

ATTACHMENT C: INS12015 Cost Sheet

May 30, 2012

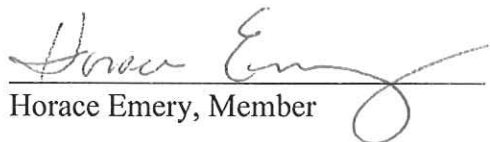
West Virginia Offices of the Insurance Commissioner
1124 Smith Street
Charleston, West Virginia 25305-0540

Req#: INS12015
Opening Date: 5/30/2012
Opening Time: 1:30 p.m.

Name of Firm - Suttler & Stalnaker, PLLC

As indicated on page 26 of the RFQ our cost bid is attached.

I, Horace Emery, certify that I am entitled to represent Suttler & Stalnaker, PLLC, empowered to submit this bid and authorized to sign a contract with the West Virginia Offices of the Insurance Commissioner.



Horace Emery, Member

May 30, 2012
Date

COST BID SCHEDULE
Fiscal Year 2012

Cost information below as detailed in the Request for Proposal and submitted in a separate sealed envelope. Cost should be clearly marked.

<u>Classification</u>	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total Cost</u>
Partners/Members	70	\$280	\$ 19,600
Managers	125	170	21,250
Supervisory Staff	220	140	30,800
Staff	300	110	33,000
EDP Specialists	30	200	6,000
Senior Consulting Actuary	50	350	17,500
Actuarial Associates	30	250	7,500
Other Support	25	80	<u>2,000</u>
			137,650
Less estimated discount			<u>(38,150)</u>
Total all-inclusive maximum price for the annual audit and other services as required in this Request for Proposal			<u>\$ 99,500</u>

These fees do not include services that fall outside the scope of the audit. For example, technical assistance from us in resolving unreconciled differences in accounting records or supporting account balances would fall outside the scope of our audit, as would additional procedures required related to the implementation of significant new technical standards, or related to the conversion to the new ERP OASIS software.

Additionally, our fees are based on the current state of operation. Should significant changes occur (i.e., significant expansion in existing operations whether caused by increased federal funds/programs such as the Affordable Care Act or other factors, redefinition of reporting entity, etc.), we will need to reevaluate our scope and audit approach. Similarly, if a federal Single Audit is required, the scope of the audit would expand based on the number and complexity of the major federal programs. In the event these types of situations arise, it is our practice to discuss these types of issues with management before we would proceed so as to obtain management's authorization and to develop the best approach to solve the problem.

COST PROPOSAL FOR ADDITIONAL SERVICES

<u>Classification</u>	<u>Hourly Rates</u>
Partner/Member	\$280
Managers	\$170
Supervisory Staff	\$140
Staff	\$110
Other Support	\$80
EDP Specialist	\$200
Senior Consulting Actuary	\$350
Actuarial Associates	\$250

We understand that no changes in scope to the project will be implemented by us until such time as an approved change order is received. Formal contract amendments and change orders will be negotiated with the OIC, whenever necessary, to address changes to the terms and conditions, cost of, or scope of work included under the contract. An approved contract amendment means one approved by the OIC, the Department of Administration, and all other applicable State agencies prior to the effective date of such amendment. An approved contract amendment is required whenever the change affects the payment provision and the scope of the work. Such changes may be necessitated by new and amended federal and state regulations and requirements. No changes in scope are to be conducted except at the approval of the OIC.

We will submit invoices to the OIC for all services provided pursuant to the terms of the contract. Progress payments will be made on a monthly basis based upon the percentage of work completed. We will work with the OIC management to develop a mutually agreeable proposed billing work plan.

If applicable, sign and submit-the attached Resident Vendor Preference Certificate with the proposal.

Please see the following pages for the completed *Resident Vendor Preference Certificate and Purchasing Affidavit*.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: 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.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

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.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Suttle & Stalnaker, PLLC

Authorized Signature: *Trace Emery, Member* Date: May 30, 2012

State of West Virginia

County of Kanawha, to-wit:

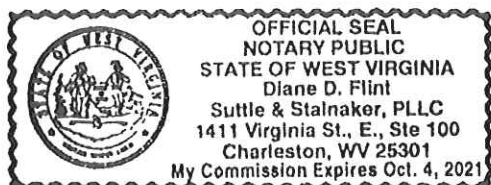
Taken, subscribed, and sworn to before me this 30 day of May, 2012.

My Commission expires Oct. 4, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC

Diane D. Flint



State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

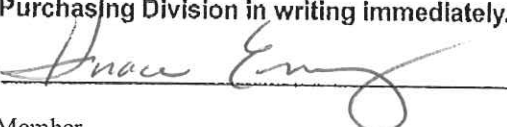
1. **Application is made for 2.5% resident vendor preference for the reason checked:**
☐ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
☒ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
☒ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
☐ Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 5% resident vendor preference for the reason checked:**
☒ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
☐ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
☐ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Suttle & Stalnaker, PLLC

Signed: 

Date: May 30, 2012

Title: Member

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.