



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
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Bid Fax: 304-558-3970

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: 330243

Procurement Type: Central Master Agreement

Vendor ID: VS0000011389

Legal Name: Treasury Services Group, LLC

Alias/DBA:

Total Bid: \$0.00

Response Date: 06/05/2017

Response Time: 10:27

SO Doc Code: CRFQ

SO Dept: 1300

SO Doc ID: STO1700000006

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Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No. 1 - Professional Auditing Services for UP

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 :** 330243

**Solicitation Description :** Addendum No. 1 - Professional Auditing Services for UP

**Proc Type :** Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-06-08 13:30:00	SR 1300 ESR05171700000005658	1

<b>VENDOR</b>
VS0000011389 Treasury Services Group, LLC

**Solicitation Number:** CRFQ 1300 STO1700000006

**Total Bid :** \$0.00                      **Response Date:** 2017-06-05                      **Response Time:** 10:27:30

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Tara Lyle  
 (304) 558-2544  
 tara.l.lyle@wv.gov

<b>Signature on File</b>	<b>FEIN #</b>	<b>DATE</b>
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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	0.00000	LS	\$11.500000	\$0.00

Comm Code	Manufacturer	Specification	Model #
84111600			

<b>Extended Description :</b>	Audit services
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**Comments:** TSG accepts all terms and conditions provided in this RFQ.



# **PROPOSAL**

## **STATE OF WEST VIRGINIA REQUEST FOR QUOTATION**

**CRFQ 1300 STO1700000006**

**for  
Professional Auditing Services for UP**

**Due June 1, 2017  
Amended due June 8, 2017**

**SUBMITTED BY:**

**Treasury Services Group, LLC  
215 S. George Street  
York, PA 17401**



**TSG**  
TREASURY SERVICES GROUP

May 31, 2017

Department of Administration  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305

Enclosed is Treasury Services Group, LLC's (hereinafter referred to as TSG) response to the State of West Virginia's Request for Quotation, Solicitation No. CRFQ STO1700000006. We appreciate your consideration of our information, and we look forward to the opportunity to work for the State of West Virginia. We are confident that a contract with your office would be highly beneficial to the State. TSG has all the necessary business, technical, financial, and professional qualifications to fulfill the terms of a contract and meet the expectations of a potential contract with the State of West Virginia.

TSG has a team of experts devoted to helping State governments ensure equitable compliance. TSG is dedicated to thorough, accurate, and complete identification of unclaimed property held by the holder. TSG achieves success through a cooperative and professional approach to performing audits with as little intrusion as possible for the holder.

TSG offers a team of highly experienced auditors, a unique perspective, and a proprietary statistical analysis to provide superior auditing services to its customers. We offer a customized package of services designed to fit the needs of each State, and we audit with an unprecedented sophistication. In the last three years, we have identified over \$310,000,000.00 for our client States.

We employ a strategy that encourages cooperation and a swift process:

- Be honest and straightforward about the audit's focus, scope, and intentions
- Encourage holder participation in field work and the review of data
- Request records and establish a timeline well in advance
- Identify disputable issues and property types well in advance
- Relay the fact that States are more willing to consider waiving penalties and interest for cooperative holders

***TSG is the only existing Service Disabled Veteran Owned Small Business (SDVOSB) unclaimed property auditing firm, and has a distinct approach that differentiates it from the rest of the industry:***

1. Respect. Holders are constituents and should be treated with respect. While we take compliance seriously, TSG takes a politically sensitive approach to holder relations.
2. Customized Solution. One size doesn't fit all, and no state should be faced with a "take it or leave it" approach to multi-state audits. TSG creates customized audit packages for each customer, and tailors its services to the wishes of each state, regardless of its size.



3. Comprehensive. Founded and led by a former State Treasurer and a former UP Administrator, TSG understands that states need assistance with their ongoing compliance efforts. Unlike its competitors, TSG doesn't solely audit major national holders. TSG can also provide a complete audit program focusing on in-state and regional holders. Cost efficiency allows for reviews of holders typically deemed too small.

TSG offers a substantial amount of expertise and experience to our State clients and a complete infrastructure necessary to complete successful nationwide UP audits. Our team of experts and support personnel bring decades of experience over a broad range of financial and legal services. TSG's strategic relationships with government and industry experts provide an unmatched depth of knowledge.

TSG has:

- A management staff with at least ten years of unclaimed property management and auditing services. We have extensive experience necessary to fulfill the responsibilities set forth in this Solicitation to include, but not limited to; the identification, processing, collection, and delivery of unclaimed property from non-reporting or under-reporting holders.
- Senior management possesses a wide range of professional skills and management experience to fulfill all requirements of this contract and the ability to review records of holders and their agents relating to unclaimed property, and we instruct them to relinquish property owed to the state under the statutes.
- Former State Treasury employees. TSG management developed extensive experience with the holder reporting process, and helped establish the current NAUPA reporting software. Our staff has a successful record of accomplishment in preparing reports for remittance to the States.
- All necessary equipment to complete the requirements of this contract. TSG maintains the encrypted computer systems, FTP service, and recordkeeping facilities needed to complete any unclaimed property audit.
- A team of auditors capable of performing on-site and remote audits as assigned. Staff is cross-trained to provide redundancies in case of emergencies, and at least two auditors are involved in each audit, so that one employee is always available to respond to questions or problems. The audit team, led by Avalina Buikema, has over thirteen years of experience in auditing, so we possess the experience and accounting skills to review holder records for all types of property.

We take pride in our confidentiality procedures. TSG maintains strict security of all data and records of the State. Our firm acknowledges that all materials and information provided to the Contractor by the STO or acquired by the Contractor on behalf of the Office of the Treasurer shall be regarded as confidential information in accordance with federal and state law and ethical standards. We take all necessary steps to safeguard the confidentiality of such materials and information.



TSG affirms that it will meet all the responsibilities set forth in this Solicitation to include, but not limited to; locating, examining, processing, collecting, and delivering unclaimed property from holders that are holding unclaimed property subject to report and delivery under State Law. TSG agrees and will comply with the General Terms and Conditions provided in the RFQ. TSG attests that it will conform to all laws and procedures of West Virginia's Unclaimed Property Laws, Regulations, and Ordinances. TSG is familiar with the State's UP processes, GAAP, GAAS, and AICPA standards. We possess the ability to establish effective methodology to perform a thorough review. We look forward to the opportunity to work with the Treasury's administrators, employees, members of other state governmental agencies, and their holders.

In conclusion, TSG is a proven leader in unclaimed property compliance audits, and we are best qualified to meet the State's objectives and the requirements set forth in this Solicitation.

Again, we appreciate the opportunity to respond to this request, and we thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Shane Osborn".

Shane Osborn  
Chief Executive Officer  
Treasury Services Group, LLC  
215 S. George Street  
York, PA 17401  
Telephone Number: (402) 682-7260 ext. 700  
Facsimile Number: (402) 939-0200  
[sosborn@treasuryservicesgroup.com](mailto:sosborn@treasuryservicesgroup.com)





## **SPECIFICATION and REQUIREMENTS**

### **3. QUALIFICATIONS**

**3.1 Organization: The Vendor must be of sufficient size and organization to provide the Services required by the STO. Describe the Vendor, discussing organizational structure, size, ownership, experience and the Vendor's ability, capacity and qualifications for performing the services contemplated by this RFQ.**

Treasury Services Group, LLC is a Limited Liability Company formed on February 28, 2011 under the laws of the State of Delaware. The company exists solely to complete unclaimed property auditing and related services on behalf of government entities. TSG was formed for the exclusive purpose of contracting with the Departments of State and other jurisdictional governments that monitor and administer compliance with the Unclaimed Property Laws of their jurisdiction.

We have been operational for over six years as TSG and have 13 years of unclaimed property auditing experience through our wholly-owned subsidiary, Abandoned Property Experts, LLC. TSG is currently under contract to provide both general ledger and securities accounts auditing services for 35 states. In the past year, TSG has completed more than 60 audits that resulted in the distribution of over \$44,000,000 to our client states. In response to our recent contracting with several additional states, TSG increased its auditing and support staff to better provide personalized and timely assistance to client states and representatives.

TSG has a team of experts devoted to helping State governments ensure equitable compliance. TSG is dedicated to thorough, accurate, and complete identification of unclaimed property held by the holder. TSG achieves success through a cooperative and professional approach to performing audits with as little intrusion as possible for the holder.

TSG employs an experienced team of auditors who operate under the firm's proprietary Audit Manual through ethical and professional standards. This extensive document guides each step of the unclaimed property examination. Our team has thorough knowledge of the State's regulations and ordinances governing unclaimed property laws, Supreme Court rulings referring to the identification of unclaimed property, the Generally Accepted Accounting Principles, the Generally Accepted Auditing Standards, and AICPA standards. TSG maintains high ethical standards of all auditors and staff. TSG's staff affirms that it will adhere to appropriate rules of conduct while delivering professional services; all of our auditing procedures will comply with auditing standards.

TSG asserts that it will comply with all applicable state and federal laws and regulations regarding confidentiality, privacy, and security pertaining to sensitive information and will



strictly comply with all deadlines, requirements, and standards of performance set forth in this contract. Furthermore, we will advise holders that all property reported and remitted must conform to the State Unclaimed Property Laws.

Hence, TSG affirms its commitment to fulfill the contract requirements set forth in this solicitation, to include, but not limited to; training, insurance coverage, reporting requirements and deadlines, record keeping, and security protocols pertaining to confidential information.

TSG offers a team of highly experienced auditors, a unique perspective, and a proprietary statistical analysis to provide superior auditing service to its customers. We offer a customized package of services designed to fit the needs of each State, and we audit with an unprecedented sophistication.

TSG personnel have significant unclaimed property auditing experience, and decades of background in financial analysis. As former Unclaimed Property Administrators, CEO Shane Osborn, and President Alex Kauffman directly supervised a large audit program and conducted numerous on-site examinations as well as a VDA program, holder education/outreach effort, and NAUPA reporting coordination.

Shane Osborn and Alex Kauffman are both former State Treasury employees who administered state unclaimed property programs for the State of Nebraska. Both are members of the National Association of Unclaimed Property Administrators (NAUPA) and have personal knowledge of the challenges state programs encounter in interpreting, seeking compliance, and enforcing unclaimed property laws both in-state and with foreign holders operating within the state boundaries. These two TSG senior-level staff members are assigned to each engagement.

Our firm employs former State Treasury employees who possess at least ten years of experience. TSG management developed extensive experience with the holder reporting process, and helped establish the current NAUPA reporting software. Our staff has a successful track record of preparing reports for remittance to the States.

TSG employs two executive managers, one audit manager, four auditors, an operations manager, a data/report team coordinator, and two State-relations staff, all of whom will work to identify and recommend industries and specific entities that are not compliant with the unclaimed property laws, perform audits in a professional and timely manner, and keep client states updated of activities and audit statuses.

The audit managers, supervised by Avalina Buikema, receive weekly updates from staff auditors as to the status of all active audits. The TSG audit manager continually monitors state legislation for statutory amendments and relevant court case decisions to ensure accurate audit guidelines are followed. TSG is well versed in the U.S. Supreme Court rulings and all applicable federal laws and rulings providing States the right to escheat property.



TSG is proud to employ Dieter Gonzales and Diana Pugh as senior auditors who have more than thirty years of accounting and auditing experience. Diana Pugh also worked as the state income tax auditor for the State of Nevada. Each of our auditors have at least ten years of experience providing identification, collection, and processing of abandoned property for 35 client States.

Our data/report team, led by Rick Gonzales, has expertise in efficiently mining, scrubbing, and processing data into a usable product for reporting purposes. Rick has substantial industry experience and is an essential contributor in the processing of all accumulated data records of holders provided by the audit team.

All of TSG's employees listed will be fully capable to replace any of our primary personnel due to unforeseen occurrences during the term of this contract. TSG staff works collaboratively to complete audit projects. TSG generally performs approximately 50-75 multi-state audits at any given time for multiple states. However, all TSG executive, auditing, administrative, and legal counsel members are available for support to all auditors at any time. The audit manager and legal counsel continuously monitor state legislative activity and court decisions to keep auditor reference materials updated.

TSG offers a substantial amount of proficiency and experience to our State clients and a complete infrastructure necessary to complete successful nationwide UP audits. Our team of experts and support personnel bring decades of experience over a broad range of financial and legal services. TSG's strategic relationships with government and industry experts provide an unmatched depth of knowledge. We are committed to provide the same level of service to the State of West Virginia.

TSG has extensive background working with a variety of state government offices, i.e., treasury departments, commerce departments, and revenue departments. TSG has experienced staff auditors, support services, and managers to ensure thorough and successful audits are performed on behalf of our client states. TSG has experience in identifying, collecting, and delivering unclaimed property to the State as set forth in the RFQ.

In the past six years, TSG has identified unclaimed property from non-reporting or under-reporting holders, reviewed enormous quantities of data from large corporations, and filed millions of dollars of unreported claims to its client states from a variety of business sources; including financial institutions, internet-based businesses, hospitals, entertainment industries, etc.

TSG has numerous years of experience in the unclaimed property field conducting an abundant number of single-state and multi-state audits of large, medium, and small companies in all industries including, but not limited to: manufacturing, retailing, financial services (banks, credit unions, insurance companies, transfer agents, fiduciaries), health care, transportation, state and municipal agencies, publishing, and utilities to the determine the extent of their compliance with the Unclaimed Property Laws of our client states.



TSG employs an experienced team of auditors who operate under the firm's audit manual and ethical and professional standards. This extensive document guides each step of the unclaimed property examination.

TSG is currently under contract to provide both general ledger and securities accounts auditing services for 35 states. In the past year, TSG has completed more than 60 audits that resulted in the distribution of over \$44,000,000 to our client states. TSG is committed to providing the same level of service to the State in identifying, examining, collecting, and processing unclaimed property on the State's behalf.

**Please see attachment labeled Organizational Chart-3.1**

**3.2. Licenses: Vendor must be properly licensed and in good standing with all regulatory and governmental entities. Vendor must submit copies of all required business licenses, certificates and/or registrations upon request or as a matter of proof that it meets certain criteria in order to be considered responsive and responsible.**

**Please see attachment labeled SOS Certificate-3.2**

TSG is registered with a Foreign LLC license to conduct business in the State of West Virginia. We have met the criteria of the STO and have attached the SOS Certificate. In addition, TSG has received approval that our business registration application has been approved by the State Tax Department and the Unemployment Compensation Division. Emailed approval verification will be provided upon contract award, at the STO's request.

**3.3. Location: Vendor must be authorized to conduct business in the State of West Virginia. All assets and data relating to the STO must be maintained in a facility located within the United States of America. Describe the physical location of the facility from which the Services will be provided and the nature of all business conducted from that facility.**

TSG and all its assets and data relating to the STO are maintained within the United States of America and is authorized to conduct business in the State of West Virginia. Our corporate office is located in York, PA. TSG exists exclusively to complete unclaimed property auditing and related services on behalf of government entities. TSG was formed for the sole purpose of contracting with the Departments of State and other jurisdictional governments that monitor and administer compliance with the Unclaimed Property Laws of their jurisdiction.



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**3.4. Quality Control Review Litigation: The Vendor must have favorable quality control reviews for its work. The Vendor's external quality control review contents should provide either a positive or a non-negative review of the Vendor. Desk reviews or field reviews of the Vendor and litigation must not reflect poorly on the work of the Vendor. Vendor should provide all quality control reviews of the Vendor's work for the past two (2) years with the bid, however, this information may be required prior to contract award.**

In the conduct of its audits, TSG follows Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and AICPA standards appropriate to such practices. TSG adheres to the examination and auditing procedures promulgated pursuant to W.VA. Codes and Acts and all applicable regulations and procedures as it relates to unclaimed property audits.

TSG has not previously been required to prepare this type of report, but is willing to begin submitting them if required by the State under the terms of a new contract. TSG maintains high ethical standards of all auditors and staff. TSG's staff affirms that it will adhere to appropriate rules of conduct while delivering professional services; all of our auditing procedures will comply with regulated auditing standards.

**3.5. References: The Vendor must have satisfactory references. Please provide the names of at least three (3) references from governmental agencies which administer unclaimed property programs. The references must show that the Vendor has previously conducted unclaimed property audits in a competent and professional manner, or must otherwise demonstrate the ability of the Vendor to perform the Services specified in this RFQ. If a subcontractor or primary Vendor quotation is made the Vendor should provide one (1) client reference for each of the parties involved. The Vendor must provide the name and telephone number of each contact person for each of the clients specified. The STO reserves the right to contact any person or entity it believes prudent and to inquire about the Vendor.**

TSG currently holds unclaimed property auditing contracts with 35 States and has completed successful contingency fee-based unclaimed property audits for the following organizations:

Client:	South Dakota State Treasurer
Contact:	State Treasurer, Rich Sattgast
Address:	500 E. Capitol Ave., Pierre, SD 57501
Phone:	605-773-2713
Fax:	605-773-3115
Email:	rich.sattgast@state.sd.us
Contract Dates:	5/31/13 – present



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Client: Nebraska State Treasurer  
Contact: Director of Unclaimed Property, Meaghan Aguirre  
Address: 809 P St., Lincoln, NE 68508  
Phone: 402-471-1089  
Fax: 402-471-4390  
Email: Meaghan.aguirre@nebraska.gov  
Contract Dates: 5/31/13 – present

Client: Colorado State Treasurer  
Contact: State Treasurer, Walker Stapleton  
Address: 1580 Logan Street, Suite 500, Denver, CO 80203  
Phone: (303) 866-2441  
Email: treasurer@state.co.us  
Contract Dates: 5/31/13 – present

Client: Texas Comptroller Office  
Contact: Unclaimed Property Contract Manager, Valerie Davis  
Address: PO Box 13528, Austin TX 78711-3528  
Phone: (512) 463-4269  
Email: valerie.davis@cpa.texas.gov  
Contract Dates: 8/20/14 - present

Please refer to **State Contract List** below that identifies a list of all client states, with corresponding contact information, in which TSG performs unclaimed property identification in accordance with the services provided in this RFQ.





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	<b>CONTRACT</b>	<b>CONTACT NAME/ADDRESS</b>	<b>Contact phone#</b>
<b>AK</b>	07/01/13-06/30/17	Josh Wood PO Box 251920, Little Rock 72225	<b>501-371-2129</b>
<b>AL</b>	01/01/13-12/31/17	Ralph Ainsworth PO Box 302510 Montgomery 36130	<b>334-242-7500</b>
<b>AZ</b>	06/15/14-06/28/17	Joshua Joyce 1600 W Monroe Phoenix 85007	<b>602-604-7800</b>
<b>CA</b>	10/30/16-10/14/18	Ricky Miranda State Controller's Office UP Audits	<b>916-322-1476</b>
<b>CO</b>	10/24/12-08/31/20	Patty White 1580 Logan St, Suite 500 Denver 80203	<b>303-866-2441</b>
<b>FL</b>	05/20/13-05/20/19	Barry Williams PO Box 6350 Tallahassee 32314	<b>850-413-5522</b>
<b>IA</b>	11/05/12-06/30/17	Kathryn Fehring 321 E 12th St 1st Floor Des Moines 50319	<b>515-281-5368</b>
<b>ID</b>	09/01/12-09/01/17	Audra Fink PO Box 83720 Boise 83720	<b>208-332-2942</b>
<b>IN</b>	03/26/15-04/14/19	Wiliam Fulton PO Box 2504 Greenwood 46142	<b>317-232-6576</b>
<b>KY</b>	07/01/12-06/30/17	Mark Pfeiffer 1050 US Hwy 127 S Suite 100 Frankfort 40601	<b>502-564-4722</b>
<b>LA</b>	02/01/14-01/31/17	Kathleen Lobell 445 N Blvd 7th Floor Baton Rouge 70802	<b>225-219-9400</b>
<b>MA</b>	06/03/13-12/31/19	Judith Franchi One Ashburton Place 12th Floor Boston 02108	<b>401-222-2397</b>
<b>MD</b>	12/01/06-11/30/19	Enoch Devors 301 W Preston St Rm 310 Baltimore 21201	<b>410-260-7533</b>
<b>ME</b>	09/01/15-07/31/18	Terry Hayes 111 Sewell St Augusta 04333	<b>207-624-7477</b>
<b>MI</b>	11/17/10-05/15/17	Gonzalo Llano PO Box 30756 Lansing 48909	<b>517-373-3200</b>
<b>MN</b>	07/01/13-06/30/17	Scott Halvorson 85 7th Place East St Paul 55101	<b>651-556-3000</b>
<b>MO</b>	11/01/08-12/14/17	Scott Harper PO Box 1272 Jefferson City 65102	<b>573-751-8533</b>
<b>MT</b>	04/01/16-03/31/19	Brett Boutin 125 North Roberts Helena, MT 59620	<b>406-444-7210</b>
<b>ND</b>	12/18/12-01/01/18	Kelly Schmidt 600 E Blvd Dept 120 Bismarck 58505	<b>701-328-2643</b>
<b>NE</b>	07/20/12-10/12/19	Meaghan Aguirre 809 P St Lincoln 68509	<b>402-471-1089</b>
<b>NH</b>	09/03/14-06/30/19	William Dwyer 25 Capitol St Rm 121 Concord 03301	<b>603-271-2621</b>
<b>NM</b>	01/09/15-01/08/18	Tim Eichenberg 2055 S Pacheco St Santa Fe 87505	<b>505-955-1120</b>
<b>OH</b>	12/18/12- 06/30/17	James Dowley 77 S High St 20th Floor Columbus 43266	<b>614-466-2160</b>
<b>OR</b>	09/19/06-12/31/19	Patrick Tate 775 Summer St NE Suite 100 Salem 97301	<b>503-373-1903</b>
<b>PA</b>	12/31/13-12/30/18	Barbara Benkovic 101 N Independence Mall E Philadelphia 19106	<b>412-880-4027</b>
<b>SC</b>	07/01/16-06/31/21	Matt Davis Wade Hampton Office Bldg Columbia 29201	<b>803-734-2645</b>
<b>SD</b>	07/01/12-06/30/19	Lee DeJabet 500 E Capitol Ave Pierre 57501	<b>605-773-3378</b>
<b>TN</b>	09/01/15-09/14/20	Dawn Rochelle 502 Deaderick St Nashville 37243	<b>615-253-8770</b>
<b>TX</b>	08/30/13-08/31/18	Alex Gonzalez 111 E 17th St Austin 78774	<b>512-463-4269</b>
<b>UT</b>	06/01/16-05/31/21	David Damschen PO Box 141061 Salt Lake City	<b>801-538-1042</b>
<b>VA</b>	02/01/17-01/31/18	Harold Moore PO Box 1879 Richmond 23218	<b>804-225-2152</b>
<b>VT</b>	01/01/16-12/31/18	Albert LaPerle 109 State Street, 4th Floor Montpelier, VT 05609	<b>802-828-2301</b>
<b>WA</b>	07/01/13-06/30/18	James McIntire PO Box 40200 Olympia 98504	<b>202-622-2000</b>
<b>WI</b>	07/01/12-06/30/17	Wendy Miller PO Box 8949 Madison 53708	<b>608-267-2208</b>
<b>WY</b>	06/15/13-06/30/17	Nancy Russel 2515 Warren Ave Suite 502 Cheyenne 82002	<b>307-777-7408</b>



**3.6. Experience: The Vendor must have at least three (3) years' experience in providing unclaimed property audit services for state governments. Please describe the Vendor's experience, including years of providing audit services and the nature of the Vendor's current customers and the types of industries in which it has auditing experience. Disclose and discuss any specialized audit or asset-locating policies and procedures related to unclaimed property audits.**

TSG has been operational for six years as TSG and has 13 years of unclaimed property auditing experience through our wholly-owned subsidiary, Abandoned Property Experts, LLC. TSG is currently under contract to provide both general ledger and securities accounts auditing services for 35 states. TSG has a team of experts devoted to helping State governments ensure equitable compliance. TSG is dedicated to thorough, accurate, and complete identification of unclaimed property held by the holder. TSG achieves success through a cooperative and professional approach to performing audits with as little intrusion as possible for the holder.

TSG offers a team of highly experienced auditors, a unique perspective, and a proprietary statistical analysis to provide superior auditing service to its customers. We offer a customized package of services designed to fit the needs of each State, and we audit with an unprecedented sophistication.

TSG conducts audits on a broad range of types of holders; from banks, to insurance companies, to local manufacturers, to Fortune 100 companies. We do, however, have a particular expertise in auditing technology and internet-based businesses. Our staff is highly knowledgeable and experienced in working with these types of companies, and we have completed audits of some of the largest, most complex companies in this industry.

TSG utilizes a wide pool of internal expertise to focus on audit targets typically overlooked by other firms, including:

- Regional banks
- Courts and law enforcement agencies
- Mid-sized insurance carriers
- Bonds
- New and emerging property types

Staff auditors have experience in:

- Unclaimed property auditing
- Claims auditing
- Statutory and GAAP audits of large insurance companies
- Medicare and Medicaid audits
- Fraud auditing
- State government auditing and consulting
- Local government auditing and consulting





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- Financial services industry audits and consulting
- General Ledger auditing and accounting
- Strategic tax planning
- Federal and state tax compliance
- Strategic business planning
- Operational consulting
- Technology planning
- HUD reporting
- Budget development
- Compliance testing and reporting
- GASB 34 implementation
- Litigation support services – including lost profits and damages
- Business valuations
- Merger and acquisition services
- Agreed upon procedures engagements
- State income tax and franchise return filing in all 50 States

TSG has successfully completed audits in almost all industries in every field, including:

Retail	Health Care
P&C Insurance	Life Insurance
Industrial	Technology
Oil & Gas	Financial Institutions
Automotive	Rebate Processing
Mail-order and Infomercial	Payment/Pre-paid card issuers

TSG utilizes a unique procedure for assisting states with compliance programs. We offer a free, no-obligation statistical review of your state's reporting history to identify under-reporting and non-reporting holders. We then provide a comprehensive audit proposal and work with your administration to develop a strategic approach. This is the most equitable approach to establishing a compliance program; only non-compliant holders are affected.

TSG has extensive experience working with a variety of state government offices, i.e., treasury departments, commerce departments, and revenue departments. TSG has experienced staff auditors, support services, and managers to ensure thorough and successful audits are performed on behalf of our client states. In the past six years, TSG has identified unclaimed property from non-reporting or under-reporting holders, reviewed enormous quantities of data from large corporations, and filed millions of dollars of unreported claims to its client states from a variety of business sources; including financial institutions, internet-based businesses, hospitals, entertainment industries, etc.

During its routine auditing, TSG staff frequently analyzes databases of more than 100 million data fields. We use Excel, Access, and custom-built SQL databases to manage and analyze



limitless numbers of records. We have successfully downloaded and analyzed complete registers of customer policies of major life insurance companies, banks, and retail corporations.

Treasury Services Group understands and will comply with the requirements outlined in this RFQ. TSG is committed to distributing to the State, all types of unclaimed funds from persons, firms, and entities who are holding unclaimed property which are subject to report and delivery under West Virginia Codes and pertinent U.S. Supreme Court and States Supreme Court rulings.

We conduct statistical analyses to determine compliance with the State’s unclaimed property laws. Criteria considered include; number of employees, annual revenues, stock activity, and recent acquisitions, etc. If TSG believes an entity to be noncompliant with unclaimed property laws, it will propose an audit to the STO for authorization to initiate an audit on behalf of the State, which will incorporate the procedures outlined in the Auditing Guidelines provided in Exhibit D – Addendum version.

TSG audit staff often receives requests from individual “lead” States to conduct reviews of entities the States believe are non-compliant. TSG researches and prepares holder profiles to assess overall compliance nationwide. TSG then submits proposals to all contracted States to join the audits and provides contact information or sample authorization letters for those States to execute and forward to the identified audit candidate. Our audit staff initiates an opening conference with the holder to submit authorizations and records requests. TSG begins working with the holder to plan the audit, schedule field work, specify the records required, and establish specific deadlines for each step of the audit. Audit work then commences under the audit plan in accordance with state laws and any applicable judicial rulings.

TSG asserts that it will adhere to the examination requirements set forth in this RFQ. Our audit staff initiates an opening conference with the holder to submit authorizations and records requests and begins working with the holder to plan the audit, schedule field work, specify the records required, and establish specific deadlines for each step of the audit. Audit work then commences under the audit plan sequence outlined below.

- Day 1.....TSG receives initial Letter of Authorization from Lead State
- Week 1 .....TSG performs research, creates Holder Profile (contact information, size and nature of entity, industry, locations), and distributes profile to client states.
- Week 2 .....TSG contacts entity, exchanges contact info, and sends Pre-Audit Questionnaire
- Week 4 .....TSG reviews response to Questionnaire, assembles and sends Records Request
- Week 5 .....TSG contacts entity to discuss records request availability of records, time required to assemble requested records, and schedule a follow-up contact.
- Week 7.....TSG contacts entity to agree on time required to assemble requested records and schedule entrance conference and initial fieldwork.
- Week 15 .....Entrance conference and initial fieldwork
- Week 16 .....Continued fieldwork
- Week 17.....Continued fieldwork and Exit conference at which TSG presents preliminary



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- audit findings (Holder is provided with copies of TSG working papers that document findings of items that represent potentially unclaimed property). TSG responds to Holder's questions and concerns, provides instructions for addressing preliminary findings, discusses proper form for Due Diligence notices, and agrees to timeframe for Holder's research and responses.
- Week 26 .....TSG contacts Holder to confirm cooperation and progress on research, address any questions, field any concerns or confusion, and offer any assistance that would help Holder continue to make progress.
- Week 35 .....TSG contacts Holder to schedule return visit to review results of research and Due Diligence.
- Week 40.....TSG returns to Holder's location, reviews documentation of research and Due Diligence, presents audit findings, informs Holder of right to appeal, and agrees with Holder on timeframe to remit reportable property.
- Week 44 .....Holder remits property to TSG. TSG reconciles remittance with audit findings.
- Week 46 .....TSG processes each state's data into NAUPA format, assembles remittance packages with NAUPA Report, property, supplemental reports (if any), and invoices.

In the course of our examinations, TSG requests and reviews all appropriate available records that provide accounting information that may represent unclaimed property in the books and records of the holder for the relevant audit period. For any years in the relevant audit period, if there are appropriate accounts for which actual records are not available, TSG applies properly designed extrapolation techniques to represent amounts presumed abandoned for portions of the audit period for which the holder cannot provide actual records, only with the State's approval.

We seek to avoid estimates to the greatest extent possible given available records. In our experience, our audit approach leads to excellent relations with the holder as a result of understandable, supportable audit findings about which all parties can agree. The progression of an examination conducted by TSG can vary greatly depending on the cooperation of the holder and the complexity of the entity and its accounting.

TSG informs the holder's personnel of the due diligence requirement and the proper procedures to meet those requirements as a part of our conference with the holder's personnel at the conclusion of our initial fieldwork. We will certify the holder's compliance with WV Code and all Act requirements. TSG reviews the results of the holder's due diligence during the second phase of fieldwork and incorporates those results into our working papers as part of our reconciliation to arrive at the final audit findings. TSG will advise the holder of its continuing obligation to report property to the State, and the State will be notified if due diligence has not



been carried out by the holder. These procedures will be documented in writing in our Audit Report to the State.

In the exit conference, TSG informs the holder of the deadline for remittance (usually 30 days). Upon receipt of the property from the holder, TSG delivers the property to the State as soon as reconciliation and data processing can be completed, but in any case, no later than 30 days after the receipt of the property. TSG will instruct the holder to deliver the property according to the requirements of the State. Securities will be transferred into the State's name. It is our policy to forward funds within 30 days of receipt from the holder. In fact, in every case since our firm's inception, we have successfully forwarded funds within 14 days of receipt. Along with a check for the reportable amount, TSG always includes a cover letter, NAUPA format report, a detailed narrative describing our audit process and procedures, and an invoice.

Upon finalization of the audit findings, the data associated with said findings is securely transmitted from our audit department to our data department. For audit and accountability, the data department first makes a duplicate of the data which is then archived in a separate discrete encrypted repository. We utilize a combination of off-the-shelf software as well as a proprietary suite of tools, modules, and applications exclusive to TSG. Then, we can begin processing the data.

First, we parse and extract the underlying data present in the source files. The data is decompiled into its constituent components. Then we can go about scrubbing and cleansing the data. This process involves standardizing the formatting and delimitation of the data in a fashion consistent with the NAUPA II specification. The data is then rectified and any potential data integrity issues and/or data gaps that have been revealed through our previous steps are corrected. Once any potential issues raised have been addressed, the data values are translated from their native source to the one required to compile our final NAUPA II file. Then we can validate and reconcile the successful load of the data as well as any other specialized cleanup which may be required. We can then define the mappings of our data to the NAUPA II specification.

TSG receives data transfers electronically from holders or field auditors via secure, encrypted FTP upload to our protected network. As part of its audit procedures, TSG never removes original financial records from audit targets. All hard copies of audit documents are scanned and saved to a cloud-based network, where their security can be ensured.

Depending on the client state receiving the NAUPA report, they may or may not require the report be encrypted. For states that do not accept encrypted NAUPA files, our report is ready for submission. For states that do require encrypted NAUPA files, our last step is encryption. NAUPA files are encrypted utilizing the encryptions technique described by RSA (itself utilized by the RSA algorithm) which is a key encapsulation mechanism, known as a "digital envelope".

TSG is strategically deployed to provide redundant systems in the event of an emergency. The company possesses secure cloud-based backup systems for records, and has offices around the



country with secure servers that back up all important data. In the event of a disaster, TSG would provide processing services from one of its widely-dispersed offices on a redundant computer system.

In the exit conference, TSG informs the holder of the deadline for remittance (usually 30 days). Upon receipt of the property from the holder, TSG delivers the property to the State as soon as reconciliation and data processing can be completed, but in any case, no later than 30 days after the receipt of the property. TSG will instruct the holder to deliver the property according to the requirements of the State. TSG has designated First National Bank of Omaha (FNBO) as our custodian for both cash and securities. FNBO can transfer securities via book-entry. All securities will be remitted electronically to the State of West Virginia per the procedures established by State Law and the STO and will be delivered using DTC, where applicable.

TSG has demonstrated that we are technically capable of analyzing abandoned property data and delivering NAUPA standard format files and the related property to our client states. Our data manager is highly experienced in processing reports and can gather and analyze any data set according to the requirements of the proposed contract. TSG will provide the same services for the STO and will perform all the duties outlined in this RFQ.

**3. 7. Staff Qualifications-Please see attachment labeled Resumes-3.7 for detailed staff experience.**

**3.7.1. Experienced Staff:**

**Alex Kauffman-President**  
**akauffman@treasuryservicesgroup.com**  
**Phone: (402) 682-7260 ext. 701**

**Ten years of experience in unclaimed property audits**  
**Examines, collects, transfers, and processes unclaimed property**

Alex, as President of TSG, coordinates multi-state audits of regional and national holders to enforce unclaimed property compliance. He has been an integral contributor to the acquisition of 35 state unclaimed property auditing contracts. He has personally conducted and supervised the day-to-day staff employees' conduct of hundreds of unclaimed property audits of holders, in every industry, including several of the largest corporations in the nation. He will be responsible for these same duties under this contract with the State. His work has resulted in the identification of more than \$310,000,000 worth of unreported unclaimed property for client States in the last three years. Alex guarantees that TSG personnel are dedicated to helping the State ensure equitable compliance.

As the former Deputy Treasurer and Unclaimed Property Administrator for Nebraska from 2007-2011, he drafted and shepherded UP legislation into enactment and managed the State's UP holder compliance program. He has spoken frequently at local and national unclaimed property seminars and forums.



**Avalina Buikema-Audit Manager**

**abuikema@treasuryservicesgroup.com**

**Phone: (402) 682-7260 ext. 704**

**Fifteen years of experience in auditing**

**Identifies and examines unclaimed property**

Our audit manager, with over 15 years of experience, is an integral contributor to the identification and delivery of unclaimed property owed to our client states. Avalina manages TSG's team of staff auditors and dedicates her team to performing on-site and remote audits as assigned. TSG auditors have extensive experience working with state governments and have been successful at filing millions of dollars of unreported claims to its client states from a variety of business sources.

She manages experienced auditors to identify under-reporting and non-reporting holders and has tremendous experience in the interpretation of State Statutes. The expertise of this employee has allowed her to successfully complete and manage hundreds of audits in all industries including large corporations, identifying tens of millions of dollars for client states. Her supervisory experience, excellent accounting, and written communication skills allow her the opportunity to excel, and she will provide the same superior auditing service to the State. She is also proficient in the GAAP, GAAS, and AICPA standards especially in regard to the State.

She was also a state contractor for Abandoned Property Experts for 5 years. She audited businesses in various states for proper reporting of unclaimed property. Her level of experience is invaluable to TSG.

**Diana Pugh-Senior Auditor**

**dpugh@treasuryservicesgroup.com**

**Phone: (402) 682-7260 ext. 705**

**Thirteen years of experience**

**Identifies and examines unclaimed property**

As senior auditor, Diana excels at researching State Laws and develops correspondence with holders and States on legal and regulatory matters during her audits. She has extensive knowledge in regulatory reporting and has performed numerous compliance audits involving various types of State Laws. She is also proficient in the GAAP, GAAS, and AICPA standards especially regarding the State.

Diana presents audit findings, statutory remediation, and due diligence requirements, from large corporations for our client States. She coordinates with the data team to create NAUPA files and audits closing documents.





**Dieter Gonzales-Senior Auditor**

**dgonzalez@treasuryservicesgroup.com**

**Phone: (402) 682-7260 ext. 706**

**Thirty years of accounting and auditing experience**

**Identifies and examines unclaimed property**

Dieter provides an unsurmountable amount of experience in leading the audit team to successfully identifying and examining unclaimed property from non-reporting and under-reporting holders. He has extensive knowledge in regulatory reporting and has performed numerous compliance audits involving various types of State Laws. He is also proficient in the GAAP, GAAS, and AICPA standards, especially regarding the State.

Dieter is directly involved in identifying non-compliant holders and initiating the opening conference with holders to submit authorizations and records requests. He then examines the records that may represent unclaimed property. Dieter is clearly an asset to the TSG audit team and will be successful at meeting all the requirements set forth in this RFQ.

**3.7.2. Partner & Supervisory Qualifications:**

**Shane Osborn-CEO**

**sosborn@treasuryservicesgroup.com**

**Phone: (402) 682-7260 ext. 700**

**Ten years of experience in unclaimed property audits**

**Collects, transfers, and processes unclaimed property**

As CEO of TSG, Shane brings his proven leadership capabilities and deep understanding of state government operations to provide management and strategic direction. He managed TSG's success in completing over 50 audits to multi-states, at any given time. He is a major contributor for unclaimed property distribution of over \$44,000,000 last year, which include exams of large corporations. Shane ensures that TSG experts will complete thorough and accurate audits in regard to identifying, examining, collecting, transferring, and the reporting of unclaimed property to the State.

Prior to TSG, Shane served as Nebraska State Treasurer from 2007 - 2011, where he led national efforts in government transparency. His determination to streamline operations and implement modern technologies throughout state government, including Nebraska's unclaimed property program, led to him reducing his budget 12% during his 4-year term. Shane served as President of the National Association of Unclaimed Property Administrators during his term and served on the National Association of State Treasurer's Executive Council.



**Alex Kauffman-President**

**akauffman@treasuryservicesgroup.com**

**Phone: (402) 682-7260 ext. 701**

**Ten years of experience in unclaimed property audits**

**Examines, collects, transfers, and processes unclaimed property**

Alex, as President of TSG, coordinates multi-state audits of regional and national holders to enforce unclaimed property compliance. He has been an integral contributor to the acquisition of 35 state unclaimed property auditing contracts. He has personally conducted and supervised the day-to-day staff employees' conduct of hundreds of unclaimed property audits of holders, in every industry, including several of the largest corporations in the nation. He will be responsible for these same duties under the contract with the State. His work has resulted in the identification of more than \$310,000,000 worth of unreported unclaimed property for client States in the last three years. Alex guarantees that TSG personnel are dedicated to helping the States ensure equitable compliance.

As the former Deputy Treasurer and Unclaimed Property Administrator for Nebraska from 2007-2011, he drafted and shepherded UP legislation into enactment and managed the State's UP holder compliance program. He has spoken frequently at local and national unclaimed property seminars and forums.

**Mary Celentani-Client State Relationship Manager**

**mcelentani@treasuryservicesgroup.com**

**Phone: (402) 682-7260 ext. 703**

**Sixteen years of experience in monitoring contract status**

**Reports authorized audits and proposals of unclaimed property**

Mary has extensive experience as a successful client state relationship manager. Her detail-oriented work ethic and professional communication ensures the appropriate monitoring of contract statuses. She is fully capable of responding to contract-related inquiries by client states. She will ensure that the State is well informed through electronic updates of all authorized agents and with new audit proposals.

Mary was the Unclaimed Property Administrator for the State of Wisconsin for 13 years. During that time, she implemented many program improvements, including paperless, online claim processing and payments, which increased paid claim distributions from \$2 million in 1999 to over \$37 million in 2012. Also, she greatly increased unclaimed property holder compliance by making presentations and reporting brochures to the Wisconsin State Bar Association, Wisconsin Society of CPAs, Title Insurance Association, Safe Deposit Association, and numerous other business professional groups.





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**Marlene Ward-Operations Manager**

**mward@treasuryservicesgroup.com**

**Phone: (402) 682-7260 ext. 702**

**10 years of experience in management**

**Manages effectiveness of support services to deliver optimal service to clients**

As TSG's Operations Manager, Marlene coordinates the highest level of efficiency within our organization. She utilizes the resources necessary to deliver efficient service that exceeds the expectations and needs of our client States. Her 10 years of management experience allows her the opportunity to ensure organizational effectiveness by providing leadership for the team's structure.

Marlene possesses outstanding management and communication skills that allows TSG to maintain long-term operational excellence. Her proficient competence in communication allows her to coordinate with lead staff on audit closings, preparation of report filings, receipts, payments, and conveyance of packages to client States. Marlene's commitment to perform with high professional and ethical standards is an asset to the team.

**Rick Gonzales-Report Manager**

**rgonzales@treasuryservicesgroup.com**

**Phone: (402) 682-7260 ext. 707**

**Ten years of experience in data processing, data analysis, and data integrity**

**Collects, transfers, and processes unclaimed property**

Rick has widespread knowledge of computer programming and networking. He is an accomplished IT professional and is an essential contributor in the processing of all accumulated data records of holders provided by the audit team. Rick implements the redesign of packages submitted to client states during the completion of an audit and is responsible for the final NAUPA report generation as well as client invoicing. Rick and his team have created a complex storage operation to acquire large quantities of data from various databases that improved the efficiency of these procedures for our reports to the states.

His experience in report management provides TSG with significant proficiency in data mining and record collecting/sorting. He has been tremendously successful at processing abandoned property records from large corporations due to our client States and filed millions of dollars of unreported claims.

**3.7.3. Continuation of Quality Staff:**

TSG asserts that we will provide quality of staff over the term of the contract and ensures that any new or additional staff members will have the same qualifications, training, and experience as the present staff. TSG does not anticipate hiring additional staff members, but will inform the STO, in writing, of any personnel or staff changes that would affect the services provided to the STO, as a result of this RFQ.



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#### **3.7.4. Subcontractors:**

TSG does not currently utilize subcontractors, nor does it plan to subcontract any work during the term of this agreement. TSG does not subcontract any part of the services we provide to our client states. All of our work conducted under contracts, with our client states, is performed by TSG personnel. TSG asserts that upon contract award, we would be the only point of contact regarding all contractual matters, and we are solely responsible and liable for payment of all financial matters in connection with our employees, and contractors.

#### **3.8. Conflicts:**

We confirm that TSG has no actual or potential conflicts of interest with regard to any other work performed for the State of West Virginia, the STO, any other agency, board or commission thereof, or any holders. Furthermore, TSG ensures that we will not participate in examinations in which the participation could be construed as a conflict of interest.

#### **4. MANDATORY REQUIREMENTS:**

TSG accepts and agrees with all of the Mandatory Requirements set forth in Section 4 of RFQ CRFQ STO1700000006. Upon contract award, our firm will provide contract services that will meet and exceed the mandatory requirements listed in this section.

#### **5. ADDITIONAL OPTIONAL SERVICES WHICH VENDOR MAY PROVIDE**

TSG does not currently participate in the Vendor-Assisted Self-Audits with our client States, nor do we wish to participate in this optional service with the State of West Virginia, but we appreciate the opportunity.

#### **6. CONTRACT AW ARD: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract may be awarded to all Vendors that provides the Contract Services meeting the required specifications.**

TSG acknowledges and agrees with this provision.

#### **7. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.**

TSG acknowledges and agrees with this provision.



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- 8. PAYMENT:** Agency shall pay Vendor in accordance with Section 4.1.21 and 4.1.22 for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

TSG acknowledges and agrees with this provision.

- 9. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs maybe included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

TSG acknowledges and agrees with this provision.

- 10. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

TSG does not anticipate being on the grounds or in the building of the Capitol in order to provide professional UP auditing services to the State of West Virginia, therefore we will not require access. TSG acknowledges and ensures that TSG staff members will adhere to all security standards and will safeguard the sensitive and critical, confidential information that we have access to under a contract resulting from this RFQ.

**Please see attachment labeled Non-Employee Confidentiality/Non-disclosure Agreement – Attachment 3.**

- 11. VENDOR DEFAULT:**

TSG acknowledges and agrees with this provision.

- 12. MISCELLANEOUS:**

**12.1. 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 dedicated Contract Manager must have experience in providing audit services and must be available during normal business hours to address any customer service or other issues related to this Contract. If it becomes necessary for the Vendor to change the Contract Manager, the Vendor must notify the STO immediately. The replacement must have similar or more experience than the original Contract Manager. The STO reserves the right to approve any replacement at the time of the contract award or thereafter. Vendor should list its Contract manager and his or her contact information below.



**TSG**  
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Contract Manager: Shane Osborn  
Telephone Number: (402) 682-4260 ext. 700  
Fax Number: (402) 939-0200  
Email Address: [sosborn@treasuryservicesgroup.com](mailto:sosborn@treasuryservicesgroup.com)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ STO170000006**

**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 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.

Treasury Services Group, LLC

\_\_\_\_\_  
Company

*Shae Osborn*

\_\_\_\_\_  
Authorized Signature

June 1, 2017

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

**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.

*Shane Osborn* CEO

(Name, Title)

Shane Osborn, CEO

(Printed Name and Title)

215 S. George St., York, PA 17401

(Address)

(402) 682-7260 ext. 700 (402) 939-0200

(Phone Number) / (Fax Number)

sosborn@treasuryservicesgroup.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.

Treasury Services Group, LLC

(Company)

*Shane Osborn*

Shane Osborn, CEO

(Authorized Signature) (Representative Name, Title)

Shane Osborn, CEO

(Printed Name and Title of Authorized Representative)

June 1, 2017

(Date)

(402) 682-7260 ext. 700 (402) 939-0200

(Phone Number) (Fax Number)

# ATTACHMENT 3

## WEST VIRGINIA STATE TREASURER'S OFFICE NON-EMPLOYEE CONFIDENTIALITY / NON-DISCLOSURE AGREEMENT

I am the person (Recipient) named at the end of this Confidentiality / Non-Disclosure Agreement (Agreement), who may have access to information of the West Virginia State Treasurer's Office (STO) that may be considered confidential. I acknowledge and agree that:

1. Certain matters may be disclosed to me that should remain confidential or proprietary;
2. Confidential Data includes any information residing on STO Information Resources; all data, materials, products, technology, computer programs, specifications, manuals, business plans, records, software, financial information, and other information disclosed or submitted, orally, in writing, graphically, machine recognizable, or by any other media, to me that is stamped "confidential," "proprietary" or with a similar legend; or that I have been informed is Confidential Data or proprietary information;
3. Confidential Data does not include any data, information or device that is:
  - in my possession from another source without restrictions on use or disclosure;
  - independently developed by the me;
  - available without breach of this Agreement; or
  - produced or disclosed pursuant to applicable law, rule, regulation or court order;
4. I shall not disclose or use the Confidential Data in a manner in violation of this Agreement without the express written consent of the State Treasurer or Assistant State Treasurer;
5. I shall not disclose or use the Confidential Data in a manner that violates any law;
6. I will hold in strict confidence anything that is considered Confidential Data or proprietary within the meaning of this Agreement;
7. I shall not disclose to any person not specifically authorized to receive, have or view any Confidential Data or proprietary information;
8. disclosure or unauthorized use of any Confidential Data or proprietary information will cause irreparable harm and loss to the STO and may violate various laws of the State of West Virginia and the United States;
9. the STO may take whatever steps its considers appropriate to protect its Confidential Data, and in the event I disclose or use, or permit any disclosure or use of, any Confidential Data without authorization from the State Treasurer or Assistant State Treasurer, such steps may include termination of any agreement or arrangement under which I work;
10. I shall not use any Confidential Data as a basis upon which to develop or have another entity develop any product or service without the express written consent of the State Treasurer or Assistant State Treasurer; and
11. I will report, in writing, any unauthorized use or disclosure of the Confidential Data of which I become aware.

WITNESS THE FOLLOWING SIGNATURES:

(STO)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(Recipient)

Signature  \_\_\_\_\_

Name: Shane Osborn \_\_\_\_\_

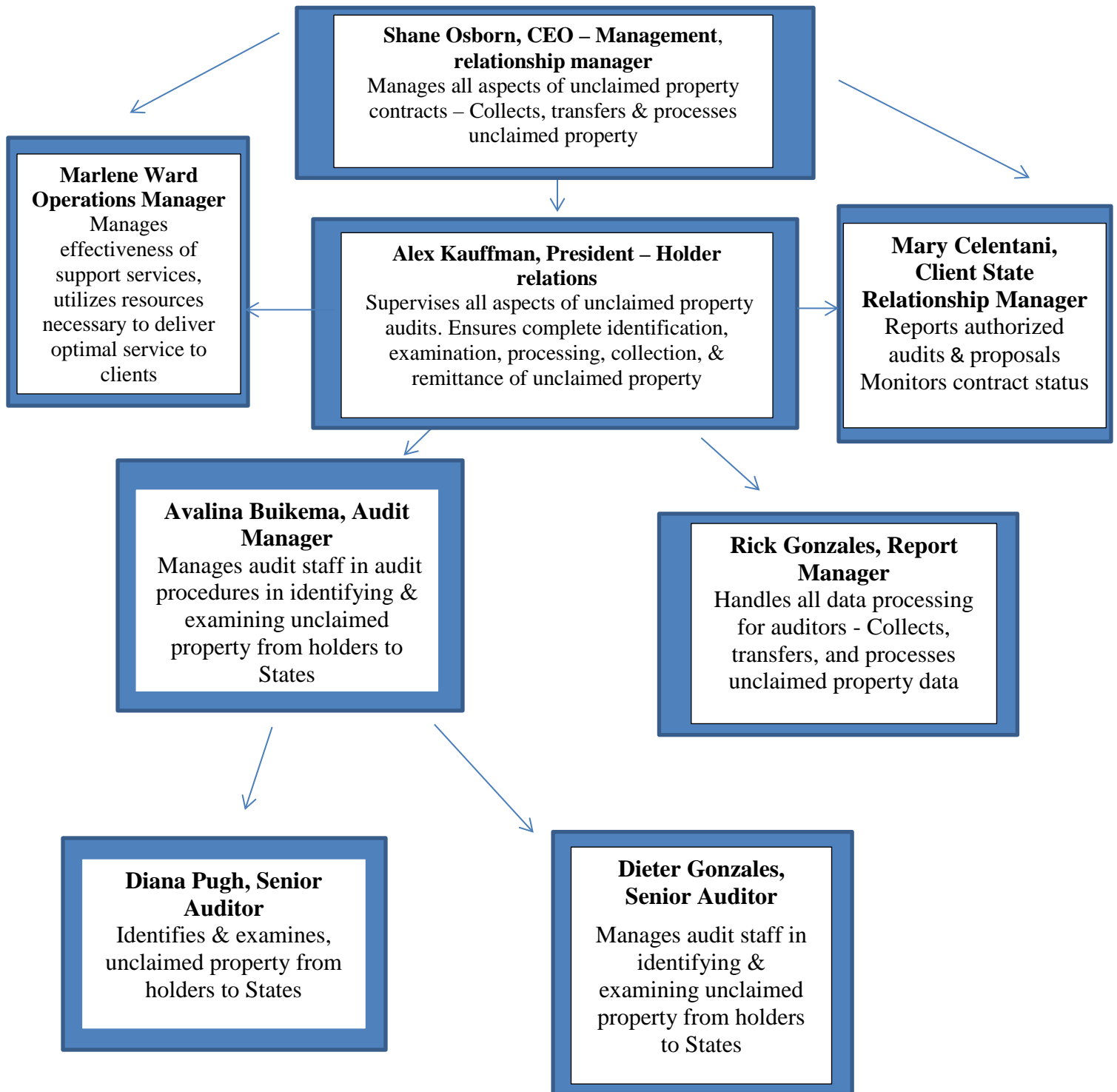
Title: CEO \_\_\_\_\_

Date: June 1, 2017 \_\_\_\_\_





Organizational Chart





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: Treasury Services Group, LLC

Authorized Signature: *Shae Osborn*

Date: June 1, 2017

State of Pennsylvania

County of Dauphin, to-wit:

Taken, subscribed, and sworn to before me this 1<sup>ST</sup> day of June, 20 17.

My Commission expires March 23, 20 20.

AFFIX SEAL HERE

NOTARY PUBLIC

*Marlene E Ward*  
Purchasing Affidavit (Revised 08/01/2015)



# SHANE OSBORN

(402) 682-7260

ext. 700

## Treasury Services Group, LLC

May 2011-Present

Chairman and CEO

- Founder and majority owner of the only Service Disabled Veteran Owned Small Business in the Unclaimed Property Industry
- Responsible for the success of acquiring 29 unclaimed property contracts awarded by state governments
- Managed TSG to complete over 50 audits to multi-states at any given time that resulted in the distribution of over \$29,000,000 to client states in 2015
- Work has resulted in the identification of more than \$300,000,000 worth of unreported unclaimed property for client States.
- Member of NAUPA

## Nebraska State Treasurer

January 2007-January 2011

- Elected Treasurer of Nebraska in June 2006 after defeating incumbent and fellow Republican two to one; sworn into office January of 2007
- Responsible for state's Treasury Management department - processing \$9 billion in annual transactions - as well as all state banking relationships
- Trustee of Nebraska's College Savings Plan with \$2.3 billion in assets
- Served on Nebraska Investment Council overseeing nearly \$17 billion in assets
- Accomplishments:
  - Reduced department's budget by 11.88% and staff by 22% in first three years of term
  - Renegotiated contracts for state banking services
  - Returned \$45 million in unclaimed property processing over 60,000 claims, the most per capita in the country
  - Elected President of the National Association of Unclaimed Property Administrators in 2009
  - Created NebraskaSpending.gov, a searchable public database of revenue and expenditures for the state of Nebraska
  - Won the 2008 Marquis Award for most efficient public or private Treasury Management Division in the country

## SilverStone Group

May 2005-January 2012

Managing Director, SilverStone Group Aviation Risk Services

- Oversaw the fastest growing aviation risk services division in the country, securing several fortune 500 clients spanning the globe
- Developed proprietary online certificate system, streamlining the industry
- Named to Helicopter Association International Insurance Committee in 2010

## **United States Navy**

**1996-2005**

United States Naval Officer

- Obtained rank of Lieutenant Commander
- Graduated primary flight training at the top of the class
- Hand-selected as First Student Naval Aviator to receive wings flying TC-12 aircraft
- Naval Aviator and Fleet Instructor Pilot became youngest Mission Commander in VQ-1's 75 year squadron history
- April 1-12, 2001: Led crew of 24 through mid-air collision with Chinese fighter and subsequent 12 days of imprisonment and interrogations
- November 2001-February 2002: Flew multiple combat missions over Afghanistan in support of Operation Enduring Freedom
- Oversaw largest aviation maintenance division in the US Navy as Quality Assurance Officer at VQ-1

## **Professional Organizations**

- National Association of Unclaimed Property Administrators-President (2009), Vice President (2008)
- Nebraska Soldiers Foundation, Founder and Chairman
- Navy SEAL Family Foundation, Board Member

## **Recognition and Publications**

- Author of New York Times bestselling books, both titled *Born to Fly* (adult and young adult versions)
- Author of several editorials, including WSJ
- Motivational Speaker at several national venues and over 300 schools nationwide
- Nebraskan of the Year 2001, awarded by the Omaha World-Herald
- Shane Osborn Award, awarded annually at the University of Nebraska to an exemplary student showing leadership and commitment to community service
- Daughters of the American Revolution Medal of Honor (2004)

# **ALEX KAUFFMAN**

**(402) 682-7260**

**ext. 701**

## **Treasury Services Group, LLC**

**2011-Present**

President

- Coordinate multi-state audits of regional and national holders to enforce unclaimed property compliance
- Integral contributor to the acquisition of 30 state unclaimed property auditing contracts
- Personally conduct and supervise the day-to-day staff conduct of hundreds of unclaimed property audits of holders in every industry, including several of the largest corporations in the nation
- Work has resulted in the identification of more than \$300,000,000 worth of unreported unclaimed property for client states
  - Work with States to identify unclaimed property holders
  - Work with holders to file future reporting to meet Unclaimed Property Laws
  - Report all unclaimed property using NAUPA format files

## **Nebraska State Treasurer's Office**

**2007-2010**

Deputy Treasurer (Previously Unclaimed Property Administrator)

- Managed staff as the administrator of unclaimed property claims
- Developed staff policy
- Drafted and shepherded Unclaimed Property Legislation into enactment
- Managed holder compliance efforts including coordinating multi-state audits

## **Other Experience**

- Senate Republican Conference, Communications Manager
- Office of U.S. Senator Rick Santorum, Staff Assistant
- The Leadership Institute, Field Coordinator

## **Education**

Cedarville University, Bachelor of Arts

# **MARLENE WARD**

**(402) 682-7260**

**ext. 702**

## **Treasury Services Group, LLC**

Operations Manager

**October 2014-Present**

- Corporate Executive responsible for the vision and leadership to ensure organizational effectiveness, implementation of strategic plans, policies, and practices
- Utilizes necessary resources to deliver optimal service to client states
- Maintains state contracts and arranges for renewal executions
- Prepares and sends all RFPs
- Maintains and promotes the consulting service and manages processes related to tax, insurance policies, business structure, and growth
- Researches prime audit targets and prepares holder profiles for client state participation
- Consults with Senior Audit Manager on the progress of on-going audits, potential conflicts, and state contracts
- Coordinates with lead staff on audit closings, preparation of report filings, receipts, payments, and delivery of packages to client states
- Files for participation with required Secretary of States
- Represents the company at meetings and pre-bid conferences
- Ensures smooth and efficient service that meets the expectations and needs of client states
- Manages and increases the effectiveness of support services, coordinations and communication between support and business functions
- Maintains commitment to high professional ethical standards

## **USDA**

Office Manager and Rural Housing Officer

**March 2015-October 2016**

- Created and maintained database for loan closings and satisfactions
- Supervised the delivery and communication to applicants and private market lenders of the Federal Rural Development Housing Program for the State of Pennsylvania
- Managed a staff responsible for record retention, storage, and file organization of all in-house digital and physical files
- Coordinated financial meetings for customers, constituents, and senior banking officials
- Underwrote and approved loans and grants for the USDA Housing Program
- Committee Chair responsible for direct reporting to the Pennsylvania State Director on program delivery effectiveness
- Responsible for regional office coordination including; location selection, renovations, furnishings, and lease negotiations

## **SMSD**

School District Assistant Administrator and Teacher

**October 2009-June 2014**

- Utilized resources to improve communication, classroom effectiveness, and implementation of district policies
- Developed district outreach materials for fundraising and coordinated student activities
- Prepared, proctored, and administered the PSSA, PA state assessment to students
- Implemented and approved RtII plans to effectively connect with students through instruction and intervention
- Oversaw and managed teaching techniques and tools to enhance participative learning
- Reported to Senior District Administration on accomplished tasks, focusing on solutions to address improvements

## **Beneficial Mortgage Corporation**

Branch Manager

**January 1991-1999**

- Managed and directed staff of 13 employees and a \$17 million portfolio
- Responsible for entire branch operation, profitability, and growth
- Recruited and maintained business contracts to develop potential loan activity and profitability
- Prepared and administered monthly, quarterly, and annual reports on branch performance to Corporate Management analyzing statistical data of branch operations and profitability
- Managed branch loan portfolio review as it relates to securitization, proper file documentation, and record retention
- Conducted weekly and monthly staff meetings on branch development and addressed human resource issues
- Responsible for hiring and promoting a professional and administrative staff
- Directed loan production and implemented individual staff development plans

## **Recognitions**

- Selected to represent PA State at the York Housing Summit
- Selected to serve on annual State Meeting Planning Committee
- Selected to serve on National Office's TNT Housing Training Committee
- Appointed district representative for Manager Advisory Committee
- Received Customer Service Superstar Award
- Recognized as a national annual loan production leader
- Invited to attend the annual executive's retreat as a special guest

## **Education**

- BS - Old Dominion University

# **AVALINA CODY BUIKEMA**

**(402) 682-7260**

**ext. 704**

## **Treasury Services Group, LLC**

**2013-Present**

Audit Manager

- Lead to the identification of \$29 million in unclaimed property audits in 2015
- Integral contributor to the acquisition of current state unclaimed property auditing contracts
- Manage experienced auditors to identify under-reporting and non-reporting holders
- Experience in the interpretation of State statutes
- Examine bank statements, escrow/trust accounts, and general ledger accounts to identify unreported property
- Interpret various state statutes and report findings to State Unclaimed Property Departments
- Proficient in all areas of Microsoft Office and various accounting software
- Experience in oral presentations, interpretation of statutes and ability to work with all levels of management
- Supervisory experience, excellent accounting, and written communication skills

## **Abandoned Property Experts**

**2008-2013**

Senior Auditor

- Audited businesses in various states for proper reporting of unclaimed property
- Examined bank statements, escrow/trust accounts, and general ledger accounts to identify unreported property
- Interpreted various state statutes and report findings to State Unclaimed Property Departments
- Audited businesses in various states for proper reporting of unclaimed property

## **State of Nevada, Department of Taxation**

**2004-2007**

Auditor II

- Audited businesses for Nevada taxes - including Sales and Use Tax, Net Proceeds of Mines Tax, and Business Tax
- Conducted audits that include large casinos, international mining companies, and national retailers
- Represented knowledge of accounting practices, detailed written reports and interpretation of Nevada Statutes and Administrative Code
- Oral testimony before hearing officers and Nevada Tax Commission
- Training of new auditors and travel required

## **Skagen Designs**

**2003**

Senior Accountant

- Preparation of monthly financial statements for international watch manufacturer
- Duties include closing entries, account reconciliations and preparation of required government reports
- Relief for accounts receivable and accounts payable

## **Ribeiro Corporation**

Assistant Controller

**2000-2003**

- Supervised staff of eight for large construction contractor/property management company
- Positions supervised included cost accountant, accounts receivable, accounts payable, collection, payroll and property management accountant
- Financial statement preparation, account reconciliation, bank loan draws and coordinating audits

## **Nevada State Contractors' Board**

Accounting Manager

**1998-2000**

- Supervised all aspects of accounting and human resources for state agency
- Financial statement preparation, account reconciliations, and state budget preparation
- Supervised accounts payable, payroll, banking functions, and trust account administration
- Maintained personnel records, arranged employee travel, and conducted employee training
- Oral presentation of financial statements before Executive Officer and Board Members.

## **Education**

- B. S. in Business Administration, Major Accounting  
University of Nevada, Reno  
GPA: 3.5



# **DIETER M. GONZALES**

**(402) 682-7260**

**ext. 706**

## **Treasury Services Group, LLC**

Senior Auditor

**January 2016-Present**

- Completes research of audit targets through corporate annual reports for unclaimed property
- Conducts opening conference calls with holders
- Receives and analyzes large quantities of financial data including bank statements, internal reports, journal entries, and general ledger details
- Develops records requests
- Supervises junior staff to develop preliminary findings
- Researches State Laws and develops correspondence with holders and States on legal and regulator matters
- Presents audit findings and statutory remediation and due diligence requirements
- Work has resulted in the identification of unreported unclaimed property for client States
- Works with the data team to create NAUPA files and audits closing documents

## **Roofing and Waterproofing Company**

Corporate Controller

**2010-January 2016**

- Coordinated preparation of regulatory reporting
- Performance of compliance audits for various types of California State taxes
- Researched technical accounting issues for compliance
- Reviewed contracts and purchase agreements for internal control management, budget compliance and cost controls
- Prepared audit plans in order to perform audits efficiently and effectively
- Ensured quality control over financial transactions and financial reporting
- Managed and complied with local, state, and federal government reporting requirements and tax filings

## **International Relocation and Storage Company, CA**

President and Owner

**1983-2009**

## **MCA Universal Studios**

Director of Auxilliary Enterprises

**1973-1983**

## **General Motors Plant South Gate**

General Manager

**1969-1972**

## **Education**

BA Loyola University of Los Angeles

# **DIANA HELEN PUGH**

**(402) 682-7260**

**ext. 705**

## **Treasury Services Group, LLC**

**Senior Auditor**

**May 2013-Present**

- Completes research of audit targets through corporate annual reports for unclaimed property
- Conducts opening conference calls with holders
- Receives and analyzes large quantities of financial data including bank statements, internal reports, journal entries, and general ledger details
- Develops records requests
- Supervises junior staff to develop preliminary findings
- Researches State Laws and develops correspondence with holders and States on legal and regulator matters
- Presents audit findings and statutory remediation and due diligence requirements
- Work has resulted in the identification of more than \$300,000,000 worth of unreported unclaimed property for client States.
- Works with the data team to create NAUPA files and audits closing documents

## **State of Nevada**

**Auditor II**

**May 1994-January 2013**

- Performance of compliance audits for various types of Nevada State Taxes
- Prepared legal documents, attended and presented testimony at various legal hearings on behalf of the Department of Taxation
- Prepared audit plans in order to perform audits efficiently and effectively
- Prepared monthly comparative analysis of financial statements to insure profitability and budgetary compliance
- Prepared and maintained physical asset management records
- Reviewed contracts and purchase agreements for internal control management, budget compliance and cost controls
- Oversaw and maintained accounts payable and accounts receivable
- Responsible for preparations and filing of federal and state reports to include sales taxes and payroll information

## **Corporate Contoller**

**September 1978-May 1994**

- Provided complete financial management services to several companies
- Prepared and implemented budgets and cash flow projections
- Managed 22 separate accounts of 5 subsidiaries and corporate stock portfolios
- Responsible for preparation and filing of federal and state reports to include sales taxes and payroll information
- Closed books at fiscal year end and prepared them for the independent audit

## **Education**

**Morrison College - B.A. Accounting and Business Administration**

# **RICK GONZALES**

**(402) 682-7260**

**ext. 707**

## **Treasury Services Group, LLC**

Report Manager

**January 2013-Present**

- Oversees and implements redesign of the package submitted to client States at the end of audit
- Develops and implements internal data control, persistence, and retention strategy
- Assists in training new auditors with required technology
- Participates in on-call hardware/software support
- Handles all data processing for auditors
- Responsible for final NAUPA report generations as well as client invoicing

## **Freelance Audio Engineer & Production**

**2008-2013**

- Completed diverse music projects for release
- Responsible for recording audio in-studio and on-location as necessary
- Responsible for overseeing projects from beginning to end
- Collaborated with clients to determine project scope and milestones
- Networked and synchronized various virtual instruments
- Maintained backups of all sound files, mixes, and other data

## **Livinghead Audio Recording, AZ**

**2005-2008**

- Maintained and adjusted all studio equipment
- Maintained production standards
- Tested, calibrated, and repaired computer equipment
- Maintained recording computer hardware and software
- Maintained backup systems and performed routine maintenance

## **Skills**

- Proficient in:
  - Windows
  - MAC OS X
  - UNIX
  - Linux
- Working knowledge of :
  - Python
  - Ruby
  - Pearl
  - Java & Java Spcript

# MARY CELENTANI

(402) 682-7260

ext. 703

## Treasury Services Group, LLC

Client State Relationship Manager

January 2014-Present

- Serves as client relationship manager, ensuring clients receive new audit proposals, and monthly, electronic updates of all authorized audits, and new audit proposals
- Monitors contract status and respond to contract-related inquiries by client states
- Researches statutory unclaimed property issues as requested by auditing staff and corporate principals

## Office of the Wisconsin State Treasury

1999—2013

- Served as administrator of Unclaimed Property program, supervising staff and workflow
- Organized and managed program outreach in personal, TV, radio, and print media
- Prepared procurement documents, contracted with a variety of vendors providing auditing, media, telecommunications services; monitored contract compliance

## Wisconsin Department of Justice

1989—1999

- Paralegal in civil rights and negligence litigation; drafting complaints, discovery, and summary judgment filing; witness interviews and trial preparation, assist assistant attorneys general at trial
- Senior paralegal in Bankruptcy subunit, representing State of Wisconsin interests in Chapters 7, 11 and 13 cases; brought small claims collections actions on behalf of Wisconsin state agencies; served as primary Justice Department contact for Unclaimed Property staff at State Treasury.

## Wisconsin Commissioner of Securities

1986—1989

- Assisted legal staff in business franchise registration and oversight
- Served as executive assistant to Commissioner of Securities; organized hearings on securities laws violations; supervised agency administrative support staff; arranged international securities conferences in Wisconsin and Arizona

## Central Wisconsin Center for the Developmentally Disabled

1977—1986

- Managed workload of word processing center and supervised unit staff serving numerous medical therapy staffs in a hospital and long-term care facility
- Subsequently served as assistant to superintendent and edited national journal articles and books concerning developmental disability issues

## Education

Bryant & Stratton Business College, Business Management

Supplemental employment-related coursework: Lakeland College; Madison College;

Federal Bureau of Investigation; Wisconsin Department of Criminal Investigation



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: 330243

Doc Description: Addendum No. 1 - Professional Auditing Services for UP

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-25	2017-06-08 13:30:00	CRFQ 1300 STO1700000006	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:

Treasury Services Group, LLC  
 215 S. George Street  
 York, PA 17401  
 Shane Osborn, CEO  
 (402) 682-7260 ext. 700

**FOR INFORMATION CONTACT THE BUYER**

Tara Lyle  
 (304) 558-2544  
 tara.l.lyle@wv.gov

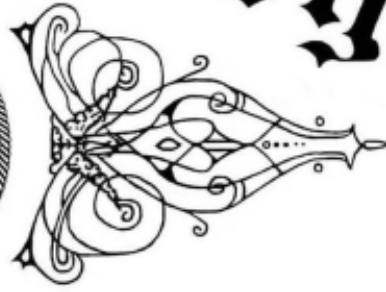
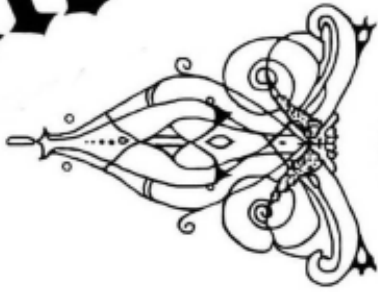
Signature X

FEIN # 45-4972602

DATE June 1, 2017

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

# State of West Virginia



## Certificate

*I, Mac Warner, Secretary of State,  
of the State of West Virginia, hereby certify that*

TREASURY SERVICES GROUP, LLC

has filed the appropriate registration documents in my office according to the provisions of the West Virginia Code and hereby declare the organization listed above as duly registered with the Secretary of State's Office.

*Given under my hand and  
the Great Seal of West Virginia  
on this day of  
May 24, 2017*



*Mac Warner*

Secretary of State