciate the opportunity for Arnett & Foster, P.L.L.C. (A&F) to provide services to the Workforce West Virginia's Unemployment Compensation Division. To facilitate your analysis of our firm, we have prepared this proposal to provide services along with our qualifications.

Background

Workforce West Virginia's Unemployment Compensation Division has already contracted with a vendor to develop an Information Technology Contingency Plan. This request is for a vendor to perform Independent Verification and Validation (IV&V) services for the purpose of independently verifying the accuracy and applicability of that plan as further described under the Scope of Work.

Scope of Work

We will perform the following tasks:

1. We will evaluate the work products produced by the IT Contingency Plan vendor for accuracy, completeness and compliance with the requirements stipulated in the RFQ.
2. We will ensure that the work products produced by the IT Contingency Plan vendor include all seventeen of the key elements recommended by NIST SP 800-34.
3. We will contact appropriate Workforce West Virginia staff identified in the IT Contingency Plan to confirm their participation in the creation of the Contingency Plan and to address questions or clarify statements made by either the Contingency Plan vendor or Workforce employees.
4. Based on our evaluation, we will generate electronic recommendations to the Workforce West Virginia staff identified in the Contingency Plan describing how any identified deficiencies in the IT Contingency Plan could be addressed.

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Project Quantities and Deliverables

We will provide the following products in our performance of the contract:

1. We will provide written documentation in electronic form (Microsoft Word) to Workforce West Virginia of our recommendations and findings and confirm that all seventeen key elements of NIST SP 8000-34 are included in the work product of the Contingency Plan Vendor.
2. After electronic documentation is received, we will schedule a presentation to describe its findings and recommendations to WorkForce West Virginia staff in person at 113 California Ave, Charleston WV 25305. At this presentation, we will respond to questions and answers for clarification. Those questions and responses will be documented and included as a supplement to the final IV&V report in electronic (Microsoft Word) format.

Performance Standards

The following performance standards will be met:

1. The service to be performed by A&F shall begin by September 1, 2011 and completed by November 30, 2011.

Expected Results

We will prepare reports detailing our review and findings of areas outlined in the Scope of the RFQ.

Vendor Qualifications

- Arnett & Foster P.L.L.C. is the largest accounting and consulting firm in the region and is headquartered in Charleston West Virginia;
- We have an experienced Information Technology Staff with significant experience in Disaster Recovery and Contingency Plan development and Auditing, the three people who will be assigned to this project have, on average, over twenty years experience in IT;
- The Project Manager on this staff is a Certified Information Systems Security Professional (CISSP), other staff have advanced certifications in IT;
- We are a local company, we can provide a timely response to your needs;
- We have experience with WorkForce West Virginia – we completed a compliance audit engagement for an independent data validation and verification project for Unemployment Insurance which required review of employee data to ensure the data was valid and accurate for each employee as stated in the regulations;
- Also related to WorkForce West Virginia – we completed a compliance audit engagement involving various testing on aspects of data processing such as nonmonetary determinations not counted for federal reporting, and the informal performance of independent validation and verification on wage items and the Tax Performance System conducted for the Unemployment Compensation Division of WorkForce West Virginia; and,
- We complete over twenty IT audits on an annual basis including services such as those proposed by this RFQ.

Relevant Experience and References.

David W. Watson
EP Manager 2
UC Benefit and Technical Support Section - 5106
112 California Ave
Charleston, WV 25305-0112

Reference for Workforce West Virginia audit and IV&V experience.

James M. Toney, CPA/MBA
Deputy Director for Finance & Administration, CFO
Phone 304 558-0551
West Virginia Lottery Commission
312 MacCorkle Ave, SE
P.O. Box 2067
Charleston WV, 25327

Reference: We have completed SAS70 Audits since 2005 for the Lottery. During that time they have transitioned to a new vendor and A&F has been heavily involved in auditing Disaster Recovery and Contingency Plans for both vendors. SAS 70 audits are similar to IV&V.

Betty Ireland
Former Secretary of State for West Virginia
Phone 304 342-6570
Consultant - Business Management & Consulting
948 Ridgemont Road
Charleston WV, 25314

Reference: The proposed Project Manager (Keith Morgan) was contracted by the Secretary of State to act as the WV Project Manager on a project related to the installation of electronic voting machines. In that capacity, he was responsible for reviewing the work of other vendors and ensuring that their results met the needs of the Secretary of State, the work performed was similar to IV&V.

Contract Terms

1. This contract is for this one project and work is to be completed by November 30, 2011.
2. Work cannot begin until the Contingency plan is completed which is due September 1, 2011. Our work will begin at that time subject to award of contract to A&F.
3. If changes to the original contract become necessary, a formal contract change order will be executed. An approved contract change order is required whenever the change affects the payment provision and/or the scope of the work. No change shall be implemented by A&F until such time as A&F receives an approved written change order.

Confidentiality and Care of Data

A&F agrees to protect the confidentiality of any files, data or other materials provided to A&F. A&F shall take all reasonable steps necessary to safeguard any data, files, reports, or other information from loss, destruction, or erasure. Any costs or expenses of replacing, or damages resulting from the loss of such data shall be borne by A&F when such loss or damage occurred through our negligence.

Payment

Full payment of price will be made when all terms and conditions of this contract have been met, including delivery of the final reports.

Price Quote

All fees associated with the job specifications and requirements are for services outlined in the "Scope" section of the RFQ. The price quote is all-inclusive and includes any travel related expenses.

Cost Sheet

Total Cost to perform the following:

Perform Independent Verification and Validation of the UI divisions Contingency Plan developed by an external vendor \$ 18,589.

Contact Information

The contact for this RFQ at Arnett & Foster P.L.L.C. is Keith A. Morgan, who can be reached at 304-346-0441 (phone), 304-346-8333 (fax), email address is keith.morgan@afnetwork.com.

We appreciate the opportunity to offer this proposal.

ARNETT & FOSTER, P.L.L.C.



Keith A. Morgan, CISA, CISSP, CRISC
P.L.L.C. Member

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