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Header

List View

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Procurement Folder: 187448

SO Doc Code: CRFQ

Procurement Type: Central Contract - Fixed Amt

SO Dept: 0704

Vendor ID: 000000202390

SO Doc ID: INS1600000002

Legal Name: SUTTLE & STALNAKER PLLC

Published Date: 2/17/16

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Close Date: 2/23/16

Total Bid: \$310,400.00

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Response Time: 9:48

Solicitation Description: Addendum No. 1 Audit Services for fiscal year

Total of Header Attachments: 0

Total of All Attachments: 0



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder : 187448

Solicitation Description : Addendum No. 1 Audit Services for fiscal year

Proc Type : Central Contract - Fixed Amt

Date issued	Solicitation Closes	Solicitation No	Version
	2016-02-23 13:30:00	SR 0704 ESR02231600000003734	1

VENDOR
000000202390 SUTTLE & STALNAKER PLLC

FOR INFORMATION CONTACT THE BUYER
 Michelle L Childers
 (304) 558-2063
 michelle.l.childers@wv.gov

Signature X **FEIN #** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Audit services 2016				\$77,600.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : To audit the financial records and statements of the agency.
For fiscal year 2016.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Audit services 2017				\$77,600.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : To audit the financial records and statements of the agency.
For fiscal year 2017.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Audit services 2018				\$77,600.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : To audit the financial records and statements of the agency.
For fiscal year 2018.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Audit services 2019				\$77,600.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description : To audit the financial records and statements of the agency.
For fiscal year 2019.

COMMITMENT TO SERVE

**The West Virginia
Offices of the Insurance Commissioner**

The West Virginia Offices of the Insurance Commissioner

Audit Services

Response to Request for Quotation
RFQ Number INS1600000002

Suttle & Stalnaker, PLLC
The Virginia Center, Suite 100
1411 Virginia Street East
Charleston, West Virginia 25301
(304) 343-4126
(800) 788-3844

Contact Person:

Horace Emery, CPA, Member
HEmery@suttlecpas.com

February 23, 2016

TRANSMITTAL LETTER

February 23, 2016

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

We are pleased to submit our proposal to audit the basic financial statements of the West Virginia Offices of the Insurance Commissioner (the OIC). We demonstrate in the attached proposal that we exceed your mandatory qualifications, understand your Request for Quotation and service needs, and commit to meeting all of your requirements within the specified time periods.

In addition to serving as the OIC's auditors for six years and as auditors for the West Virginia Workers' Compensation Commission (Division) for the six years prior to that, Suttle & Stalnaker, PLLC, has served on the single audit team for the State of West Virginia since 1986, and is extremely knowledgeable of State government operations. Suttle & Stalnaker, PLLC is excited about assisting the OIC, and will manage all services from our Charleston office.

The team which we have assembled to serve the OIC has a long-standing relationship with the OIC, which means that we know and understand the difficult issues and how to address them. Our primary team members are located in Charleston, West Virginia, providing the OIC with **local access** to their professional accounting firm and team members when management advisory services are needed. These primary team members have extensive technical knowledge of and experience with the OIC, and will be available at your request. Our commitment to you is further evidenced by the fact that various members of our team have continued to provide valuable advice, support and consultations even when not under contract.

Our client service team's professional knowledge and understanding of West Virginia State government, along with the cost effective total client service plan we have developed distinguishes us from the competition.

Selecting the Suttle & Stalnaker, PLLC team to serve the OIC provides you with a number of important advantages:

➤ **Experience.** Suttle & Stalnaker, PLLC is committed to serving the OIC. To demonstrate this commitment, we have organized a team to serve you that has experience serving the OIC and the State of West Virginia in prior years as follows:

- The West Virginia Offices of the Insurance Commission
- West Virginia Workers' Compensation Division
- West Virginia Bureau of Employment Programs
- West Virginia Department of Transportation
- West Virginia Regional Jail Authority
- West Virginia Parkways Authority
- West Virginia Public Employees Insurance Agency
- West Virginia Division of Highways
- State of West Virginia - Single Audit
- West Virginia Lottery

In addition, our team members have provided extensive services for the OIC and the State of West Virginia, including but not limited to the following:

- West Virginia Workers' Compensation Division employer field audits
- Service on the GASB 34 Implementation task force
- Single Audit for State of West Virginia
- Cost Allocation Services
- Provider Audits for the Department of Health
- Consulting Services for Consolidated Public Employees Retirement
- Audit/Consulting Services for PEIA
- Audit/Consulting Services for the West Virginia Board of Risk & Insurance Management
- Audit/Consulting Services for other Departments, Division, and Component Units of the State of West Virginia

➤ **Understanding significant issues -** As an example of Suttle & Stalnaker, PLLC's commitment to helping resolve significant issues before they become problems, Suttle & Stalnaker, PLLC served in an advisory capacity on the State of West Virginia GASB 34 implementation task force. In addition, we are already very familiar with key issues, including the history of and status of the workers' compensation deficit, and numerous issues underlying the estimated liability for unpaid claims and claim adjustment expenses. We also helped the OIC navigate a number of extremely complex issues related to the transition of the Workers' Compensation Commission to a private entity, with the remaining "Old Fund" as well as new funds created becoming part of the OIC. In 2008, the OIC changed the third party administrators (TPAs) for claims processing from BrickStreet to three new processors. Suttle & Stalnaker, PLLC worked with OIC personnel to manage the audit process so as to allow us to obtain the audit evidence needed to complete the audit with a minimum of disruption to the ongoing transition to the new TPA's. Similarly, when the OIC engaged new actuarial consultants, we worked smoothly with them without disruption to the audit process. Our team will be in the best position to ensure that there is appropriate consistency in the approach to estimating the liability for unpaid claims and claim adjustment expenses.

- **Experienced engagement team leadership** - As a demonstration of our commitment to the OIC, Horace Emery will continue to lead your team as coordinating member. Horace is a “hands-on” member/partner, who has served the OIC/Workers’ Compensation Division for twelve years, and has over 37 years of experience, including significant time devoted to government and not-for-profit clients. **Key engagement team members listed in this proposal also served on the prior audit team.**

- **Nationally Recognized Actuarial Support** - We have secured a commitment from Anthony K. Grippa, FCAS, MAAA, of Strategic Actuarial & Risk Consultants, LLC, a nationally recognized independent workers compensation actuary, to perform the review of the estimated liability for unpaid claims and claim adjustment expenses. Mr. Grippa has over 38 years experience, including recent previous experience with the West Virginia Workers’ Compensation liabilities, including serving as actuarial support on 9 audits of the OIC/Workers’ Compensation Commission. Mr. Grippa is a Member of the American Academy of Actuaries, a Fellow of the Casualty Actuarial Society, a Fellow of the Conference of Consulting Actuaries, and is a Workers Compensation Certified Professional.

- **Training** - Our commitment to training our staff to effectively serve the governmental market is demonstrated by the fact that virtually **all** of our audit staff are trained in governmental auditing and accounting.

- **Membership in Allinial Global (Allinial)** - Allinial Global includes over 100 member firms throughout the United States, Canada, and Mexico. Allinial offers a network of experience and expertise covering a wide range of industries and client services on a regional, national and international basis. Allinial is considered the premier professional association for independent CPA firms.

- **Membership in AICPA Audit Quality Centers** - The Firm belongs to both the Governmental Audit Quality Center and the Employee Benefit Plans Audit Quality Center established by the American Institute of Certified Public Accountants. Membership in the audit quality centers requires specific rigorous policies and procedures regarding quality control, education and training, and provides the Firm with additional resources from the Centers in the form of webcasts, email blasts and technical support from the Centers’ websites or telephone access to Center personnel.

- **Technology** - Suttle & Stalnaker, PLLC uses extensive automated techniques in their client service plans and will work with the OIC to provide electronic copies of needed files in the format designated by the OIC.

- **Continuous communication** about new ideas, opportunities, vulnerabilities, and management issues with key management personnel to invigorate thinking and action, and giving you access to the professional and regulatory information and intelligence you need year-round.

- **Competitive fees.** Our record is one of providing high quality services for a fair fee. Our audit approach, our use of technology, and our people all work together for this goal.
- **Unmatched commitment to the State of West Virginia.** Suttle & Stalnaker, PLLC has demonstrated their commitment to the State of West Virginia being part of the State's business community for over 42 years.

By selecting the Suttle & Stalnaker, PLLC team you will not incur the hidden, but very real costs to the OIC as your staff incurs additional time to educate new accountants. Because of our years of experience in serving the OIC and the State of West Virginia, we do not have to learn your operations.

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

Very truly yours,

A handwritten signature in cursive script that reads "Suttle & Stalnaker, PLLC".

Suttle & Stalnaker, PLLC

QUALIFICATIONS PER SPECIFICATIONS
SECTION 3 OF THE RFQ

SPECIFICATIONS

3. QUALIFICATIONS: Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall meet or exceed the minimum qualifications. Qualifications will be verified with the West Virginia Board of Accountancy or other licensing bodies where applicable. Bid submissions not meeting the mandatory specifications and qualifications will be disqualified. The minimum qualifications are as follows:

3.1. The successful vendor must have 3 years of experience with the auditing of governmental financial statements for WV governmental entities and Governmental Accounting Standards (GASB).

Vendor Response:

FIRM QUALIFICATIONS AND EXPERIENCE

Suttle & Stalnaker, PLLC, Certified Public Accountants, has offices located at 1411 Virginia Street East, The Virginia Center, Suite 100, Charleston, West Virginia 25301 and at Towne Square, PO Box 149, Parkersburg, West Virginia 26102. **The Firm currently consists of the following personnel: members/partners - 12, managers, seniors and staff accountants - 47, support staff - 14. We have 30 accounting professionals on staff that hold a CPA certificate in West Virginia.** Currently there are approximately 12 individuals in our governmental audit staff. The work performed will be coordinated by our Charleston office. We anticipate 4 to 5 full-time personnel assigned to the engagement. Various members and employees of the Firm are members of the American Institute of Certified Public Accountants, the West Virginia Society of Certified Public Accountants, Government Finance Officers' Association, and other professional organizations. **Suttle & Stalnaker, PLLC has been in business since 1973 and has performed governmental audits for over 40 years.**

We are experienced in and perform a full range of activities. Our professionals are organized according to their functional discipline: accounting and auditing, tax and tax consulting, and management consulting. We consider ourselves business advisors who not only solve problems but also prevent them.

STATE OF WEST VIRGINIA, OIC AND WORKERS' COMPENSATION COMMISSION (DIVISION)

Suttle & Stalnaker, PLLC audited the OIC's financial statements from 2006-2011 and the Workers' Compensation Commission (Division) for the six years prior to that, often providing services significantly exceeding the normal audit procedures to address a variety of issues as they arose. For the year ending June 30, 2015, we provided compilation services for the OIC. In addition, Suttle & Stalnaker, PLLC has a long history of serving the State of West Virginia and the OIC/Workers' Compensation Commission (Division), having served virtually every major division and department in some capacity, including participating as a joint venturer/subcontractor in every Single Audit of the State of West Virginia.

Other engagements with the State of West Virginia have included auditing component units, divisions or programs to be incorporated into the State of West Virginia's Comprehensive Annual Financial Reports. These engagements have included the West Virginia Division of Highways, West Virginia Department of Transportation, several state colleges and the West Virginia Economic Development Authority. These engagements demonstrate our ability to meet the time parameters required by the Department of Administration's Financial and Reporting Section, as well as our ability to effectively and efficiently complete audits in complex State environments.

Suttle & Stalnaker, PLLC also performed a significant number of employer field audits for the Workers' Compensation Division from 1997 to 2000. In this capacity, we consistently demonstrated our ability to complete the assigned audits producing a quality product in the time frames needed by the Workers' Compensation Division.

OUR GOVERNMENT AND NONPROFIT PRACTICE

Suttle & Stalnaker, PLLC has specialized in governmental and nonprofit agency auditing and accounting for over 40 years. This segment currently makes up the largest industry concentration of our audit practice, with our professional staff spending well over 15,000 hours per year on audits of governmental and nonprofit entities and programs. Virtually all of the governmental audits are for financial statements prepared in accordance with accounting standards promulgated by the Governmental Accounting Standards Board (GASB). Every member of our audit staff has both training and experience in governmental and nonprofit accounting and auditing.

The State of West Virginia and its departments, divisions, and component units are the cornerstone of our government practice. Through a joint venture, we participate in the audit of the State of West Virginia's financial statements, and perform extensive work related to the requirements of the Single Audit Act and Office of Management and Budget's Circular A-133. In addition, Suttle & Stalnaker, PLLC personnel provided assistance with the State's GAAP conversion project and initial Comprehensive Annual Financial Report. Our Firm has served numerous other governmentally and nonprofit funded clients and similar entities requiring audits in accordance with *Government Auditing Standards*, developing a strong reputation for providing quality services in the West Virginia market. This preeminence in governmental and nonprofit services is not the result of casual experience acquired through an on-going accounting practice. Rather, it results from the commitment of our Firm to the highest standards of service in the governmental and nonprofit sector.

GFOA CERTIFICATE OF EXCELLENCE EXPERIENCE

Only a few entities in West Virginia have applied for and obtained a GFOA Certificate of Excellence in Financial Reporting. We have worked with the West Virginia Parkways Authority, West Virginia Division of Highways, the West Virginia Public Employee's Insurance Agency and the West Virginia Lottery, all of whom successfully obtained the GFOA Certificate of Excellence. In addition, the State of West Virginia, our client through joint ventures with Ernst & Young, LLP and Deloitte & Touche, LLP, obtained the GFOA Certificate of Excellence. In addition, Chris Deweese of our firm has served as a GFOA reviewer in the GFOA Certificate of Excellence program. As stated in the Suttle & Stalnaker, PLLC mission statement, we are continually striving to "provide world class professional services to quality clients by utilizing a team of dynamic individuals and advanced technology to achieve success for our clients and ourselves." If the OIC wishes to pursue a GFOA Certificate of Excellence in Financial Reporting, we will be pleased to assist.

CLIENTS SERVED

The following list illustrates Suttle & Stalnaker, PLLC's experience and diversity in serving governmental clients and similar entities:

- West Virginia Offices of the Insurance Commissioner
- West Virginia Workers' Compensation Division
- WORKFORCE West Virginia
- West Virginia Bureau of Employment Programs
- Division of Workers' Compensation - Employer Field Audits
- West Virginia Public Defender Corporations - total of 17 separate audits

- Single Audit of State of West Virginia, including the following:
 - Bureau of Employment Programs
 - Unemployment Insurance Programs
 - Employment Services
 - JTPA Programs
 - WIA Programs
 - West Virginia Development Office
 - Community Development Block Grant Program
 - Department of Health and Human Resources
 - Temporary Assistance for Needy Families
 - Social Services Block Grant
 - Low Income Housing and Emergency Assistance
 - Women's, Infant's and Children's
 - Foster Care - Title IV
 - Child Care Development Fund
 - Substance Abuse
 - Child Support Enforcement
 - Medicaid
 - Food Stamp Cluster
 - Department of Education
 - Child Nutrition Cluster
 - Office of Special Education
 - Vocational Education
 - Title I - Grants to Local Education Agencies
 - Division of Environmental Protection
 - Office of Abandoned Mine Lands
 - Office of Surface Mining
 - Capitalization Grants for State Revolving Loan Funds
- West Virginia Lottery - Drawing Auditors
- West Virginia Lottery - Consultant regarding review of Video Lottery Licensees
- West Virginia Lottery - Financial Statements Audit
- West Virginia Water Pollution Control Revolving Fund
- Twelve County Boards of Education - Single Audits
- Three Regional Education Service Agencies - Single Audits
- Systems and Controls Consulting for West Virginia Treasurer's Office
- West Virginia PEIA
- West Virginia PERS
- Southern West Virginia Community & Technical College
- Bluefield State College
- New River Community & Technical College
- Concord University
- West Virginia School of Osteopathic Medicine
- West Virginia University
- Marshall University
- Fairmont State College
- West Virginia State College
- BCKP Regional Intergovernmental Council - Single Audit

- 3.2. *The successful vendor must be in compliance with all applicable rules and regulations of the WV Board of Accountancy, as required by WV Accountancy law.*

Vendor Response:

LICENSE TO PRACTICE IN WEST VIRGINIA

Suttle & Stalnaker, PLLC and all assigned key professional staff are properly licensed by the West Virginia Board of Accountancy to practice in West Virginia. All assigned key professional staff are properly licensed by the West Virginia Board of Accountancy to practice in the State of West Virginia. We are in good standing with BrickStreet Insurance and the Unemployment Compensation Division of the Workforce West Virginia as required by law.

In addition, all assigned personnel have received adequate continuing professional education within the preceding two years to comply with AICPA and *Government Auditing Standards* (GAS). Suttle & Stalnaker, PLLC is a member in good standing with the American Institute of Certified Public Accountants (AICPA), the AICPA's Private Companies Practice Section, and the West Virginia Society of Certified Public Accountants (CPAs).

Suttle & Stalnaker, PLLC meets all requirements imposed by the State of West Virginia and other local laws, rules and regulations, and are registered resident vendors authorized to transact business with the State of West Virginia.

- 3.2.1 *All public accounting firms must comply with firm organization and registration requirements and annually renew their registrations with the WV Accountancy Board.*

Vendor Response:



- 3.2.2 *The successful vendor must be authorized by the WV Board of Accountancy to perform attest services within the state of WV.*

Vendor Response:



- 3.3. Each employee, member or associate assigned to this contract must be either licensed to practice as a certified public accountant ("CPA") in West Virginia or subordinate/support staff supervised by a licensed CPA.**

Vendor Response:

PERSONNEL QUALIFICATIONS AND EXPERIENCE

We firmly believe that the true quality of service can be linked directly to competent people dedicated to excellence. The professionals selected to serve the OIC all have extensive governmental experience and prior OIC experience. We will provide for an organizational structure that ensures ongoing and knowledgeable supervision by management already familiar with the OIC to ensure maximum efficiency.

The following individuals will have responsibility to ensure that our services meet your requirements. Their CPA licenses included below, and their resumes are included in section 3.7.

Horace Emery, CPA

Horace Emery will continue to serve as Engagement Member. He will be responsible for the direct supervision of the engagement, including ensuring that all professional standards are met. He will act as a direct liaison between Suttle & Stalnakar, PLLC and your personnel during the engagement and throughout the year. He has served as Suttle & Stalnakar, PLLC member responsible for ensuring the execution of the financial audit of the West Virginia Offices of the Insurance Commissioner and of Suttle & Stalnakar's portions of the State of West Virginia's Single Audit, including participating in planning, entrance and exit conferences, addressing issues, and review of workpapers and findings. He has also served as engagement member for the audits of the West Virginia Department of Transportation, West Virginia Public Employees Insurance Agency, West Virginia Lottery and the West Virginia Water Pollution Control Revolving Fund. He has over 35 years experience in auditing with over 30 years experience auditing governmental entities and programs. Horace served on the State of West Virginia GASB 34 implementation task force on both the entity wide financial statement committee and the oversight committee.

Name: Horace Emery, CPA, Member
Address: Suttle & Stalnaker, PLLC
The Virginia Center, Suite 100
1411 Virginia Street East
Charleston, West Virginia 25301
Telephone: (304) 720-3103 direct
(304) 343-4126 main
Fax: (304) 343-8008
Email: hemery@suttlecpas.com

Chris Deweese, CPA, CGMA

Chris Deweese will also continue to serve as Independent Review Member, performing a cold review of the financial statements to provide additional assurance that the financial statements are free of material error and that disclosures are adequate. He has served as Suttle & Stalnaker, PLLC member responsible for ensuring the execution of the financial audit of WORKFORCE WV and of Suttle & Stalnaker's portions of the State of West Virginia's Single Audit, including West Virginia Economic Development Authority, participating in planning, entrance and exit conferences, addressing issues, and review of workpapers and findings. He has also served as engagement member for the audit of the West Virginia Department of Transportation. He has over 20 years experience in governmental entities and programs. Chris served on the State of West Virginia GASB 34 implementation task force in both the fund financial statement committee and the infrastructure committee.

Natalie Luppold, CPA, CITP, CISA

Natalie Luppold, CPA, CITP, CISA, Manager, will be responsible for carrying out the audit plan and supervising staff accountants assigned to the project. She has over 9 years of experience, the largest portion of which has been spent on the 2006 through 2011 OIC audits. She had also worked on audits of governmental entities and several state-run high risk health insurance pools.

Ryan Mink, CPA

Ryan Mink, Manager, will be responsible for supervising staff assigned during the course of the engagement, and executing the engagement plan. Ryan Mink, Manager will be responsible for carrying out the engagement plan. Ryan has over 8 years of experience in public accounting including the 2015 compilation of the OIC financial statements, review of the Workers' Compensation Self-Insurance Financial Strength Model, and audits of governmental entities.

ADDITIONAL STAFF

Additional staff will be assigned as necessary. Any professional staff will have at least a college degree from an accredited four-year college, will be supervised by a licensed CPA. Suttle & Stalnaker, PLLC continually strives to hire the best personnel available to serve our clients.

CPA Licenses



3.4. No change in personnel assigned to the project will be permitted without the written approval of the Insurance Commissioner or his/her designee.

Vendor Response:

ABILITY TO MAINTAIN QUALITY OF STAFF

In preparing and planning for the future success of Suttle & Stalnaker, PLLC and in an effort to provide our clients with the highest quality professional services, Suttle & Stalnaker, PLLC has implemented various personnel policies and programs to allow each individual the flexibility to establish personal work commitments, continuing education goals, and career goals while ensuring that our commitments to our clients are met. This flexibility in today's work environment has been an instant success in helping to attract dynamic career oriented personnel dedicated to achieving success for our clients. **The direct results of this program for Suttle & Stalnaker, PLLC have been a significantly lower turnover than other firms in public accounting.** During the last three years we have had less than 10% turnover experience. This results in an increased ability to assign a core group of the same individuals to recurring engagements, thus improving client service, and effectiveness. However, over the course of the engagement, there may well be a need to change staff assigned to the engagement. We believe our hiring, promotion, and personnel assignment policies and practices will ensure the quality of staff assigned to the engagement. If any supervisory staff or specialists need to be changed during the engagement, we will provide the appropriate representative of the WVOIC a resume similar to the ones included in this proposal, to ensure that the WVOIC agrees that the new person is suitable for the engagement based on their qualifications, experience and performance.

- 3.5. *If subcontractors are used, the successful vendor must identify any subcontractors who will be used during the engagement and disclose the qualifications of each subcontractor or each person associated with a subcontracted firm to the WV OIC. Any changes to subcontractors or subcontractor personnel must be submitted to the OIC for written approval of the Insurance Commissioner or his/her designee.***

Vendor Response:

We have secured a commitment from Anthony K. Grippa, FCAS, MAAA, of Strategic Actuarial & Risk Consultants, LLC, (SARC) a nationally recognized independent workers compensation actuary, to perform the review of the estimated liability for unpaid claims and claim adjustment expenses. Mr. Grippa has over 38 years experience, including recent previous experience with the West Virginia Workers' Compensation liabilities, including serving as actuarial support on 9 audits of the OIC/Workers' Compensation Commission. Mr. Grippa is a Member of the American Academy of Actuaries, a Fellow of the Casualty Actuarial Society, a Fellow of the Conference of Consulting Actuaries, and is a Workers Compensation Certified Professional.

If any subcontractor or subcontractor personnel need to be changed during the engagement, we will provide the appropriate representative of the WVOIC a resume similar to the ones included in this proposal, to ensure that the WVOIC agrees that the new person is suitable for the engagement based on their qualifications, experience and performance.

- 3.6. *The successful vendor must have the necessary competency and experience, either independently, or through the use of subcontractors, to opine on the liability calculations derived by an independent consulting actuarial firm for the WVOIC's various workers' compensation funds. The competence and experience for the actuarial component of the work must be specifically related to workers compensation liabilities and are more fully defined below.***

Vendor Response:

The subcontractor, SARC, will be engaged to review the loss and loss adjustment expense reserves. Strategic was founded by Anthony J. Grippa, a nationally recognized independent workers compensation actuary.

- 3.6.1. *To be considered as having the necessary competency for the purposes of Section 3.6, a minimum of one employee, member or associate of the successful firm (or subcontracting firm) assigned to this contract must currently be a Fellow or Associate of the Society of Actuaries (FSA) and/or a Member of the American Academy of Actuaries (MAAA).***

Vendor Response:

Anthony Grippa is a Member of the American Academy of Actuaries, a Fellow of the Casualty Actuarial Society, a Fellow of the Conference of Consulting Actuaries, and is a Workers Compensation Certified Professional.

3.6.2. To be considered as having the necessary experience for purposes of Section 3.6, the vendor (or a subcontracting firm) must assign at least one employee, member or associate to the project that has 3 or more years of Actuarial experience with workers' compensation claim loss reserve estimation and at least one employee with 2 or more years of experience in federal black lung claim loss estimation.

Vendor Response:

Mr. Grippa has over 35 years experience, including providing the actuarial review for estimated liability for unpaid claims and claim adjustment expenses for 9 audits of the OIC/Workers' Compensation Commission (Division) audits all of which included federal black lung claim loss estimation.

3.6.3. Vendor must disclose the names and experience of the individuals that will perform the actuarial component of the audit described in Section 3.6, and subsections 3.6.1, and 3.6.2. The disclosure is preferred with the vendors submitted bid response, but may be requested and obtained prior to the contract award. Vendor must obtain approval from WVOIC for the individuals named in response to this subsection prior to making any substitutions for the persons identified.

Vendor Response:

SARC has assigned the following individuals to the audit:

Anthony J. Grippa, FCAS, MAAA, Strategic Actuarial & Risk Consultants, LLC and other actuarial support

Due to the nature of the estimate for claims payable, including incurred but unreported claims, we plan to use actuarial specialist Anthony J. Grippa, FCAS, MAAA from Strategic Actuarial & Risk Consultants, LLC to assist us in the review of the liability. Mr. Grippa has been providing actuarial and related services for over 30 years, including extensive services to governmental entities. Mr. Grippa is a nationally recognized workers' compensation expert and has 9 years of service directly related to the West Virginia Workers' Compensation liabilities, thus he is familiar with the actuarial techniques used and issues faced by the OIC. Other staff that will work with Mr. Grippa on this assignment will include:

Brad St. Pierre, FCAS, MAAA, Strategic Actuarial & Risk Consultants, LLC and other actuarial support

Brad St. Pierre has been providing independent actuarial consulting services since February 2011. He is a Fellow of the Casualty Actuarial Society and a Member of the American Academy of Actuaries. Mr. St. Pierre's responsibilities include a wide array of actuarial and operational issues. Current clients include insurers, state insurance departments, and law firms. Current services include reserves analysis, ratemaking, regulatory issues, expert witness testimony, and general insurance management. Mr. St. Pierre provides client services for all types of property and casualty insurance as well as providing life and health insurance assistance.

- 3.7. *Compliance with experience requirements will be determined prior to contract award by the State through references provided by the Vendor with its bid or upon request, through knowledge or documentation of the Vendor's past projects, or some other method that the State determines to be acceptable. Vendor should provide a current résumé which includes information regarding the number of years of qualification, experience and training, and relevant professional education for each individual that will be assigned to this project. Vendor must provide any documentation requested by the State to assist in confirmation of compliance with this provision. References, documentation, or other information to confirm compliance with this experience requirement are preferred with the bid submission, but may be requested after bid opening and prior to contract award.*

Vendor Response:

The following references are provided for your convenience.

Suttle & Stalnaker, PLLC

Melinda Kiss
West Virginia Offices of the Insurance
Commissioner
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304-558-3029 ext 1205

Dr. Ed Magee
West Virginia Higher Education Policy
Commission
1018 Kanawha Boulevard, Suite 700
Charleston, WV 25301
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Parrish French
West Virginia Parkways Authority
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Lucinda Butler
West Virginia State Rail Authority
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304-538-2305

Strategic Actuarial & Risk Consultants, LLC

Genevieve Martin, Deputy Attorney General
Department of Attorney General - State of
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Mr. Hilary C. Candela
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HORACE W. EMERY, CPA
Audit Member

Firm Responsibilities

Horace Emery is an audit partner whose responsibilities include providing technical assistance on all accounting and audit engagements, and managing the Firm's continuing professional education program.

Experience

He has had over 35 years of diversified experience in public accounting with the firms of Suttle & Stalnaker, PLLC and Peat, Marwick, Main & Co. His extensive experience includes audits of nonprofit, governmental and healthcare entities as well as audits of retail wholesale, and manufacturing companies; reviews of accounting systems; and reviews of internal controls.

He has served as the engagement partner or independent partner during the past several years for numerous clients, including the following:

- West Virginia Offices of the Insurance Commissioner
- West Virginia Workers' Compensation Division
- West Virginia Bureau of Employment Programs
- West Virginia Division of Highways
- West Virginia Department of Transportation
- West Virginia Lottery
- West Virginia PEIA - Financial and Compliance Audit
- West Virginia PEIA - Plan Document Compliance Review
- Minnesota Lottery
- State of West Virginia - Single Audit
- Appalachian Community Health Center, Inc.
- West Virginia Department of Education - Agreed-upon Procedures
- State of West Virginia - Internal control project for the State Treasurer's Office
- Boone County Board of Education - Single Audit
- Kanawha County Board of Education - Single Audit
- Pendleton County Board of Education - Single Audit
- Tyler County Board of Education - Single Audit
- Gilmer County Board of Education - Single Audit
- Doddridge County Board of Education - Single Audit
- Roane County Board of Education - Single Audit
- State of West Virginia School Building Authority
- BCKP Regional Intergovernmental Council

HORACE W. EMERY (Continued)

Education

Horace graduated from West Virginia University with a master's of business administration degree with an emphasis in accounting, and from Oberlin College with a Bachelor of Arts degree. He is a certified public accountant having received certificate number 1144 from the State of West Virginia.

Professional Activities

He is a member of the American Institute of Certified Public Accountants, West Virginia Society of Certified Public Accountants, and the Government Finance Officers Association. He currently serves on the Board of Directors, the Peer Review Committee and the Accounting and Auditing Committee of the West Virginia Society of Certified Public Accountants, and is a past Chair of the West Virginia Society of Certified Public Accountants Peer Review Committee and the Committee on Cooperation with State and Local Governments. He also was a past president of the Charleston, West Virginia Chapter of the EDP Auditors Association. He has planned local office professional development training programs for several years and has instructed several technical seminars. Horace also served on the State of West Virginia GASB 34 implementation task force on both the entity wide financial statement committee and the oversight committee.

Continuing Professional Education Records for **Horace Emery**

SPONSOR	DATE	DESCRIPTION	HOURS
2013			
Suttle & Stalnaker, PLLC	02/18/2013	Agreed Upon Procedures in a Governmental Environment	3
Suttle & Stalnaker, PLLC	02/21/2013	Management Assertions, Risk Assessments and the Clarified Standards in a Governmental Environment	2
WV Society of CPAs	05/02/2013	Project Group Day	3
WV Society of CPAs	05/17/2013	Work Life Balance Seminar & Women to Watch Awards Luncheon	3
Suttle & Stalnaker, PLLC	06/14/2013	E&Y - Single Audit Training	8
WV Society of CPAs	06/19-22/2013	Annual Meeting	3.5
Suttle & Stalnaker, PLLC	06/28/2013	Employee Benefit Plan (EBP) Training	8
Suttle & Stalnaker, PLLC	07/18/2013	Private Company Accounting: Big GAAP or No GAAP	2
Suttle & Stalnaker, PLLC	07/17/2013	Basic Reporting - 990 & 990T	1
West Virginia State Auditor's Office	07/29-30/2013	Governmental Accounting and Auditing	16
Suttle & Stalnaker, PLLC	08/19/2013	Personal Financial Planning - An Overview of the Process	1
CAMICO	09/09/2013	Professional Liability Exposures and Remedies	1
Charleston Chapter of WVSCPA's	10/28/2013	The Peculiar History of the Modern Income Tax	1
Suttle & Stalnaker, PLLC	11/15/2013	Client Service from the Client Perspective	1.5
Suttle & Stalnaker, PLLC	12/09-11/2013	Conference on Current SEC and PCAOB Developments	4
			58
2014			
WV Society of CPAs	01/28/2014	Legislative Seminar and Reception	4
Suttle & Stalnaker, PLLC	02/21/2014	EBPAQC Designated Partner 2014 Audit Planning	2
Suttle & Stalnaker, PLLC	03/13/2014	Independence Standards - SEC Engagements	1.5
Charleston Chapter of WVSCPA's	03/20/2014	Coal in 2014: Patriot Coal's Emergence and Industry	1
Suttle & Stalnaker, PLLC	04/29/2014	GAQC 2014 Annual Update	2
Suttle & Stalnaker, PLLC	04/21/2014	Independence Standards - SEC, EBP & YB Engagements	2
WV Society of CPAs	05/09/2014	Committee Day	3
Suttle & Stalnaker, PLLC	05/21/2014	Director - Mentor II Role	4
Suttle & Stalnaker, PLLC	05/08/2014	SEC Risk Assessment, Testing and Documentation	6
AuditWatch	05/29/2014	Audit Watch Best Practices Refresher	8
WV Society of CPAs	06/18-21/2014	Annual Meeting	4.5
WV Society of CPAs	06/18-21/2014	Annual Meeting	3
WV Society of CPAs	07/25/2014	AICPA Advanced Course: Overview of the AICPA Peer Review Program Standards	8
Suttle & Stalnaker, PLLC	07/02/2014	Peer Review Update for State Boards of Accountancy	1
Suttle & Stalnaker, PLLC	08/14/2014	Single Audit and Governmental Update	8
Suttle & Stalnaker, PLLC	11/04/2014	Client Expansion	4
Charleston Chapter of WVSCPA's	11/05/2014	Ethics: A Risk Management Perspective	2
Suttle & Stalnaker, PLLC	12/05/2014	Suttle & Stalnaker Writing Workshop	1.5
Suttle & Stalnaker, PLLC	12/08/2014	AICPA - Audits of Banks and Other Financial Institutions	7
			72.5
2015			
Suttle & Stalnaker, PLLC	01/21/2015	EBPAQC Designated Partner 2015 Audit Planning	2
Suttle & Stalnaker, PLLC	04/27/2015	Employee Benefit Plan Audits - Re-engineering	4
Suttle & Stalnaker, PLLC	04/28/2015	GAQC 2015 Annual Update Webcast	1
WV Society of CPAs	05/01/2015	Committee Day	3
Smith Elliot Kearns & Company	06/02/2015	The Responsibilities of Leaders in Creating a High Performance Firm	8
WV Society of CPAs	06/17-20/2015	Annual Meeting at The Greenbrier	2
WV Society of CPAs	06/17-20/2015	Annual Meeting at The Greenbrier	4
WV Society of CPAs	06/17-20/2015	Annual Meeting at The Greenbrier	4.5
State of WV, Dept. of Admin. - FARS	07/17/2015	GAAP Closing Process Training	1
WV Dept. of Administration - FARS	07/21/2015	West Virginia Single Audit Meeting	7
AGA Charleston Chapter	11/18/2015	Monitoring Subrecipients under the Uniform Guidance	1
Suttle & Stalnaker, PLLC	12/04/2015	Ethics and Professional Conduct Applicable in All Settings - Ind., Sm Bus, Gov & SEC - References to AICPA Code of Conduct, GAO Yellowbook, and SEC-PCAOB Standards	2
Suttle & Stalnaker, PLLC	12/15/2015	Interest Rate Risk Policies, Considerations & Consequences	2
			41.5
			Grand Total 172

CHRIS DEWEESE, CPA, CGMA
Audit Member

Role

Chris will be responsible for performing the Independent review of all audit reports, financial statements, and reports issued on the engagement. He will also be available as a technical resource on the engagement.

Experience

Chris has over 20 years of experience in public accounting. He has served as an auditor for the following clients:

- West Virginia Offices of the Insurance Commissioner
- West Virginia Division of Highways
- West Virginia Department of Transportation
- West Virginia State Rail Authority
- WORKFORCE West Virginia
- West Virginia Lottery
- West Virginia Public Employees Insurance Agency
- State of West Virginia, Single Audit, including the following:
 - 8 County Boards of Education - Single Audit
- Concord University
- Bluefield State College
- West Virginia School of Osteopathic Medicine
- Southern West Virginia Community & Technical College
- New River Community & Technical College

Education

Chris graduated with a Bachelor's degree with a major in accounting from the University of Charleston. He is a certified public accountant having received certificate number 3961 from the State of West Virginia. He has also achieved the designation of Chartered Global Management Accountant.

Professional Activities

Chris is a member of the American Institute of Certified Public Accountants, West Virginia Society of Certified Public Accountants, the Government Finance Officers Association, the Association of School Business Officials, and the Charleston Chapter of the West Virginia Society of Certified Public Accountants. Chris is a current Board Member of the West Virginia Society of Certified Public Accountants. In addition, he currently serves on the Accounting Procedures Committee of the Association of School Business Officials, the Special Review Committee of the Government Finance Officers Association for the GFOA Certificate of Excellence in Financial Reporting and is an associate member of the Association of Certified Fraud Examiners. Chris is the 2004 recipient of the Young CPA of the Year Award from the West Virginia Society of Certified Public Accountants. Chris is also a frequent speaker and serves on several nonprofit boards in the community.

Continuing Professional Education Records for Chris Deweese

SPONSOR	DATE	DESCRIPTION	HOURS
2013			
WV Society of CPAs	01/18/2013	WVSCPA Cabinet Meeting	5.5
Suttle & Stalnakner, PLLC	02/21/2013	Management Assertions, Risk Assessments and the Clarified Standards in a Governmental Environment	2
Charleston Chapter of WVSCPA's	03/20/2013	An Update on the Impacts, Growth, and Outlook for Compressed Natural Gas in WV and Beyond	1
WV Society of CPAs	05/02/2013	Project Group Day	3
State of WV - FARS	06/17/2013	GAAP Closing Process Training	2
WV Society of CPAs	06/19-22/2013	Annual Meeting	5
WV Society of CPAs	06/19-22/2013	Annual Meeting	5
WV Society of CPAs	06/19-22/2013	Annual Meeting	2
Suttle & Stalnakner, PLLC	06/14/2013	E&Y - Single Audit Training	8
WV Dept. of Education	07/09-11/2013	Cents & Sensibility - A School Finance Summer	12
Suttle & Stalnakner, PLLC	08/19/2013	Personal Financial Planning - An Overview of the Process	1
WV Society of CPAs	08/28-30/2013	2013 WV Chamber Annual Meeting & Business Summit	2.5
CAMICO	09/09/2013	Professional Liability Exposures and Remedies	1
AGA Charleston Chapter	11/20/2013	OMB Super Circular - Grants Management Reform	1
Charleston Chapter of WVSCPA's	12/05/2013	Update on WVSCPA, AICPA, and WV Board of Accountancy Initiatives	1
Suttle & Stalnakner, PLLC	12/09-11/2013	Conference on Current SEC and PCAOB Developments	5
			57
2014			
Suttle & Stalnakner, PLLC	01/10/2014	Public Company Training	3
WV Society of CPAs	01/28/2014	Legislative Seminar and Reception	4
Suttle & Stalnakner, PLLC	01/02/2014	Five Year Plans	1
WV Society of CPAs	01/17/2014	Cabinet Meeting	5
Suttle & Stalnakner, PLLC	03/13/2014	Independence Standards - SEC Engagements	1.5
WV Society of CPAs	05/09/2014	Committee Day	3
Suttle & Stalnakner, PLLC	05/08/2014	SEC Risk Assessment, Testing and Documentation	4
AuditWatch	05/29/2014	Audit Watch Best Practices Refresher	4
Suttle & Stalnakner, PLLC	05/21/2014	Director - Mentor II Role	4
WV Department of Administration - FARS	06/27/2014	GAAP Closing Process Training	1
WV Society of CPAs	06/18-21/2014	Annual Meeting	4.5
WV Society of CPAs	06/18-21/2014	Annual Meeting	4.5
WV Society of CPAs	06/18-21/2014	Annual Meeting	5.5
WV Dept. of Education	07/8-10/2014	Much Ado About Accounting Conference	10.5
Suttle & Stalnakner, PLLC	08/14/2014	Single Audit and Governmental Update	6
Suttle & Stalnakner, PLLC	11/18/2014	Repair Regulations	1
Suttle & Stalnakner, PLLC	11/04/2014	Client Expansion	4
Charleston Chapter of WVSCPA's	11/05/2014	Ethics: A Risk Management Perspective	2
Charleston Chapter of WVSCPA's	12/2/2014	WVSCPA & Manna Meal Update	1
Suttle & Stalnakner, PLLC	12/05/2014	Suttle & Stalnakner Writing Workshop	1.5
			71
2015			
AGA - Charleston Chapter	01/21/2015	WV Ethics Law	1
WV Society of CPAs	01/16/2015	Cabinet Meeting	3
WV Society of CPAs	01/26/2015	Legislative Seminar and Reception	4
WV Society of CPAs	05/01/2015	Committee Day	3
WV Society of CPAs	06/17-20/2015	Annual Meeting at The Greenbrier	2.5
WV Society of CPAs	06/17-20/2015	Annual Meeting at The Greenbrier	4.5
WV Society of CPAs	06/17-20/2015	Annual Meeting at The Greenbrier	4.5
State of WV, WVHEPC, Division of Finance	06/10/2015	GAAP Closing Process Training	4
WV Department of Education	07/15-17/2015	All Quiet on the Finance Front	6.5
WV Dept. of Administration - FARS	07/21/2015	West Virginia Single Audit Meeting	7
WV Society of CPAs	09/02-03/2015	2015 WV Chamber of Commerce Annual Meeting & Business Summit	3.5
WV Dept. of Education	12/02/2015	WV Education Information System Winter Conference	3.5
Suttle & Stalnakner, PLLC	12/04/2015	Ethics and Professional Conduct Applicable in All Settings - Ind., Sm Bus, Gov & SEC - References to AICPA Code of Conduct, GAO Yellowbook, and SEC-PCAOB Standards	2
			49
			Grand Total 177

NATALIE LUPPOLD, CPA, CITP, CISA

Manager

Firm Responsibilities

Natalie Luppold is a manager who works primarily in the audit and accounting areas of Suttle & Stalnaker, PLLC. Her responsibilities include, but are not limited to, carrying out audit plans, supervising staff accountants, communication with clients during the course of the fieldwork, completion of final audit reports.

Experience

Natalie has approximately nine years of experience during which time she has worked on several audit engagements that are similar to the client being proposed on, including:

- West Virginia Offices of the Insurance Commissioner
- Audits of several state-run high risk health insurance pools similar to AccessWV
- PRIDE Community Services, Inc.
- Coalfield Community Action Partnership, Inc.
- West Virginia Division of Highways
- BCKP Regional Intergovernmental Council
- Tyler County Board of Education
- Boone County Board of Education

Education

Natalie graduated from Concord College with a bachelor of science degree in business administration and from West Virginia University with a masters of professional accountancy. She is a certified public accountant having received certificate number 5010 from the State of West Virginia. Additionally, Natalie is a certified information systems auditor having received certificate number 15123340 from the international Information Systems Audit and Control Association.

Professional Activities

Natalie is a member of American Institute of Certified Public Accountants, the West Virginia Society of Certified Public Accountants, the Charleston Chapter of the West Virginia Society of Certified Public Accountants, and the Information Systems and Audit Control Association. Natalie also serves on the West Virginia Society of Certified Public Accountants Accounting & Auditing Standards committee, and as Treasurer of the Board of Directors of a community non-profit organization.

Continuing Professional Education Record for **Natalie Luppold**

SPONSOR	DATE	DESCRIPTION	HOURS
2013			
Suttle & Stalnakar, PLLC	01/24/2013	Discover Your Strengths	1
Suttle & Stalnakar, PLLC	02/04/2013	Managing Stress with Diet and Nutrition During Busy Season	1
Suttle & Stalnakar, PLLC	02/08/2013	OMB Circular Changes (Proposed)	1
Suttle & Stalnakar, PLLC	02/18/2013	Agreed Upon Procedures in a Governmental Environment	1
Suttle & Stalnakar, PLLC	02/21/2013	Management Assertions, Risk Assessments and the Clarified Standards in a Governmental Environment	2
Suttle & Stalnakar, PLLC	02/07/2013	Discover Your Strengths - Part 2	1
Bsi	03/11-14/2013	ISO/IEC 27001:2005 Lead Auditor (TPECS)	27.5
Suttle & Stalnakar, PLLC	04/30/2013	Discover Your Strengths, Part 3	1
WV Society of CPAs	05/02/2013	Project Group Day	3
Suttle & Stalnakar, PLLC	05/14/2013	Differentiating Your Firm in the Marketplace	1
WV Society of CPAs	06/19-22/2013	Annual Meeting	4.5
State of WV - FARS	06/17/2013	GAAP Closing Process Training	2
WV Society of CPAs	06/19-22/2013	Annual Meeting	4.5
Suttle & Stalnakar, PLLC	08/19/2013	Personal Financial Planning - An Overview of the Process	1
Suttle & Stalnakar, PLLC	11/18/2013	Alone in the Room	1
Suttle & Stalnakar, PLLC	11/15/2013	Client Service from the Client Perspective	1.5
MicroMash	12/27/2013	Audits of States, Local Governments and Non-profit Organizations - CLENTB	6
MicroMash	12/30/2013	Employee Benefit Plans 1: Accounting Principles	8
PASS Online	12/28/2013	Ethics for West Virginia CPAs - ETHXWV	4
			72
2014			
Suttle & Stalnakar, PLLC	01/10/2014	Public Company Training	3
Suttle & Stalnakar, PLLC	01/02/2014	Five Year Plans	1
CISA Online Review Course	02/14/2014	Module 1 - CISA :(2011) The Process of Auditing Information Systems	3
CISA Online Review Course	03/31/2014	Module 3 - (2011) CISA's Role in Systems and Infrastructure Life Cycle Management	6
Suttle & Stalnakar, PLLC	03/13/2014	Independence Standards - SEC Engagements	1.5
CISA Online Review Course	03/22/2014	Module 2 - CISA: (2011) CISA's Role in IT Governance	5
Suttle & Stalnakar, PLLC	04/29/2014	GAQC 2014 Annual Update	2
AGA, Charleston Chapter	04/24/2014	AGA Spring Training Event	7
CISA Online Review Course	04/08/2014	Module 4 - (2011) CISA's Role in IT Service Delivery and Support	6
AGA, Charleston Chapter	04/24/2014	AGA Spring Training Event	1
Suttle & Stalnakar, PLLC	04/21/2014	Independence Standards - SEC, EBP & YB Engagements	2
Thomson Reuters	04/09/2014	Information Technology & Fraud - The Puzzle	1
Thomson Reuters	04/09/2014	Information Technology & Fraud - The Puzzle	1
Suttle & Stalnakar, PLLC	05/21/2014	Manager - Mentor I Role	4
Suttle & Stalnakar, PLLC	05/08/2014	SEC Risk Assessment, Testing and Documentation	8
Suttle & Stalnakar, PLLC	05/21/2014	Director - Mentor II Role	4
CISA Online Review Course	05/02/2014	Module 5 - (2011) CISA's Role in Protection of Information Assets	6
AuditWatch	05/29/2014	Audit Watch Best Practices Refresher	8
WV Department of Administration - FARS	06/27/2014	GAAP Closing Process Training	1
Suttle & Stalnakar, PLLC	07/29/2014	Single Audit Super Circular	1
Checkpoint Learning	07/03/2014	Data Privacy and Encryption	2
WV Bankers Association	09/29-30/2014	BSA/AML School	15.5
Suttle & Stalnakar, PLLC	11/04/2014	Client Relations - Dealing with Difficult Situations	4
Suttle & Stalnakar, PLLC	12/08/2014	AICPA - Audits of Banks and Other Financial Institutions	8
Suttle & Stalnakar, PLLC	12/05/2014	Suttle & Stalnakar Writing Workshop	1.5
			102.5

Continuing Professional Education Record for **Natalie Luppold** (continued)

SPONSOR	DATE	DESCRIPTION	HOURS
2015			
Suttle & Stalnaker, PLLC	04/27/2015	Employee Benefit Plan Audits - Re-engineering	4
WV Society of CPAs	05/01/2015	Committee Day	3
Community Bankers of West Virginia	06/5-7/2015	20th Annual Convention	6.5
WV Dept. of Administration - FARS	07/21/2015	West Virginia Single Audit Meeting	4.5
ISACA	11/10/2015	Certificate of completion for Collaborative Onsite Assessments: A Game Changer in Third-Party Risk Management	1
Suttle & Stalnaker, PLLC	12/04/2015	Ethics and Professional Conduct Applicable in All Settings - Ind., Sm Bus, Gov & SEC - References to AICPA Code of Conduct, GAO Yellowbook, and SEC-PCAOB Standards	2
Suttle & Stalnaker, PLLC	12/15/2015	Interest Rate Risk Policies, Considerations & Consequences	6
Suttle & Stalnaker, PLLC	12/21/2015	SSARS No. 21 Implementation Strategies	2
Thomson Reuters	12/28/2015	OMB Circular A-133: The Single Audit	7
Thomson Reuters	12/22/2015	Practice Issues - Compilation and Review Update	17
			53
Grand Total			227.5

Ryan Mink, CPA
Manager

Firm Responsibilities

Ryan Mink is a manager who works primarily in the audit and accounting areas of Suttle & Stalnaker, PLLC. His responsibilities include, but are not limited to, carrying out engagement plans, communication with clients during the course of the fieldwork, completion of final reports.

Experience

Ryan has approximately 8 years of experience during which time he has worked on several audit engagements that are similar to the client:

- West Virginia Offices of the Insurance Commissioner
- City of Charleston
- Kanawha County Commission
- West Virginia Division of Highways
- West Virginia School of Osteopathic Medicine
- Concord University
- Southern West Virginia Community & Technical College
- Mingo County Board of Education
- Roane County Board of Education
- Tyler County Board of Education
- Doddridge County Board of Education
- Boone County Board of Education
- Summers County Board of Education

Education

Ryan graduated from Lee University with Bachelors' degrees in accounting and business administration. He is a certified public accountant having received certificate number 4812 from the State of West Virginia.

Professional Activities

Ryan is a member of the American Institute of Certified Public Accountants, West Virginia Society of Certified Public Accountants, and the Charleston Chapter of the West Virginia Society of Certified Public Accountants. Ryan is the co-chair of the Recruiting and Career Opportunities committee for the West Virginia Society of Certified Public Accountants. Ryan is also the Treasurer of and soccer coach for the Coalfield Youth Soccer League in Chapmanville, WV.

Continuing Professional Education Record for **Ryan Mink**

SPONSOR	DATE	DESCRIPTION	HOURS
2013			
Suttle & Stalnakar, PLLC	01/18/2013	I'm In-Charge - Now What? (Audit Engagement In-Charge Training)	1
Suttle & Stalnakar, PLLC	02/08/2013	OMB Circular Changes (Proposed)	1
Suttle & Stalnakar, PLLC	02/21/2013	Management Assertions, Risk Assessments and the Clarified Standards in a Governmental Environment	2
Suttle & Stalnakar, PLLC	02/07/2013	Discover Your Strengths - Part 2	1
Suttle & Stalnakar, PLLC	05/23/2013	Lunch & Learn - Trial Balances in a Governmental Environment	2
WV Society of CPAs	05/02/2013	Project Group Day	3
Suttle & Stalnakar, PLLC	06/28/2013	Employee Benefit Plan (EBP) Training	8
Suttle & Stalnakar, PLLC	06/14/2013	E&Y - Single Audit Training	8
State of WV - FARS	06/17/2013	GAAP Closing Process Training	2
WV Dept. of Education	07/09-11/2013	Cents & Sensibility - A School Finance Summer	16
Suttle & Stalnakar, PLLC	07/18/2013	Private Company Accounting: Big GAAP or No GAAP	2
Suttle & Stalnakar, PLLC	08/19/2013	Personal Financial Planning - An Overview of the Process	1
Suttle & Stalnakar, PLLC	10/23/2013	Oil & Gas Taxation: Nuts and Bolts	8
Suttle & Stalnakar, PLLC	11/15/2013	Client Service from the Client Perspective	1.5
Suttle & Stalnakar, PLLC	11/18/2013	Alone in the Room	1
			57.5
2014			
Suttle & Stalnakar, PLLC	01/02/2014	Five Year Plans	1
WV Society of CPAs	01/17/2014	Cabinet Meeting	5
Suttle & Stalnakar, PLLC	03/28/2014	Performing Efficient Audits of Employee Benefits	8
Suttle & Stalnakar, PLLC	04/21/2014	Independence Standards - SEC, EBP & YB Engagements	2
Suttle & Stalnakar, PLLC	05/22/2014	Supervisor - Coach Role	4
WV Society of CPAs	05/09/2014	Committee Day	3
Suttle & Stalnakar, PLLC	05/23/2014	Health & Welfare Plans	5
AuditWatch	05/29/2014	Audit Watch Best Practices Refresher	8
Suttle & Stalnakar, PLLC	07/29/2014	Single Audit Super Circular	1
WV Dept. of Education	07/8-10/2014	Much Ado About Accounting Conference	17.5
Suttle & Stalnakar, PLLC	08/14/2014	Single Audit and Governmental Update	8
Suttle & Stalnakar, PLLC	08/15/2014	How To Run A Major Program	2
Suttle & Stalnakar, PLLC	11/11/2014	Client Service	4
Suttle & Stalnakar, PLLC	12/05/2014	Suttle & Stalnakar Writing Workshop	1.5
			70
2015			
WV Society of CPAs	01/16/2015	Cabinet Meeting	3
Suttle & Stalnakar, PLLC	04/27/2015	Employee Benefit Plan Audits - Re-engineering	4
WV Society of CPAs	05/01/2015	Committee Day	3
WV Dept. of Administration - FARS	07/21/2015	West Virginia Single Audit Meeting	7
WV Department of Education	07/15-17/2015	All Quiet on the Finance Front	10.5
State of WV, Dept. of Admin. - FARS	07/17/2015	GAAP Closing Process Training	1
Suttle & Stalnakar, PLLC	12/11/2015	S&S Tax Update Day 2	8
Suttle & Stalnakar, PLLC	12/04/2015	Ethics and Professional Conduct Applicable in All Settings - Ind., Sm Bus, Gov & SEC - References to AICPA Code of Conduct, GAO Yellowbook, and SEC-PCAOB Standards	2
Suttle & Stalnakar, PLLC	12/10/2015	S&S Tax Update Day 1	8
			46.5
			Grand Total 174



Kelley **G**alloway
Smith **G**oolsby, PSC

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SYSTEM REVIEW REPORT

To the Members of Suttle & Stalnaker, PLLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Suttle & Stalnaker, PLLC (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Suttle & Stalnaker, PLLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Suttle & Stalnaker, PLLC has received a peer review rating of *pass*.

Ashland, Kentucky
November 14, 2014

ANTHONY J. GRIPPA, FCAS, MAAA, FCA, WCP

Key Elements of Mr. Grippa's vita:

- Professional Profile
- Education
- Professional Memberships
- Work Experience
- Expert Witness Testimony

PROFESSIONAL PROFILE

Anthony J. Grippa is a founding principal of Strategic Actuarial & Risk Consultants, LLC, an insurance, actuarial, and risk analysis consulting firm. He is a Fellow of the Casualty Actuarial Society, a Member of the American Academy of Actuaries, and a Fellow of the Conference of Consulting Actuaries. He is designated a Workers Compensation Professional (WCP), and has been awarded the Workers Comp Legend award by the American Society of Workers Compensation Professionals (AmComp). Mr. Grippa's responsibilities include a wide array of actuarial and operational issues. Mr. Grippa provides client services for all types of property and casualty insurance as well as providing life and health insurance assistance.

Mr. Grippa's 30 plus years of actuarial and insurance management experience span the areas of pricing, reserving, and data systems. Mr. Grippa has presented expert testimony before state regulatory authorities in over twenty jurisdictions in the U.S., and he has worked with employers, regulators, lobbyists, and legislators in evaluating legislative proposals for property and casualty insurance.

EDUCATION

Mr. Grippa's academic background includes a Bachelor of Arts degree in economics from Tulane University.

PROFESSIONAL MEMBERSHIPS

Professionally active, Mr. Grippa has served as Assistant Treasurer of the Casualty Actuarial Society (CAS) and as a Member of the following CAS committees: Audit; Finance; External Communications; Examination; Health and Managed Care; Investment; Management Data and Information; Program Planning; and Syllabus. He has been a speaker at CAS meetings and seminars and before various government and industry groups.

WORK EXPERIENCE

Current clients include self-insured, insureds, insurers, reinsurers, state insurance departments, law firms, attorneys general, governmental agencies, and associations. Current services include reserves analysis, ratemaking, regulatory issues, expert witness testimony, and general insurance management. Mr. Grippa provides client services for all types of property and casualty insurance as well as providing life and health insurance assistance.

Immediately prior to establishing Strategic Actuarial & Risk Consultants in 2009, Mr. Grippa was founding principal of Preferred Insurance Capital Consultants, LLC (2001 - 2008). Mr. Grippa was principal and consulting actuary for Insurance Services Office, Inc. (1999 - 2001) (ISO) where he managed the actuarial consulting and workers compensation practices of the Florida office. Clients included self-insured entities, insurance and reinsurance companies, associations, and governmental agencies. Mr. Grippa also served as COO and chief actuary for Insurance Data Resources, Inc. (IDR). With IDR, prior to and after IDR's sale to ISO, he provided rating bureau services to insurers in addition to the aforementioned consulting services.

Before joining IDR, Mr. Grippa was a Principal and Consulting Actuary with William M. Mercer, Inc. (currently called Oliver-Wyman) from 1988 to 1997. At Mercer he served as the national workers compensation practice leader, and as property and casualty consulting services office head for the New York, Chicago, and Washington, D.C. offices. Mr. Grippa provided actuarial consulting services to major corporate and governmental entities, including insurance companies, self-insured entities, financial institutions, professional associations, trade associations, and governmental agencies.

ANTHONY J. GRIPPA, FCAS, MAAA, FCA, WCP

Prior to joining Mercer, Mr. Grippa was senior vice president and chief actuary with the National Council on Compensation Insurance (NCCI). At NCCI his management responsibilities included: actuarial operations; statistical services; actuarial research; economic and social research; underwriting; assigned risk pool reserves; government, consumer and industry affairs; and, rate filings.

EXPERT WITNESS TESTIMONY

A. EXPERT REPORTS, DEPOSITION AND TESTIMONY (2001 - PRESENT)

<u>CLIENT</u>	<u>FORUM</u>	<u>SERVICE</u>	<u>TIME</u>	<u>CONTACT</u>
(1) Choate, Hall & Stewart	Arbitration (US)	Report on World Trade Center Work Comp Liab.	2009	Robert A. Kole 617-248-2121
(2) Clifford Chance, LLP	Arbitration (UK)	Report on Pricing Workers Compensation (WC) Reinsurance	2005	Michael Trim 011 44 207 006 1000
(3) Clyde & Co.	Arbitration (Bermuda)	Report on Pricing WC Reinsurance	2001-2002	Ray Bell 011 44 207 623 5427
(4) Crum Services	Court Proceeding (US)	Report on Estimated Liabilities of Policyholder	2005-2006	Elise Lynn (727) 726-2786
(5) Florida Office of Attorney General	Court Proceeding (US)	Report and Deposition of Reasonableness of Reserves	2007	James Cobb (954) 712-4961
(6) Genovese, Joblove & Battista	Court Proceeding (US)	Report on Unqualified Statements of Actuarial Opinions in light of subsequent insurer insolvency	2005	Peter Bellas (305) 349-2330
(7) Guilday, Tucker, Schwartz & Simpson	Court Proceeding (US)	Report and Testimony on Med Mal Liabilities	2010-2012	Mary K. Simpson (850) 224-7092
(8) LeBoeuf, Lamb, Greene & MacRae	Arbitration (US)	Report and Testimony on Pricing of WC Reinsurance	2003	Richard Cairns (212) 424-8337
(9) Lydecke, Lee, Behar, Berga & De Zayas	Court Proceeding (US)	Analysis of Property Insurance Reserves 2004 and 2005 in Florida	2007-2010	Richard Lydecker (305) 416-3180
(10) Loeb & Loeb, LLP	Court Proceeding (US)	Report on Estimated Liabilities of Reinsurer	2005	Ben King (310) 282-2279
(11) Marshall, Batt, & Fisher	Court Proceeding (US)	Report and Deposition on Reasonableness of WC Reserves and Surplus	2001	Peter Marshall (208) 331-1000
(12) Morris & Morris	Arbitration (US)	Report on Collateral for Large Deductible Insurance	2006	Mary Morris (561) 838-9811
(13) Mound Cotton	Arbitration (US)	Report and Deposition Regarding Reinsurance	2004	Bob Wilder (212) 804-4200

ANTHONY J. GRIPPA, FCAS, MAAA, FCA, WCP

<u>CLIENT</u>	<u>FORUM</u>	<u>SERVICE</u>	<u>TIME</u>	<u>CONTACT</u>
(14) Murla nd and Nathan	Court Proceeding (US)	Report on WC Premium Computation	2002 Chri	s Suprenuk (215) 885-9200
(15) Prince, Lobel, Glovsky and Tye	Arbitration (US)	Report, Deposition, and Testimony on Pricing of WC Policies	2001-2002	Mitchell King (617) 456-8010
(16) Reynol ds, Porter, Chamberlain	Court Proceeding (UK)	Report on Pricing of Reinsurance Contracts	2002-2003	Simon Kilgour 011 44 207 242 2877
(17) RiverSton e	Court Proceeding (UK)	Report on Estimated Liabilities of Reinsurer	2001, 2003, & 2006	Frank DeMaria (603) 656-2530
(18) Sc hiff Hardin, LLP	Court Proceeding (US)	Report and Deposition on Pricing WC Reinsurance	2005 Everett	Cygal (312) 258-5500
(19) Sc hiff Hardin, LLP	Arbitration (US)	Report and Deposition on Pricing WC Reinsurance	2006 Everett	Cygal (312) 258-5500
(20) Stiles , Taylor & Grace	Court Proceeding (US)	Report on Required Reserves for Self Insurance	2005 Veroni	ca Donnelly (813) 251-2880
(21) Stuart Calwell	Court Proceeding (US)	Actuarial and Litigation Support	2001 Vincent	Trivelli (304) 343-4323
(22) Zenith Insurance Co.	Court Proceeding (US)	Report and Deposition on WC Premium Determination	2002 Lisa	Krouse, Esq. (941) 907-3224

B. INSURANCE REGULATORY (2001 - PRESENT)

<u>CLIENT</u>	<u>FORUM</u>	<u>SERVICE</u>	<u>TIME</u>	<u>CONTACT</u>
(23) Alabama Dpt. of Indus. Relations, Div. of WC	Self-Insurance Regulatory Authority	Review rate filings by self-ins. Funds	2011 to present	Charles Delamar (334) 353-0760
(24) Cleveland & Co. (Liquidator for Arizona)	Insurance Regulatory Authority	Report of Required Reserves for Superior National in Liquidation	2001-2003	Jack Larsen (602) 265-4500
(25) Florid a Department of Financial Services	Insurance Regulatory Authority	Report Addressing Legislative Requirement for Review of NCCI Rate Filing Process	2003-2004	Kevin McCarty (850) 413-5916
(26) Florid a Department of Financial Services	Insurance Regulatory Authority	Report of Caduceus Group Self-Insurance Fund (Medical Malpractice) Outstanding Liabilities and Assessments	2001-2003	Kevin McCarty (850) 413-5916
(27) Florid a Department of Financial Svcs.	Insurance Regulatory Authority	Report on Special Disability Trust Fund Liability at 6/30/03	2003 Kevin	McCarty (850) 413-5916
(28) Florid a Department of Financial Services	Insurance Regulatory Authority	Report on Bases of Assessment for SDTF and Admin. Fund (2 nd Injury Fund)	2000-2001	Kevin McCarty (850) 413-5916
(29) Florida Senate	Legislature	Report on Review of NCCI Pricing of FL HB 25-A	2003 Brian	Deffenbaugh (850) 487-5370

ANTHONY J. GRIPPA, FCAS, MAAA, FCA, WCP

<u>CLIENT</u>	<u>FORUM</u>	<u>SERVICE</u>	<u>TIME</u>	<u>CONTACT</u>
(30) Mary land Attorney General	Insurance Regulatory Authority	Report & Testimony on Property Insurer Filing	2008 Ilene	Nathan (410) 576- 6433
(31) Rho de Island Attorney General	Insurance Regulatory Authority	Report & Testimony on Medical Malpractice JUA Experience Rating Plan Filing	2004 Genevieve	Martin (401) 274-4400, x2300
(32) Rho de Island Attorney General	Insurance Regulatory Authority	Report on Med Mal JUA Rate Filing	2003 Genevieve	Martin (401) 274- 4400, x2300
(33) Rho de Island Attorney General	Insurance Regulatory Authority	Report & Testimony on 2 Med Mal JUA Rate Filings	2005 Genevieve	Martin (401) 274- 4400, x2300
(34) Rho de Island Attorney General	Insurance Regulatory Authority	Report & Testimony on Med Mal JUA Rate Filing	2006 Genevieve	Martin (401) 274- 4400, x2300
(35) Rho de Island Attorney General	Insurance Regulatory Authority	Report on Medical Protective Rate Filing (Med Mal)	2004 Genevieve	Martin (401) 274- 4400, x2300
(36) Rho de Island Attorney General	Insurance Regulatory Authority	Report and Testimony on Norcal Rate Filing (Med Mal)	2003 Genevieve	Martin (401) 274- 4400, x2300
(37) Rho de Island Attorney General	Insurance Regulatory Authority	Report on Norcal Rate Filing (Med Mal)	2004 Genevieve	Martin (401) 274- 4400, x2300
(38) Rho de Island Attorney General	Insurance Regulatory Authority	Report and Testimony on Norcal Rate Filing (Med Mal)	2005 Genevieve	Martin (401) 274- 4400, x2300
(39) Rho de Island Attorney General	Insurance Regulatory Authority	Report and Testimony on Med Mal ProSelect Rate Filing	2004 Genevieve	Martin (401) 274- 4400, x2300

ANTHONY J. GRIPPA, FCAS, MAAA, FCA, WCP

	<u>CLIENT</u>	<u>FORUM</u>	<u>SERVICE</u>	<u>TIME</u>	<u>CONTACT</u>
(40)	Rhode Island Attorney General	Insurance Regulatory Authority	Report and Testimony on ProSelect Rate Filing (Med Mal)	2005	Genevieve Martin (401) 274- 4400, x2300
(41)	Rhode Island Attorney General	Insurance Regulatory Authority	Report and Testimony on NCCI Rate Filing (WC)	2004	Genevieve Martin (401) 274- 4400, x2300
(42)	Rhode Island Attorney General	Insurance Regulatory Authority	Report and Testimony on NCCI Rate Filing (WC)	2005	Genevieve Martin (401) 274- 4400, x2300
(43)	Rhode Island Attorney General	Insurance Regulatory Authority	Report and Testimony on NCCI Rate Filing (WC)	2006	Genevieve Martin (401) 274- 4400, x2300
(44)	Rhode Island Attorney General	Insurance Regulatory Authority	Report and Testimony on Beacon Mutual Rate Filing (WC)	2006	Genevieve Martin (401) 274- 4400, x2300
(45)	Rhode Island Attorney General	Insurance Regulatory Authority	Report and Testimony on NCCI Rate Filing (WC)	2008	Genevieve Martin (401) 274- 4400, x2300
(46)	Rhode Island Attorney General	Insurance Regulatory Authority	Report on NCCI Rate Filing (WC)	2010	Genevieve Martin (401) 274- 4400, x2300
(47)	Rhode Island Attorney General	Insurance Regulatory Authority	Report on NCCI Rate Filing (WC)	2011	Genevieve Martin (401) 274- 4400, x2300
(48)	Rhode Island Attorney General	Insurance Regulatory Authority	Report on NCCI Rate Filing (WC)	2012	Genevieve Martin (401) 274-4400, x2300
(49)	Rhode Island Attorney General	Insurance Regulatory Authority	Report on NCCI Rate Filing (WC)	2013	Genevieve Martin (401) 274-4400, x2300
(50)	Rhode Island Attorney General	Insurance Regulatory Authority	Report on NCCI Rate Filing (WC)	2014	Genevieve Martin (401) 274-4400, x2300

ANTHONY J. GRIPPA, FCAS, MAAA, FCA, WCP

(51) US Virgin Islands Insurance Division	Insurance Regulatory Authority	Reports on Property Rate Filings, and on License Applications (multiple lines). Includes Testimony by Telephone at One Public Hearing on Property Insurance	2001-2003	Martin Emanuel (340) 774-7166
---	--------------------------------	---	-----------	-------------------------------

C. EXPERT REPORTS, DEPOSITIONS AND TESTIMONY WHILE WITH IDR (1997 - 2000)

<u>CLIENT</u>	<u>FORUM</u>	<u>SERVICE</u>	<u>TIME</u>	<u>CONTACT</u>
(52) Alabama Insurance Department	Insurance Regulatory Authority	Report on Reasonableness of Homeowners Rates of a Major Carrier	1999 Joh	nny Johnson (334) 269-3550

D. EXPERT REPORTS, DEPOSITIONS AND TESTIMONY WHILE WITH MERCER (1988 - 1997)

While an employee with Mercer, Anthony J. Grippa provided consulting services to several insurance departments. In two instances he testified at rate hearings, both involving WC: Virginia in 1993 and Rhode Island in 1996.

<u>CLIENT</u>	<u>FORUM</u>	<u>SERVICE</u>	<u>TIME</u>	<u>CONTACT</u>
(53) Rhode Island Attorney General	Insurance Regulatory Authority	Report and Testimony on NCCI Rate Filing	1996	Genevieve Martin (401) 274-4400, x2300
(54) VA Bureau of Insurance	Insurance Regulatory Authority	Report and Testimony on NCCI Rate Filing (WC)	1993	Mary Bannister (804) 371-9229

Additionally, Mr. Grippa provided reports and depositions with respect to reasonable collateral and/or premium in insurer / insured disputes where issues were particular to the insureds involved. All of these few instances were "jumbo" type accounts that had been composite rated.

E. EXPERT REPORTS, DEPOSITIONS AND TESTIMONY WHILE WITH NCCI (1967 – 1988)

As an employee of NCCI, Anthony J. Grippa appeared as an expert witness at numerous administrative rate hearings in 20 states. Topics covered included all aspects of workers compensation insurance pricing. While an employee of NCCI, Anthony J. Grippa appeared as an expert witness at legislative committee hearings in 6 states and the US Congress. Topics covered included all aspects of workers compensation insurance pricing.



CASUALTY ACTUARIAL SOCIETY

HISTORY PROFILE

[« Back to Search Results](#)

Mr. Anthony J. Grippa, FCAS
 FCAS 1976
 Strategic Actuarial & Risk Consultants, LLC
 2130 Golden Eagle Dr., W.
 Tallahassee, FL 32312
 UNITED STATES
 Phone: (850)893-1903
 Fax: (850)344-9767
 E-mail: tonygrippa.actuary@gmail.com

Attestation:

2012 - Have complied
 2013 - Have complied
 2014 - Have complied
 2015 - Have complied
 2016 - Have complied

Publications

Committees

1 2

committee name	position	start date	end date
Health Care Issues Committee	Member	11/01/2000	01/24/2008
Investment Committee	Member	08/16/2000	10/27/2003
Committee on Management Data & Information	Member	11/01/1998	06/22/2001
Program Planning Committee	Member	11/01/1995	11/30/1997
External Communications Com.	Member	11/01/1991	11/30/1992
Audit Committee	Member	11/01/1991	02/28/2002
Special Appointments	Office Liasion	11/01/1990	11/30/1991
Special Appointments	Assistant Treasurer	11/01/1988	11/30/1990
Committee on Management Data & Information	Member	11/01/1988	11/30/1991
Finance Committee	Ex Officio	11/01/1988	11/30/1990

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BRAD ST. PIERRE, FCAS, MAAA

Brad St. Pierre has been providing independent actuarial consulting services since February 2011. He is a Fellow of the Casualty Actuarial Society and a Member of the American Academy of Actuaries. Mr. St. Pierre's responsibilities include a wide array of actuarial and operational issues. Current clients include insurers, state insurance departments, and law firms. Current services include reserves analysis, ratemaking, regulatory issues, expert witness testimony, and general insurance management. Mr. St. Pierre provides client services for all types of property and casualty insurance as well as providing life and health insurance assistance.

Immediately prior to his current focus on actuarial consulting services, Mr. St. Pierre was Vice President and Chief Actuary for a property and casualty insurance company based in south Florida. He: (a) was instrumental in growing the company's affiliated managing general agency's (MGA) Taxicab volume nationwide by approximately \$13M dollars and positioning the MGA as a market leader in Taxicab liability insurance; (b) improved the company's policy year combined ratios in both Trucking and Taxicab lines; and, (c) was responsible for signing the company's Statement of Actuarial Opinion covering both Commercial Auto and Workers' Compensation lines. Tasks included ensuring data quality, completing Schedule P, analyzing trends and results in the data, monitoring the adequacy of reserves and articulating results to both senior management and regulators. Other duties included: (a) managing the Compliance Department and its staff including the Vice President of Compliance as well as a senior data analyst; (b) filing and receiving approval for more than 20 rate filings including both Taxicabs and Trucks for the company and its partnering programs in more than 20 states. Mr. St. Pierre represented the company by delivering presentations to various audiences including AM Best, the Florida Office of Insurance Regulation, auditors and external actuaries. He advised senior management on the costs and benefits of various reinsurance treaties and their ultimate expected impact on the company's underwriting results.

Previously Mr. St. Pierre served as Managing Actuarial Consultant for Preferred Insurance Capital Consultants, LLC. His duties included review of rate filings for various insurance departments for workers' compensation, medical malpractice and commercial auto lines of business. He assisted a client in an insolvency lawsuit by providing actuarial support estimating damages incurred by the client due to the insolvency. He provided range reserve estimates for clients detailing the adequacy of their carried reserves as they related to the projected ultimate losses on their books of business.

Prior to joining Preferred Insurance Capital Consultants, LLC Mr. St. Pierre was employed for seven years as an actuarial consultant by the National Council on Compensation Insurance, Inc. (NCCI). While at NCCI he: (a) prepared, presented and discussed rate filing recommendations with upper management; (b) analyzed and projected loss reserves for the National, Massachusetts, Michigan and New Mexico Workers' Compensation (Assigned Risk) Pools; (c) assumed significant role in authoring and securing IT acceptance of business requirements, conceptual design documents and test plans in support of new reserving system; and (d) analyzed and priced legislative changes proposed by state legislatures in regard to workers' compensation benefits.

Mr. St. Pierre's academic background includes a Bachelor of Science degree in finance from the University of Florida.



CASUALTY ACTUARIAL SOCIETY

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Individual Information [Edit](#)

CAS Master ID: 0000284781
(please note that the last character in the above Master ID is a capital I)

Mr. Bradford J. St. Pierre FCAS
Principal
St. Pierre Actuarial Consulting

Primary Address Information [Edit](#)

4735 McIntosh Drive
Cumming, GA 30040

Contact Information [Edit](#)

Phone: (954)559-2652
E-Mail: bradstpierrejr@gmail.com

CE Compliance Attestation [Edit](#)

Year - Attestation - Method

2012 - I have complied by US Qualification Standard
2013 - I have complied by US Qualification Standard
2014 - I have complied by US Qualification Standard
2015 - I have complied by US Qualification Standard
2016 - I have complied by US Qualification Standard

Additional Information [Edit](#)

What Does CAS Do With This Information?

Ethnicity: Non-Hispanic White

Date of First Full-Time P/C Employment: 08/01/2000

Job Responsibilities:

1. Pricing / Ratemaking
2. Reserving
3. Planning/Strategic and Financial
4. Research/Teaching
5. Predictive Modeling

My Designations [Edit](#)

FCAS

My Degrees [Edit](#)

BS - University of Florida - Finance - 01/01/2000

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MANDATORY REQUIREMENTS PER SECTION
4 OF THE RFQ

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

- 4.1.1 The vendor will express an opinion on the fair presentation of financial statements in conformity with generally accepted accounting principles. A copy of the most recent audited financial statements is available on the WVOIC website at <http://www.wvinsurance.gov/Reports.aspx> under Financial Statements.**
- 4.1.2 The vendor will be required to prepare all supporting schedules required by the Department of Administration for the preparation of the State's Comprehensive Annual Financial Report (CAFR). The state's most recent Comprehensive Annual Financial Report (CAFR) can be viewed at www.finance.wv.gov/FARS/CAFR/Pages/default.aspx.**
- 4.1.3 The vendor shall also be responsible for assisting in the implementation of supplementary information required by the Governmental Accounting Standards Board (GASB) as mandated by generally accepted auditing standards.**
- 4.1.4 The audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants. Accounting Standards of Fieldwork shall be followed during the audit.**
- 4.1.5 The Vendor shall provide the deliverables as shown in Exhibit B.**
- 4.1.6 All necessitated meetings and/or conference calls will be conducted on Eastern Time, 8:00am to 5:00pm, Monday thru Friday.**

Vendor Response: Suttle & Stalnaker, PLLC understands the above mandatory contract services requirements and deliverables.

4.2 Prior to beginning field work, the Vendor must provide a detailed work plan that will identify the major tasks to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing. The work plan must be submitted in accordance with the timeline provided in Exhibit B. The detailed work plan must conform to the tasks and the timeline included herein and on Exhibit B. Specifically, the audit work plan should describe, in detail, the audit approach for the actuarially determined workers' compensation related liabilities for the various WVOIC funds.

Vendor Response: The detailed work plan will be provided after the entrance conference, but in no event later than July 20, 2016.

EXHIBIT A: PRICING PAGE

Exhibit A: Pricing Page

**AUDIT SERVICES
FLAT FEE PRICING**

Description Year		Extended Cost
Total all-inclusive maximum price for audit services as described in this solicitation.	2016	\$77,600.00
	2017	\$77,600.00
	2018	\$77,600.00
	2019	\$77,600.00
Total Bid Amount		\$310,400.00

**EXHIBIT B: SCHEDULE FOR
MANDATORY CONTRACT
SERVICES AND DELIVERABLES***

Exhibit B: Schedule for Mandatory Contract Services and Deliverables*

Required Submission or Event	Required Completion/Submission Date
Entrance Conference	Prior to June 30, 2016
Any interim work must be completed	June 30, 2016
Detailed audit plan	July 20, 2016
Field work to begin	On or after August 1, 2016
Draft submitted to Financial Accounting and Reporting Section (FARS) of the Department of Administration with copies to the Assistance Commissioner of Finance	September 14, 2016
Unsigned final draft with all modifications to the OIC management for final review	October 5, 2016
Final signed report submitted to the OIC and to FARS (PDF Format)	October 15, 2016
25 copies of final bound audit report submitted to the OIC	October 25, 2016

**With contract renewal and updated Schedule of Mandatory Contract Services and Deliverables will be provided.*



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 14 - Financial

Proc Folder: 187448

Doc Description: Addendum No. 1 Audit Services for fiscal year

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2016-02-17	2016-02-23 13:30:00	CRFQ 0704 INS1600000002	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

Suttle & Stalnaker, PLLC
 1411 Virginia Street East, Suite 100
 Charleston, WV 25301
 304-343-4126

FOR INFORMATION CONTACT THE BUYER

Michelle L Childers
 (304) 558-2063
 michelle.l.childers@wv.gov

Signature X

FEIN # 55-0538163

DATE 02/23/2016

All offers subject to all terms and conditions contained in this solicitation

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 Vendor Preference, if applicable.

1. **Application is made for 2.5% 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;
 Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; 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% 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% vendor preference for the reason checked:**
 Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,
4. **Application is made for 5% 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% 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% 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.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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) rescind the contract or purchase order; 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.

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: *Anna Emery, CPA*

Date: 02/23/2016

Title: Member

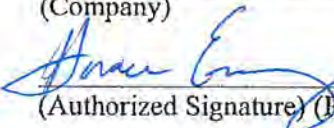
*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Suttle & Stalnaker, PLLC

(Company)



Horace Emery, CPA, Member

(Authorized Signature) (Representative Name, Title)

304-343-4126; fax 304-343-8008; 02/23/2016

(Phone Number) (Fax Number) (Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: INS1600000002

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

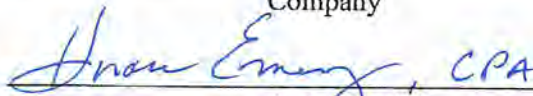
(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Suttle & Stalnaker, PLLC

Company



Authorized Signature

02/23/2016

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code §61-5-3*) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Suttle & Stalnaker, PLLC

Authorized Signature: *Anna Emergy, CPA* Date: 02/23/2016

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 23 day of February, 2016.

My Commission expires Oct. 4, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC

Diane D. Flint

Purchasing Affidavit (Revised 08/01/2015)

