



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
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The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 2

List View

General Information | Contact | Default Values | Discount | Document Information

Procurement Folder: 192035

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0606

Vendor ID: VS0000011143

SO Doc ID: HSE1600000006

Legal Name: CohnReznick LLP

Published Date: 10/12/16

Alias/DBA:

Close Date: 10/20/16

Total Bid: \$83,900.00

Close Time: 13:30

Response Date: 10/19/2016

Status: Closed

Response Time: 22:02

Solicitation Description: ADDENDUM 4 GRANT MONITORING AND AUDITING

Total of Header Attachments: 2

Total of All Attachments: 2



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

State of West Virginia
Solicitation Response

Proc Folder : 192035

Solicitation Description : ADDENDUM 4 GRANT MONITORING AND AUDITING SERVICES

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2016-10-20 13:30:00	SR 0606 ESR10191600000001767	1

VENDOR

VS0000011143

CohnReznick LLP

Solicitation Number: CRFQ 0606 HSE1600000006

Total Bid : \$83,900.00

Response Date: 2016-10-19

Response Time: 22:02:06

Comments: N/A

FOR INFORMATION CONTACT THE BUYER

Crystal Rink
 (304) 558-2402
 crystal.g.rink@wv.gov

Signature on File

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	MANAGER (SENIOR)	240.00000	HOUR	\$195.000000	\$46,800.00

Comm Code	Manufacturer	Specification	Model #
80000000			

Extended Description : MANAGER (SENIOR)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	SUPERVISOR	160.00000	HOUR	\$155.000000	\$24,800.00

Comm Code	Manufacturer	Specification	Model #
80000000			

Extended Description : SUPERVISOR

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	ACCOUNTANT/AUDITOR	40.00000	HOUR	\$145.000000	\$5,800.00

Comm Code	Manufacturer	Specification	Model #
80000000			

Extended Description : ACCOUNTANT/AUDITOR (TEAM LEAD)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	ACCOUNT TECHNICIAN	40.00000	HOUR	\$100.000000	\$4,000.00

Comm Code	Manufacturer	Specification	Model #
80000000			

Extended Description : ACCOUNT TECHNICIAN

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	ADMINISTRATIVE ASSISTANTS	40.00000	HOUR	\$62.500000	\$2,500.00

Comm Code	Manufacturer	Specification	Model #
80000000			

Extended Description :	ADMINISTRATIVE ASSISTANTS
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CohnReznick LLP Response
Technical Proposal

State of West Virginia (WV)

**Centralized Request for Quotation
(CRFQ)
0606 HSE1600000006**

October 20, 2016

Submitted by

CohnReznick LLP
7501 Wisconsin Avenue, Suite 400E
Bethesda, MD 20814
CohnReznick.com

Tim Bender, CPA, PMP
Partner
CohnReznick Government and
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CohnReznick LLP
Tim.Bender@CohnReznick.com

Ms. Crystal Rink
Senior Buyer
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Dear Ms. Rink,

On behalf of CohnReznick, I am pleased to present our proposal to the State of West Virginia's Purchasing Division (the State), in response to its Centralized Request for Quotation (CRFQ) requesting the services of a contractor to provide grant monitoring and auditing services related to federally funded disaster recovery grant programs.

We're confident that our team represents the most efficient and economical solution to help the State achieve its disaster recovery goals. Below are some of the advantages that our team offers:

- **Unparalleled Grant Management and Disaster Recovery Experience** - Our applied experience with disaster recovery includes administering, monitoring, and/or overseeing more than \$20 billion in federal grant funds across the country. In the aftermaths of Hurricanes Katrina, Rita, Dolly, Gustav, Ike, Irene, Sandy, and Lee, we have provided disaster recovery services to government entities in Texas, Louisiana, Mississippi, Illinois, New Jersey, and New York.
- **On Time and On Budget** - You have the commitment of our firm that our work will be on time and on budget. We are able to make this pledge to you based on our successful track record of doing exactly this for very similar projects. We are committed to providing all of the necessary resources to perform the services needed and providing all deliverables within the required timeframes and budget.
- **In-Depth Understanding of Regulations** - Our vast disaster recovery experience not only enables us to assure you that all work will be performed in a timely manner and in strict accordance with all programmatic, statutory, and regulatory requirements, but also to help you identify and maximize all available resources.
- **Top CPA Firm** - Recently recognized as the 11th largest accounting firm in the country, CohnReznick has provided a broad range of accounting, audit, tax, and business consulting services to public, commercial, and nonprofit sectors for nearly 100 years. Nationally, our firm has built a reputation for best practices in disaster recovery, program and project management, and compliance and integrity monitoring.

- **Hire and Develop West Virginia Talent** - We have carefully selected experienced disaster recovery professionals for this opportunity with direct experience performing this exact scope of work. Our professionals will form the nucleus of our team. As we have successfully done on similar projects, we will recruit, hire and train local residents to complete our team. This will allow us to contribute more to the economic growth of the Mountain State and provide the region with well-trained accountants and experienced disaster recovery professionals. We have successfully employed this approach in every state for which we have performed disaster recovery services.
- **Ability to Withstand Public Scrutiny** - Our disaster recovery projects have been subjected to the intense public scrutiny that always accompanies the receipt of federal funds. Our programs and deliverables have been inspected by public officials, political appointees, state auditors and attorneys general, inspectors general, and the general public. Without fail, our programs and deliverables have withstood this intense amount of scrutiny time and again.

As a firm with over 10 years of hands-on experience in the disaster recovery arena, CohnReznick has made an indelible industry footprint by overseeing billions of dollars allocated to states following natural disasters. CohnReznick's Government and Public Sector practice has a dedicated team of disaster recovery professionals who have tirelessly worked to improve the national disaster recovery environment. We're an industry leader in disaster recovery and we're proud of our reputation for supporting state and local governments in achieving maximum results throughout the entire recovery lifecycle.

We are excited to have this opportunity to present our qualifications and experience to the State. Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,



Tim Bender, CPA, PMP
Partner
CohnReznick Government and Public Sector Advisory
Email: tim.bender@cohnreznick.com
Phone: 301-280-2734

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Firm Profile

CohnReznick LLP



Founded in 1919, CohnReznick is currently a top-ranked international public accounting firm with over **\$575 million** in annual revenue, and over **2,700 employees** in **30 offices**—including six offices near the Washington, D.C. metro area. While we have the resource depth and technical talent of a Big Four firm, we operate with the efficiency of a boutique firm.



CohnReznick Government and Public Sector Advisory Expertise

Our firm's Government and Public Sector Advisory practice specializes in providing disaster recovery, grant management, and compliance services to government agencies. CohnReznick Government and Public Sector Advisory is a strategic advisory and service provider to federal, state, and local governments. Our services include:

- Audit, accounting, and financial management;
- Compliance, risk, and integrity monitoring;
- Program and project management; and
- Disaster response and recovery.

CohnReznick Government and Public Sector Advisory has earned a strong reputation for solving complex business and project issues and providing our clients with high quality service, technical expertise, rapid deployment of resources, and a collaborative work style to deliver maximum results and minimum risk to our clients.

On the following page, we include snapshots of our disaster recovery footprint that include our:

- Service areas of expertise in the disaster recovery arena; and
- Highlights of programs we have administered, managed, monitored, and/or overseen in multiple states.

CohnReznick Disaster Recovery Services				
✓ Program and Project Management	✓ Subrecipient Support	✓ Grant and Case Management	✓ Coordination with federal, state, and local officials	✓ Insurance Claims/Duplication of Benefits Compliance
✓ Preparation of Reimbursement Requests	✓ Funds Distribution and Reporting	✓ Grant Compliance and Monitoring	✓ Financial and Program Reporting	✓ Outreach and Application Intake
✓ Technology Development and Implementation	✓ Data Security and Management	✓ Anti-Fraud, Waste, and Abuse Training	✓ Integrity Monitoring / Contractor Assurance	✓ Construction & Contractor Management

Disaster Recovery Program Highlights

<p>41 HMGP Buyout Applications (NY)</p>	<ul style="list-style-type: none"> Completed and Approved by FEMA 1,206 individual properties \$348 million in total project costs 	<p>490 Project Worksheet Formulation (TX)</p>	<ul style="list-style-type: none"> Across 6 federally declared disasters Reviewed cost documentation for compliance
<p>\$95+ Million Disbursed (TX)</p>	<ul style="list-style-type: none"> Reviewed and disbursed over \$95 million for the HMGP Across 38 projects For 24 Subgrantees 	<p>\$1+ Billion Infrastructure Projects (NY)</p>	<ul style="list-style-type: none"> Developed 25 HMGP Infrastructure Projects Emergency power, building retrofits for wind/flood resistance, flood barriers, drainage improvements
<p>50+ Subgrantee Eligibility Determinations (IL)</p>	<ul style="list-style-type: none"> Completed 325 Subgrantee funding requests Approximately \$45 million 	<p>3000+ Closeouts (TX)</p>	<ul style="list-style-type: none"> Closed and verified that the scope work has been completed Public Assistance Projects
<p>1000+ Site Inspections (TX)</p>	<ul style="list-style-type: none"> Performed physical site inspections dating back to Hurricane Ike 	<p>\$160+M PW Payment Documentation Reviewed (NY)</p>	<ul style="list-style-type: none"> Reviewed cost documentation for over 6,550 Public Assistance PWs Disasters included Super Storm Sandy, Hurricane Irene and Lee

1.0 Technical Proposal

Introduction

CohnReznick's philosophy is to provide clients the advisory insight and technical expertise they need to be successful. This insight comes from developing a strong grasp of the grant administration, accounting, audit, and disaster recovery related regulations that govern the clients we serve. We believe the host of experiences and capabilities that our professionals possess relating to grant monitoring; disaster recovery program support; compliance reviews; auditing and accounting; strategic planning and program management; and best practices—coupled with the efficiencies that we bring to the engagement—creates superior value for the West Virginia Division of Homeland Security and Emergency Services (WVDHSEM).

1.1 Understanding of the SOW

It is our understanding that our team will be responsible for providing a variety of professional services for grant administration activities related to federally funded disaster programs for WVDHSEM. We will provide financial, programmatic, and technical assistance to ensure all services provided to WVDHSEM exceed the requirements outlined in this CRFQ and support WVDHSEM goals and objectives. Our professionals have the qualifications necessary to assist WVDHSEM in meeting its grant administration needs. CohnReznick's team will ensure that all work is performed in compliance with all applicable laws and regulations, and we will develop controls that prevent and detect fraud, waste, and/or abuse.

Goal - To provide professional services for grant administration activities including the following tasks:

- ✓ Grant Monitoring;
- ✓ Compliance Reviews; and
- ✓ Audits and Other Administrative Tasks.

1.2 Grant Monitoring

Our team has experience providing grant monitoring and administration services across multiple states for over 15 disaster declarations. The team members we've designated to support WVDHSEM are experienced in performing each of the Grant Monitoring responsibilities specified within the CRFQ and have provided similar monitoring services for thousands of disaster recovery projects associated with hundreds of local jurisdictions and other eligible subgrantees. Our team is adept in providing cradle-to-grave grant oversight/tracking and thoroughly understands the common risks, issues, and concerns prevalent in the disaster recovery environment and the nuances associated with supporting various types of subgrantees, including: small towns and rural counties, nonprofits, large cities, transportation and port authorities, hospitals, universities, and state agencies. Accordingly, our proposed plan for providing disaster grant monitoring services to WVDHSEM will incorporate industry best practices, experienced staff, compliance checklists and job aids, technological advances, lessons learned, and proactive technical assistance to achieve the goals of compliance, efficiency, and accountability.

Our proposed plan for performing grant administration and monitoring services incorporates industry best practices, experienced staff, technological advances, lessons learned, and proactive technical assistance to achieve the goals of compliance, efficiency, and accountability. Our plan consists of the following primary components:

- Qualified staff, supported by subject matter experts, in a well-controlled environment;
- Centralized subgrantee and project tracking, record keeping, data management, and reporting;
- Coordination with the WVDHSEM staff to transfer program knowledge and oversight responsibilities;
- Provision of strategic on-site and web-based training and technical assistance;
- Consistent and thorough subgrantee oversight, frequent communication, and technical support;
- Utilization of shared subject matter expertise and quality assurance/control personnel;
- Automation of workflows and notifications to ensure subgrantee compliance;
- Risk-based monitoring strategy using technological advances and process automation to ensure compliance and timely processing of funding requests;
- Strict quality control and assurance to ensure efficiency and compliance; and
- Active follow up, tracking, and reporting of compliance deficiencies and corrective action plans to identify any fraud, waste, or abuse.

Subgrantee Coordination and Technical Assistance

CohnReznick's extensive disaster recovery experience makes our team uniquely equipped to anticipate potential issues with subgrantees and to employ measures to prevent, mitigate, and/or remedy such issues. Beginning at the Applicant Briefing and subsequent Kickoff Meetings and continuing through project closeout, a fundamental measure our team will use to mitigate the risk of noncompliance is the provision of training and technical assistance to program participants. We have learned that subgrantee education is essential to successful disaster recovery projects. To that end, our proposed project approach includes the development and implementation of a Technical Assistance and Training Plan (TA Plan) to ensure subgrantees are made aware of state and federal project requirements and that they promptly receive the necessary training, technical assistance, and resources needed to achieve efficiency and compliance in their disaster recovery projects. The TA Plan will provide for the deployment of risk-based technical assistance efforts, which will ensure subgrantees with the greatest needs receive the appropriate technical support.

Proven approach to mitigating and preventing subgrantee compliance deficiencies:

- ✓ Engage in proactive technical assistance;
- ✓ Engage in frequent outreach and coordination by WVDHSEM representatives;
- ✓ Apply stringent financial controls and reporting accountability; and
- ✓ Apply consistent oversight and monitoring activities at the local level.

Depending upon the specific need or event, technical assistance and training may be provided to subgrantees in the form of onsite visits, regional training events, web-based courses, or e-mail guidance.

Our grant monitoring team will be assigned as the primary points of contact for assigned subgrantees and will be responsible for oversight/tracking and for coordinating all technical assistance, project site inspections, and onsite monitoring activities. The team will be required to maintain regular communications with subgrantees to track project status, identify any performance deficiencies or compliance issues, and follow up on unresolved deficiencies. They will be responsible for processing subgrantee payment requests, reviewing progress reports and deliverables, collecting and maintaining applicable subgrantee files, and performing basic financial and programmatic compliance tasks. Our team will also be responsible for coordinating the submission of subgrantee change requests and deadline extension requests. Team Leads will ensure that the team is meeting performance expectations, will monitor budgets and status, and will be responsible for assembling and providing weekly subgrantee/project reports to WVDHSEM. They will also serve as the primary on-site monitor for reviews of subgrants and projects, coordinate site visits, and maintain project-related lines of communication.

Project Reporting to WVDHSEM

Throughout our experience working with both state and federal agencies, we have amassed a library of tools prepared to assist with tracking projects. At the request of the WVDHSEM, we will submit an analysis of each PW which will include the following information:

- Number and location of damaged sites for each project;
- Damage category;
- Percent of work completed to date;
- Potential issues or concerns;
- Eligible costs incurred to date; and
- Outstanding needs.

Preventing and Detecting Fraud Waste and Abuse

To manage fraud, waste, and abuse prevention, throughout the course of the work, our team will perform key tasks, which include:

- Evaluating and analyzing results of detailed testing;
- Summarizing testing approach and procedures;
- Summarizing observations and findings;
- Developing recommendations;
- Developing conclusion(s);
- Drafting report with summarized testing procedures and results, to include findings, observations, recommendations, and conclusion(s); and

- Presenting the final report to WVDHSEM.

1.3 Compliance Reviews

Our team understands the importance of conducting project compliance reviews in accordance with federal, state, and local statutes and regulations. Our team brings an in-depth understanding and expertise related to all governing regulations. Thanks to our team’s experience in providing grant administration and program support, we offer a deep understanding of HUD and FEMA requirements including:

Stafford Act	44 CFR Parts 206 and 207	Uniform Guidance, formerly known as OMB Circular A-133	Consolidated Public Assistance Program and Policy Guide (FP 104-009-2)
SRIA	2 CFR Part 200	Regulations establishing Environmental and Historic Preservation requirements	Various other statutes and regulations governing the PA program

In accordance with 44 CFR Part 207, the WVDHSEM has primary responsibility for the closeout tasks associated with both the program and subgrantee requirements for Public Assistance and Hazard Mitigation Grant Programs. To comply with each program’s performance period requirement, the WVDHSEM must:

- Conduct final inspections for projects;
- Reconcile subgrantee expenditures;
- Resolve negative audit findings;
- Obtain final reports from subgrantees; and
- Reconcile the closeout activities of subgrantees.

As a CPA firm experienced in providing grant administration and monitoring services in disaster recovery, we understand the types of documents required to support project costs and the regulations that surround how the costs are allowed to be incurred. An acceptable compliance review entails a comprehensive assessment to confirm the project was completed in accordance with the grant/subgrant award; the approved project specifications; the State Administrative Plan; and all applicable federal statutes, regulations, and OMB Uniform Guidance. Our approach to conducting financial compliance reviews includes (but is not limited to):

- Verifying subgrantee populations;
- Selecting a random sample per expense item from PWs and approved structural and non-structural HMGP projects;
- Requesting associated documentation for selected samples;
- Conducting detailed testing to verify accuracy of costs;
- Completing a Validation Worksheet for each project reviewed;
- Performing additional procedures (if necessary) related to:

- Change of scope;
- Cost overruns;
- Cost underruns;
- Time extensions; and
- Special project types;
- Performing a duplication of benefits' check;
- Confirming that required insurance coverage is in place; and
- Performing a QA/QC review to ensure the highest quality of the closeout audit.

Project Reporting and Identifying/Remediating Fraud, Waste, and Abuse

Prior to the conclusion of our compliance reviews and during development of the draft reports and the final reconciliation report, we will meet with the WVDHSEM and the subgrantee to discuss our results, including observations, findings, recommendations, and conclusion(s).

Key tasks to be performed throughout this phase may include, but are not limited to:

- Evaluating and analyzing results of detailed testing;
- Summarizing testing approach and procedures;
- Summarizing observations and findings;
- Developing recommendations;
- Developing conclusion(s);
- Drafting report with summarized testing procedures and results, to include findings, observations, recommendations, and conclusion(s); and
- Presenting the report to the WVDHSEM.

Our procedures will be performed in accordance with AICPA standards, as well as regulatory, statutory, and programmatic objectives and requirements. If compliance issues are identified, our proposed plan provides for systematic reporting of compliance deficiencies and automated workflows to ensure the responsible parties are actively pursuing resolution of the issue. In addition, our team is prepared to track and enforce Corrective Action Plans at the local level. Our procedures performed will also include measures to prevent and detect instances of fraud, waste, and abuse.

1.4 Audits and Other Administrative Tasks

Our team understands the need to have a centralized and consistent process for ensuring subrecipients are compliant with the audit requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"), formerly known as OMB Circular A-133, ensuring audit findings are resolved, and utilizing audit data to identify compliance trends with subrecipients. Our team of seasoned FEMA experts, PMPs, and CPAs offers

unparalleled versatility and expertise, enabling us to take on and efficiently accomplish any grant-related assignment requested by the WVDHSEM.

Our staff has experience with and/or has been trained on the following:

- Uniform Guidance;
- Generally Accepted Government Auditing Standards (GAGAS);
- Relevant AICPA standards; and
- Uniform Grant Management Standards.

CohnReznick not only has experience reviewing OMB-regulated audit reports, but, as a nationally recognized public accounting firm, we have extensive experience conducting Single Audits and other Yellow Book (GAGAS) compliant audits. We fully comprehend the risk-based approach and the percentage-of-coverage rule and know the audit documentation necessary to support them. Our team proposes to provide compliance services as described below:

- ***Data gathering.*** *Our team will coordinate with the WVDHSEM to identify all Department subrecipients, collect all available information needed to determine if Single Audits are required, and collect copies of available audits.*
- ***Monitoring submissions.*** *All submissions from the subrecipients and communications with the subrecipients will be tracked and documented.*
- ***Conducting reviews.*** *Upon receipt of the audit documentation, our team will perform a review of the audit in accordance with the Guide for Desk Reviews produced by the Council of Inspectors General on Integrity & Efficiency as a foundation for conducting the reviews and modified to include specific West Virginia requirements.*
- ***Audit findings and corrective action.*** *Our team, in collaboration with the WVDHSEM, will develop standard language to be utilized in communications to address typical findings. Findings directly related to FEMA funds will be flagged for regular follow up and resolution. Upon identification of audit findings, our team will ensure the subrecipient has submitted a summary schedule of prior audit findings and a Corrective Action Plan for ensuring processes and procedures are in place to correct the identified deficiencies in a timely manner. Upon receipt, the Corrective Action Plan will be reviewed for adequacy and consistency with auditor recommendations and West Virginia and federal requirements. Our team will then draft a Management Decision notifying the subrecipient of the sufficiency of the Corrective Action Plan and specifying any additional actions required by the State.*
- ***Audit resolution report.*** *Our team will engage in periodic follow up with the subrecipient until the finding is resolved. Upon receipt of documentation from the subrecipient stating the finding has been resolved, our team will draft an Audit Resolution Report accepting the subrecipient's resolution and issuing any required sanctions for disallowed costs.*

- ***Project administration recommendations.*** *Our team will consistently monitor the results of the review processes to identify compliance trends at the local level and will make recommendations regarding needed improvements in subrecipient project administration.*

CohnReznick has developed well defined processes to ensure our work is performed with due care, properly supervised, and put through our rigorous quality control program. Additionally, our Peer Review function will be to perform procedural and reporting compliance on projects assigned to other contractors or agency staff. A peer review analysis may include:

- Methods for ensuring Standard Operating Procedures (SOPs) are followed;
- The manner of reporting experiences leading to best practices;
- Process for communicating best practices;
- Process for reporting problems incurred at each level of the project;
- Communication plan for reporting problems;
- Comparison of individual review team results to ensure consistency among the program among each contractor at each project location;
- Proposed corrective or preventive actions to be taken; and
- Log of corrective or preventive actions performed.

Our Peer Review function will work with our team to ensure consistency in the application of all agreed-upon procedures or authoritative guidance documentation. Additionally, our Peer Review function provides specialized expertise and serves as independent oversight for the successful completion of the work covered under this contract.

Additional Special Projects

Our team is comprised of a deep pool of FEMA subject matter experts, PMPs, and CPAs capable of providing the WVDHSEM with the services needed to ensure maximum performance and compliance in the PA and HM programs. These services include, but are not limited to the following.

Training Support. Our team includes training experts with years of experience and in-depth knowledge of all aspects of training with regard to FEMA and other disaster recovery programs. Our team can quickly develop a training curriculum in a variety of subject areas and our instructors are well versed in state-of-the-art methods for content and delivery. Our team is prepared to provide the WVDHSEM and its subrecipients with any requested training through a variety of delivery methods, including:

- Classroom training;
- Instructor-led virtual training (webinars);
- eLearning;
- Video; and

- Animated and video content elements for classroom and webinar uses and asynchronous fulfillment.

Programmatic policy and procedure review. Our team will rapidly deploy the necessary resources to ensure policies and procedures are reviewed in a timely manner and revised as needed to promote maximum compliance and efficiency. Our team brings the necessary FEMA expertise and project management skills to ensure all policies and procedures:

- Are consistent with all applicable state and federal regulations;
- Minimize duplication of efforts;
- Incorporate industry standards and best practices;
- Are streamlined to the maximum extent possible;
- Are published and distributed to all applicable stakeholders; and
- Incorporate effective change management controls.

Subrecipient financial controls. Our team of CPAs has in-depth familiarity with the challenges and deficiencies that are likely to be encountered with subrecipient financial systems. We are thoroughly prepared to provide any services, training, and onsite technical assistance needed to ensure subrecipient financial systems, controls, and reports meet the requirements of 44 CFR Part 13 and are consistent with Generally Accepted Accounting Principles (GAAP).

Maximizing federal resources. In recent years, FEMA has dramatically increased its scrutiny of Direct Administrative Costs (DAC) incurred by PA applicants in their administration of awarded PWs. This increased scrutiny frequently creates challenges for applicants that are not accustomed to the detailed time/activity tracking and reporting required to attribute costs directly to PWs, especially when applicants have dozens (or, in some cases, hundreds) of awarded PWs. Fortunately, our team is well-equipped to assist WVDHSEM in complying with FEMA rules pertaining to DAC eligibility, documentation, and reasonableness. Currently, our team effectively utilizes our internal systems to track and report time and activity for over 4,000 PWs under our purview. We are also aware of the Disaster Assistance Reform Act of 2015 and the ability to request fixed rates for direct and indirect administrative costs through FEMA. On an engagement of this scope, complexity and magnitude, our team will explore both options with WVDHSEM to identify the best option.

States preferring to minimize the state and local financial burden of PA recovery have elected to use their CDBG-DR funds as match-funding sources. PA grant recipients within states implementing this match-funding best practice are often able to complete FEMA-funded recovery projects without contributing any state or local tax dollars. Since 2009, we have participated in the oversight of successful CDBG-DR match programs in Illinois and New York. While working with New York, we created and implemented a global match program to apply the funds spent on eligible CDBG-DR projects to the HMGP non-federal share. We can explore a match program for WVDHSEM with the recent allocation of \$14 million in CDBG-DR funds.

Identifying/Remediating Fraud, Waste, and Abuse

To manage fraud, waste, and abuse prevention, throughout the course of the work our team will perform key tasks, which include:

- Evaluating and analyzing results of detailed testing;
- Summarizing testing approach and procedures;
- Summarizing observations and findings;
- Developing recommendations;
- Developing conclusion(s);
- Drafting report with summarized testing procedures and results, to include findings, observations, recommendations, and conclusion(s); and
- Presenting the report to the WVDHSEM.

If compliance issues are identified, our proposed plan provides for systematic reporting of compliance deficiencies and automated workflows to ensure the responsible parties are actively pursuing resolution of the issue. In addition, our team is prepared to track and enforce Corrective Action Plans at the local level.

2.0 Staff Qualifications

2.1 Staffing Approach

CohnReznick offers the ability, capacity, skill, financial resources, and experience necessary to perform the work and provide the services required under this CRFQ.

Once an award is issued, our proposed engagement team is ready to begin work immediately and without delay. Our national presence, combined with the tools, resources, and out-of-the-box strategies we have developed, serve us well when beginning new work. We understand the scope of services calls for a management approach that provides for prompt deployment, maximum output, and scalable resources, while ensuring the highest level of compliance, accountability, and transparency. This will require an effective and efficient project framework that facilitates the coordination and utilization of qualified staff and available tools. To that end, our team of experienced professionals and pool of resources possess the organizational and operational skills needed to successfully complete the task order requirements in a timely manner with excellent results.

Our engagement team is truly unmatched with respect to their:

- ✓ Diligent work ethic and integrity;
- ✓ Strong working relationship with one another, as well as with clients;
- ✓ High client and employee retention rate ratios; and
- ✓ Reputation to accurately complete any and all requested work.

Our team structure will be designed to ensure we provide the WVDHSEM and its subgrantees with the necessary experience and assistance needed in the most economical manner. To perform each service area, we will have dedicated staff for performing day-to-day operations required to complete the assigned tasks. Our staff are well-versed in various regulatory categories related to FEMA PA and/or HM funding.

These subject areas include, but are not limited to:

- Public Assistance Administration and Eligibility (44CFR206 Subparts G, H, and I);
- Hazard Mitigation Grant Program (44CFR206 Subpart N);
- Stafford Act Compliance;
- Financial Management Systems;
- Duplication of Benefits;
- Procurement and Contracting;
- Environmental and Historical Requirements;
- Cost Allowability and Match Requirements;
- Floodplain Management and NFIP;
- Force Account Requirements;

- FEMA Closeout Procedures;
- Uniform Administrative Requirements;
- Acquisition and Relocation;
- OMB Uniform Guidance; and
- Uniform Grant Management Standards.

CohnReznick is committed to acquiring office space in Charleston and relocating key management staff upon contract award. To provide cost savings to WVDHSEM, our core management team will be located in West Virginia and will be supported by a deep bench of experienced disaster recovery staff located in our Bethesda, MD and Austin, TX offices. As stated in our cover letter, we plan to recruit, hire and train local West Virginians to ensure we add to the economic growth of the Mountain State and provide the region with well-trained accountants and disaster recovery professionals. We intend to focus on building a practice in West Virginia that will last for years to come.

2.2 Labor Mix and Level of Effort

Our team has a proven track record of providing exceptional grant administration and monitoring services to multiple states throughout the U.S. Based on our past experience, we will be able to leverage the experience and trainability of our Account Technician and staff level positions to perform the contracted services outlined in this CRFQ and provide a potential cost savings to WVDHSEM. Over time, we are certain that our processes will become more efficient and our team could propose to WVDHSEM a fixed, per-project cost to perform the grant monitoring services.

2.3 “Exhibit A: Pricing Pages”

Please find our proposed rates attached as a separate document as part of our proposal submission in wvOASIS.

2.4 Roles and Responsibilities Matrix

As presented in the following staffing matrix below, the staff we are proposing on this engagement:

- Are the same team members who designed and submitted this proposal; and
- Have worked with each other in the past or work together currently on engagements of an analogous size, scope, and magnitude.

Staff Member	Years of Experience	Role	Primary Responsibilities	Experience			
				Accounting	Disaster Recovery		
					PA	HMGP	CDBG-DR
Tim Bender, CPA, PMP	20+	Engagement Partner	Overall engagement management, including: <ul style="list-style-type: none"> • Planning, executing and reporting; • Final review and approval on all deliverables and firm decisions on contractual matters; and • Leadership and oversight for the entire engagement. 	✓	✓	✓	✓
Abby Rollins, CFE, PMP	10+	Manager (Senior), Program	<ul style="list-style-type: none"> • Develop project management plans; • Identify and track program tasks, document issue resolution, and monitor and communicate reports as requested; and • Perform complex grant coordination, financial and programmatic compliance, technical assistance, and administration work to respond, administer, organize, and monitor federally funded disaster recovery grants. 	✓	✓	✓	✓
Amanda Gibbs, CPA	10+	Manager (Senior), Financial	<ul style="list-style-type: none"> • Design and perform audit procedures; • Review and develop policies and procedures; • Establish internal quality control and quality assurance standards; and • Prepare audit reports, including analyses of audit findings and recommendations' compliance with federally funded disaster grants. 	✓			
Meghan Hicks	5+	Supervisor	<ul style="list-style-type: none"> • Ensure deadlines are met; • Confirm applications or other documentation are complete and correct before submission to federal authorities; • Ensure monitoring activities are conducted in accordance with project-worksheet guidelines; • Confirm projects are completed within the approved scope of work, and payment requests are promptly and correctly processed; • Coordinate applicant briefings and other outreach and training activities; • Ensure grant applications are received and processed properly; and • Monitor both the programmatic and financial aspects of awarded projects. 	✓	✓	✓	

Staff Member	Years of Experience	Role	Primary Responsibilities	Experience			
				Accounting	Disaster Recovery		
					PA	HMGP	CDBG-DR
Accounting/ Auditor Staff	2+	Accountant/Auditor	<ul style="list-style-type: none"> Perform budget monitoring and project site inspections; Document progress and/or completion of projects, causes for delays in project-worksheet completion from established timelines, or deviations from the scope of work to ensure procurement and contracting compliance; Review progress reports and payment requests; and Provide guidance and assistance to grant recipients on documentation requirements and resolution of project worksheet-related issues. 	✓	✓	✓	
Account Technician Staff	2+	Account Technician	<ul style="list-style-type: none"> Assure grantees are conducting Quarterly Performance Reports (QPRs) and that the information is consistent with the scope of work, period of performance, and the awarded/amended budget; Process reimbursement requests to ensure items are eligible activities under program requirements; Ensure all appropriate documentation is presented for the request; Conduct site inspections to determine physical work is completed and that paperwork is managed properly; and Provide weekly reports as specified by the client. 	✓	✓	✓	
Administrative Assistant	1+	Administrative Assistant	Performs administrative and office support activities for staff, including: <ul style="list-style-type: none"> Field telephone calls; and Assist with project research, word processing, reporting and billing, and document management. 	✓			

3.0 Past Performances

As described in our technical approach, our team has an extensive history of planning and executing grant administration and monitoring activities in disaster recovery. As outlined in the below past performance sections, the extensive experience of our team far surpasses the required five years of past work history providing grant monitoring and administration services for federal and state recovery programs. Our history of success in grant monitoring and administration—which our references will confirm—ensures that we can provide WVDHSEM with the expertise needed to assist them in their recovery efforts.



State of New York Governor's Office of Storm Recovery (GOSR) -
CohnReznick

Contract Number:

#VGOSR00012

Work Performed:

Project Eligibility

Performance Period:

January 2014 - Present

Contract Value:

\$31,710,433.55

Point of Contact:

Emily Thompson

Deputy General Counsel

Governor's Office of Storm Recovery

25 Beaver Street

New York, NY 10004

212-480-2744

Emily.Thompson@stormrecovery.ny.gov

Relevant Features:

- Disaster Recovery
- Integrity Monitoring
- Contract Compliance
- Document Collection
- Project Eligibility

Project Background:

New York State experienced three major events, Hurricane Irene, Tropical Storm Lee and Hurricane Sandy, between 2011 and 2012. These consecutive storms caused widespread damage to homes, businesses, core infrastructure, and government property. As many as 300,000 housing units and 2,000 miles of roads were damaged, destroyed, affected or closed as a result of the sequence of storms. On March 5, 2013, the United States Department of Housing and Urban Development (HUD) published Federal Register Notice (FRN) 5696-N-01, establishing the requirements and processes for the first \$1.7 billion in federal Community Development Block Grant-Disaster Recovery (CDBG-DR) aid appropriated to New York State's Housing Trust Fund Corporation (HTFC).

Governor Andrew Cuomo created the Governor's Office of Storm Recovery (GOSR) in June of 2013 as a means of consolidating and centralizing recovery and rebuilding efforts following Hurricane Irene, Tropical Storm Lee, and Hurricane Sandy. GOSR utilizes approximately \$4.4 billion in flexible funding made available by HUD's CDBG-DR program to concentrate aid in four main areas: housing recovery, small businesses, community reconstruction, and infrastructure.

CohnReznick contracted with HTFC and GOSR to administer the Infrastructure PA CDBG Match Program and HMGP CDBG Global Match Program.

Project Summary:

CohnReznick's services included providing daily project-management support and updating and maintaining GOSR's FEMA PA and HMGP tracking system. In addition to project development and project-eligibility review, our team conducts external data collection and project file retrieval (document retrieval process) in conjunction with GOSR. Additionally, CohnReznick staff reviewed and reconciled duplicative documentation on the state's drives/servers within GOSR's and HTFC's SharePoint site.

Project Description & Deliverables:

Highlights:

- Successfully reviewed 6,550 PWs of the approximate 16,500 PWs across five declared disasters, including Sandy;
- Recommended a total of \$167,184,534.01 for CDBG Match payment;
- Coordinated HMGP Global Match Strategy for seven open disasters with a match obligation of \$441 million; and
- Completed and submitted 41 buyout applications, made up of 1,206 individual properties and totaling an estimated \$348 million in total project costs.

PA CDBG-DR Match Program:

- Reviewed CDBG-DR funding projects that include short- and long-term recovery activities, addressing disaster relief, and restoration of infrastructure and public assistance directly related to the storm damage from Hurricane Sandy, Tropical Storm Lee, Hurricane Irene, the Mohawk Floods, and Winter Storm Nemo;
- Reviewed FEMA-eligible PWs to determine if project costs are eligible to be reimbursed for the non-federal share with HUD CDBG-DR funding;
 - Reviews include an evaluation of eligibility funding per the scope of work; environmental clearance, procurement, financial/cost management, insurance/duplication of benefits, labor compliance, Section 3, and Civil Rights;
 - A three-level review is performed of the grantee-provided documentation to determine whether applicable statutory and regulatory requirements have been considered and met;

- During the PW Review Process, all documentation in FEMA's EMMIE, at the time of review, was uploaded to GOSR's servers and drives and reviewed for CDBG-DR compliance. Any missing documentation was put into a checklist and retrieved by a document management team for each individual grantee.
- Our team created a Cost Documentation Review Spreadsheet to capture financial and procurement documentation associated with each review, provided by the applicant, per project worksheet.
- Funding recommendations were categorized to assist the state in meeting program specific and overall CDBG-DR statutory requirements that related to the 80% geographic threshold, including prioritizing the most impacted counties at GOSR's direction.
- Provided Program and Project-management support to GOSR:
 - Developed project plans, identified and tracked program tasks, documented issue resolution, and monitored and communicated reports on daily production to the client;
 - Developed and implemented policies and procedures to determine HUD CDBG-DR eligibility which included the ability to track expenditures, store documents, and close-out activities; and
 - Managed operations' team leading staff responsible for completing day-to-day eligibility reviews and document-collection activities.
- Updated and Maintained PA tracking system:
 - Updated New York State Public Infrastructure Dashboard after eligibility review of a PW to qualify for CDBG-DR funding with FEMA-Public Assistance;
 - Provided point-in-time review of PW as documented by the percentage of work complete in FEMA's EMMIE; and
 - Provided a "Stop-Light/Risk Analysis" for identifying eligible CDBG-DR funding to offset the state/local share for PW.

HMGP Project Development and Global Match Program:

- Report, track, and manage an HMGP Global Match Program encompassing seven disasters totaling \$441 million in local cost share;
- Developed, submitted, and manage 41 buyout applications comprised of 1,206 individual properties and totaling an estimated \$348 million in total project costs; and
- Developed more than 25 HMGP infrastructure projects worth over \$1 billion dollars; such projects included those for emergency power, building retrofits for wind and flood resistance, flood barriers, drainage improvements, wastewater systems, utility mitigation, dam improvements, and green infrastructure.



State of Texas, Department of Public Safety (DPS), Texas Division of Emergency Management (TDEM)

Work Performed:

FEMA Public Assistance/Hazard Mitigation
Services

Performance Period:

June 2013 - Present

Point of Contact:

John D. Kincer
Section Administrator, Recovery
Texas Division of Emergency Management
Texas Homeland Security
Texas Department of Public Safety
1033 La Posada Dr.
Austin, TX 78752
512-462-6174
John.Kincer@dps.texas.gov
www.txdps.state.tx.us/dem

Relevant Features:

- Financial & Programmatic Compliance
- Policy & Procedure Subject Matter Expertise
- Federal Grant Administration in PA and HMGP
- A-133 Audit Compliance

Project Summary:

As Grant Monitor, CohnReznick performs complex grant coordination, financial and programmatic compliance, technical assistance, and administration work to plan, organize, and monitor federally funded disaster grants within the State of Texas.

Project Description:

Led by CohnReznick professionals with expertise in disaster recovery grant management, CohnReznick serves as the prime contractor to DPS/TDEM for Grant Administration for PA and HM programs. CohnReznick is responsible for establishing consistent oversight standards, providing proactive technical assistance and communication, centralized data and reporting, effective quality management protocols and reviewing and improving procedures, as well as addressing reimbursements and financial management.

Project Description & Deliverables:

Highlights:

- Reviewed and disbursed over \$95 million for HM program across 38 projects for 24 subgrantees;
- Processed over \$80 million in PA reimbursements across all disasters;
- Participated in the formulation and review of over 490 PWs for six disasters;

- Performed initial reviews and identified the status of over 4,000 projects across 36 subgrantees;
- Performed physical site inspections for over 1,000 projects dating back to Hurricane Ike; and
- Closed and verified that the scope work has been completed for nearly 3,000 PA projects.

As the Grant Monitor, we provide the following services:

- Perform complex grant coordination, financial and programmatic compliance, technical assistance, and administration work to respond to, administer, organize, and monitor federally funded disaster grants within the state;
 - Conduct applicant briefings and other outreach and training activities, ensure grant applications are received and processed properly, and monitor both the programmatic and financial aspects of awarded projects;
 - Ensure deadlines are met, applications or other documentation are complete and correct before submission to federal authorities, and payment requests are promptly and correctly processed;
 - Conduct monitoring activities in accordance with the PW guidelines, verify projects are completed within the approved scope of work, and identify and resolve project and program-related issues;
 - Review progress reports, payment requests, and provide guidance and assistance to grant recipients on documentation requirements and resolution of PW-related problems;
 - Perform budget monitoring and project site inspections, and document progress and/or completion of projects, causes for delays in PW completion from established timelines, or deviations from the scope of work to ensure procurement and contracting compliance;
 - Evaluate opportunities and requirements to provide technical assistance and assist local jurisdictions and state agencies in maximizing reimbursement potential; and
 - Ensure compliance with federal, state and local regulations and ordinances.
-



State of Illinois, Department of Commerce and Economic Opportunity (DCEO)

Work Performed:

Grant Administration

Performance Period:

July 2010 - September 2013

Contract Value:

\$3,169,970

Points of Contacts:

Frankie Atwater
Director
Department of Housing and Community
Development, Fulton County, GA
(404) 612-7378
Frankie.Atwater@fultoncountyga.gov

Nancy Lesakowski
Deputy Director of Programs and Policy
Illinois Disaster Recovery Program
(716) 228-5238
nlesakowski@yahoo.com

Relevant Features:

- Program Administration of Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds.
- Service delivery—from program management to policy and procedural development—as well as training and technical assistance.
- Development and coordination of process information to meet HUD, DCEO, and prime contractor-tracking requirements.
- Integration of complex federal, state and program-specific regulations into various programs.
- Helped administer approximately \$211 million in HUD CDBG funds for expenses related to disaster relief, long-term recovery, and restoration.

Scope of Work:

CohnReznick was engaged as a subcontractor in the Illinois Disaster Recovery Program, a key component of the state's long-term recovery efforts pursuant to the record flooding experienced in 2008. The mission of this program was to disburse approximately \$211 million in HUD's CDBG funds for expenses related to:

- Disaster relief;
- Long-term recovery; and
- Restoration of Infrastructure, Housing, and Economic Revitalization in areas affected by the flooding.

These funds were overseen by the Illinois DCEO and implemented through multiple

programs encompassing a wide variety of disaster recovery activities.

Deliverables:

CohnReznick played a vital role in various program components as follows:

Program Design and Initiation:

- Development of program policies for four disaster recovery programs;
- Development of a Compliance and Monitoring Plan;
- Development of Fraud, Waste, and Abuse Detection and Prevention Plan;
- Implementation of nine CDBG Disaster Recovery Action Plan amendments requested by DCEO; and
- Integration of Policies and Procedures for various regulatory requirements associated with CDBG disaster programming such as:
 - Procurement and Labor standards' compliance;
 - Financial management and A-133 compliance;
 - Acquisition and Uniform Relocation Act compliance;
 - Stafford Act compliance-Duplication of Benefits;
 - Civil rights/nondiscrimination and Fair Housing; and
 - HUD Section 3 and Section 504 compliance.

Program Implementation and Oversight:

- Development of Application Guidelines for seven disaster recovery programs;
- Development of Standard Operating Procedures (SOPs) for four programs;
- Development of Administration Manual for local government and nonprofit subgrantees;
- Creation of the Grantee/Subgrantee Agreement Template;
- Development of tracking and reporting systems for four programs; and
- Staff Training Curriculum for Procurement and Contract Administration Compliance.

Additional Information:

HMGP Global-Match Strategy

CohnReznick personnel were responsible for:

- Developing and implementing an HMGP Global Match strategy; and
- Utilizing CDBG funds to meet local match requirements for all HMGP projects funded under a specific disaster declaration.

The strategy allowed for the Property Buyout Program to fund 100 percent of specific HMGP-eligible projects totaling 25 percent or more of the entire HMGP allocation, thus meeting the match requirements for all HMGP grantees. CohnReznick staff worked closely with DCEO, FEMA, and the Illinois Emergency Management Agency (IEMA) to obtain approval of this innovative management approach, which maximized program efficiency, minimized the management and oversight requirements for IEMA's Mitigation staff, and minimized the fiscal burden on subgrantees in their recovery and hazard mitigation efforts.

HUD Monitoring of CohnReznick Projects:

In June 2012, HUD representatives executed their first compliance-monitoring review of DCEO Disaster Recovery Program operations. The HUD representatives targeted three programs for review, two of which were directly managed by our personnel. The HUD representatives performed a comprehensive file review for a single Community Stabilization Program subgrant file and a single Property Buyout Program subgrant file. The monitoring staff found the files to be in excellent order, in compliance with federal requirements, and consistent with DCEO policies and procedures.

Programmatic Accomplishments:

- Reviewed and made eligibility determinations for approximately 50 subgrantee applications;
- Drafted and oversaw the execution of more than 40 subgrantee agreements;
- Provided case-management services and eligibility/benefit determinations for more than 200 property owners participating in the Property Buyout Program;
- Completed the final review and approval of more than 325 subgrantee-funding requests totaling approximately \$45 million; and
- Provided on-site training and technical assistance to subgrantees participating in four programs.

Programs included:


- Property Buyout Program - provided funding to local governments to acquire residential and commercial properties located in flood-prone areas and convert the properties to "green space."
- Public Infrastructure Program - provided funding to local governments for the repair of disaster-related damages to water/sewer systems, storm drainage systems, levee systems, generators for public utilities, and roads and bridges that did not receive FEMA PA funding.
- Public Assistance Match Program - provided funding to local governments to assist FEMA Public Assistance subgrantees in meeting local match funding requirements for disaster recovery projects.
- Planning Assistance Program - provided funding to local governments to support development and adoption of forward-thinking hazard mitigation plans that will guide long-term recovery efforts and subsequent decisions that reduce existing or

future development in disaster-risk areas.

- Housing Rehabilitation and Repair Program - provided funding to assist low- and moderate-income owner occupants who received significant damage to their residence from the 2008 flood.
 - Community Stabilization Program - provided flexible funding for addressing a variety of local community stabilization/revitalization needs pursuant to the 2008 floods. Affected communities can receive funding to support a variety of long-term recovery activities, including: housing, public facilities/infrastructure, planning, public services, and economic development.
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Appendix A: Forms

Page 1 of CRFQ

	Purchasing Division 2019 Washington Street East Post Office Box 59130 Charleston, WV 25305-0130	State of West Virginia Request for Quotation 34 – Service - Prof
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Proc Folder: 192035			
Doc Description: GRANT MONITORING AND AUDITING SERVICES			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2016-08-18	2016-09-15 13:30:00	CRFQ 0606 HSE1600000006	1

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: CohnReznick LLP 7501 Wisconsin Avenue, Suite 400E Bethesda, MD 20814 (301) 652-9100

FOR INFORMATION CONTACT THE BUYER Crystal Rink (304) 558-2402 crystal.g.rink@wv.gov


Signature X 	FEIN # 22-1478099	DATE October 20, 2016
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All offers subject to all terms and conditions contained in this solicitation

Page 1 of Addendum 2

	Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Request for Quotation 34 – Service - Prof	
Proc Folder: 192035 Doc Description: ADDENDUM 2 GRANT MONITORING AND AUDITING SERVICES Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2016-09-19	2016-10-11 13:30:00	CRFQ 0606 HSE1600000006	3
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: CohnReznick LLP 7501 Wisconsin Avenue, Suite 400E Bethesda, MD 20814 (301) 652-9100			
FOR INFORMATION CONTACT THE BUYER Crystal Rink (304) 558-2402 crystal.g.rink@wv.gov			
Signature X 	FEIN # 22-1478099	DATE October 20, 2016	
All offers subject to all terms and conditions contained in this solicitation			
Page : 1		FORM ID : WV-PRC-CRFQ-001	

Page 1 of Addendum 4

	Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	State of West Virginia Request for Quotation 34 – Service - Prof
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Proc Folder: 192035
Doc Description: ADDENDUM 4 GRANT MONITORING AND AUDITING SERVICES
Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2016-10-12	2016-10-20 13:30:00	CRFQ 0606 HSE1600000006	5

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:
CohnReznick LLP
7501 Wisconsin Avenue, Suite 400E
Bethesda, MD 20814
(301) 652-9100

FOR INFORMATION CONTACT THE BUYER
Crystal Rink
(304) 558-2402
crystal.g.rink@wv.gov

Signature X  FEIN # 22-1478099 DATE October 20, 2016

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

Designated Contact/Certification and Signature

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Timothy G. Bender, Partner
(Name, Title)


Timothy G. Bender, Partner
(Printed Name and Title)

7501 Wisconsin Avenue, Suite 400E Bethesda, MD 20814
(Address)

(301) 280-2734 | (301) 280-2749
(Phone Number) / (Fax Number)

Timothy.Bender@CohnReznick.com
(email address)

CERTIFICATION AND SIGNATURE: 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.

CohnReznick LLP
(Company)


Timothy Bender, Partner
(Authorized Signature) (Representative Name, Title)

Timothy Bender, Partner
(Printed Name and Title of Authorized Representative)

October 20, 2016
(Date)

(301) 280-2734 | (301) 280-2749
(Phone Number) (Fax Number)

Addendum Acknowledgement Form

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ HSE1600000006

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: Thereby 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 checked="" type="checkbox"/>	Addendum No. 2	<input type="checkbox"/>	Addendum No. 7
<input type="checkbox"/>	Addendum No. 3	<input type="checkbox"/>	Addendum No. 8
<input checked="" 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.

CohnReznick LLP

Company



Authorized Signature

10/20/2016

Date

10/20/2016

Date

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

Contract Manager

9. **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Timothy Bender, Partner

Telephone Number: (301) 280-2734

Fax Number: (301) 280-2749

Email Address: tim.bender@cohnreznick.com

Revised 10/27/2014

Purchasing Affidavit

RFQ No. 0606 HSE1600000006

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: CohnReznick LLP
Authorized Signature: [Signature] Date: 10/19/2016

State of Maryland

County of Montgomery to-wit:

Taken, subscribed, and sworn to before me this 19th day of October, 2016

My Commission expires 09/16, 2018

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]
Purchasing Affidavit (Revised 07/01/2012)



Wendy P. Jasch
NOTARY PUBLIC
Montgomery County
State of Maryland
My Commission Expires
September 16, 2018

Exhibit A			
CRFQ HSE1600000006	Disaster Grant Monitoring and Auditing		
Position Title	Hourly Rate	Estimated Hours Per Project	Extented Amount
Manager (Senior)	\$ 195.00	240	\$ 46,800.00
Supervisor	\$ 155.00	160	\$ 24,800.00
Accountant/Auditor (Team Lead)	\$ 145.00	40	\$ 5,800.00
Account Technician	\$ 100.00	40	\$ 4,000.00
Administrative Assistants	\$ 62.50	40	\$ 2,500.00
Total Bid Amount			\$ 83,900.00

Bidder/Vendor	CohnReznick LLP
Contact Name	Tim Bender, Partner
Address	7501 Wisconsin Avenue, Suite 400E, Bethesda, MD 20814
Phone Number	301-280-2734
Fax Number	301-280-2749
Email Address	Tim.Bender@cohnreznick.com

Authorized Signature	
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NOTES:

* Quantities are estimated for bid evaluation purposes only.

** Estimated cost for bid evaluation purposes only.