

STATE OF WEST VIRGINIA

Request for Quotation

Solicitation No: CRFQ 0932 DRS1900000001

October 15, 2018

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2018 OCT 16 AM 9:03

WV PURCHASING
DIVISION



MATHENY & COMPANY AC
CERTIFIED PUBLIC ACCOUNTANTS



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

State of West Virginia
 Request for Quotation
 10 - Consulting

Proc Folder: 496756

Doc Description: Single Audit Consultation & Training

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-10-02	2018-10-16 13:30:00	CRFQ 0932 DRS1900000001	1

BID RECEIVING LOCATION

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


VENDOR

Vendor Name, Address and Telephone Number:

Matheny & Company AC
 167 Seneca Drive, Suite E
 Ripley, WV 25271
 304-372-2600

FOR INFORMATION CONTACT THE BUYER

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

Signature X  FEIN # 47-2311158 DATE 10/15/18

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

ADDITIONAL INFORMATION:

Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Rehabilitation Services to establish an open-end contract for Single Audit Consultation and Training.

INVOICE TO		SHIP TO	
FISCAL OFFICE DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST		FISCAL OFFICE DIVISION OF REHABILITATION SERVICES 107 CAPITOL ST	
CHARLESTON	WV25301	CHARLESTON	WV 25301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	CONSULTING & TRAINING SERVICES	350.00000	HOUR	\$145.00	\$50,750

Comm Code	Manufacturer	Specification	Model #
84110000			

Extended Description :

CONSULTING & TRAINING SERVICES



Firm Information

Matheny & Company is an accounting and business consultation firm conveniently located in Ripley, West Virginia, just 35 minutes from West Virginia's state capitol complex. We offer bookkeeping, tax preparation, financial statement preparation, management consulting and staff training services.

Matheny & Company is committed to providing close, personal attention to each client to assist in achieving their individual goals and ultimate success. We believe in being an active member of our client's financial team and provide hands-on resolutions to real life day-to-day issues.

In addition to typical accounting services, Matheny & Company uniquely provides customized staff training programs. We provide individual and group training designed specifically to our clients and their requested needs. Some of the organizations for which our staff has provided training include:

- The West Virginia Division of Rehabilitation Services
- The West Virginia Department of Veterans Assistance
- The West Virginia Office of Economic Opportunity
- The West Virginia Office of School Finance
- The West Virginia Society of Certified Public Accountants
- The Charleston Association of Governmental Accountants
- The West Virginia Association of Regional Planning and Development Councils
- The West Virginia Association of Realtors
- The West Virginia Community Action Partnership
- Jackson County Community Foundation
- Mason County Community Foundation
- Jackson County Chamber of Commerce
- The National Association of Development Organizations
- Development District Association of Appalachia

Our People

Matheny & Company is a small town 7-person firm, but our people come with big city, big firm experience. Our resumes are built not only on our technical expertise but our involvement in our professional and local communities. We believe in giving back to those that have contributed to our success. Giving our very best every day is woven into the fabric of our firm culture.

Roderick Cameron (Cam) Matheny, Jr., CPA, CGMA



Cam Matheny
167 Seneca Drive
Ripley, WV 25271
cmatheny@ripleycpa.com
304-372-2600 (work)
304-532-1517 (cell)

Education & Professional Certifications

Certified Public Accountant - State of West Virginia Certificate Number 4600
Chartered Global Management Accountant

Bachelor of Science in Business Administration
West Virginia University- Parkersburg December 2002

Work experience

President, Matheny & Company AC

Cam is the president and owner of Matheny & Company, AC. With over 15 years of public accounting experience, Cam provides the insight and dexterity necessary for handling technical accounting-related issues and has significant experience in complex accounting and tax related issues. Cam specializes in supervising and reviewing tax returns, providing tax consultation and planning for individual and business taxes, software support, financial statement preparation, write-up, payroll and small business consulting services. In addition, Cam provides consulting services for various local governments and non-profits throughout the State of West Virginia. Prior to starting his own firm, Cam began his accounting career with Gibbons & Kawash, now known as Brown Edwards.

Other

Cam is a frequent speaker for various accounting and audit related topics throughout West Virginia. He has also spoken regionally and nationally at the Development District Association of Appalachia and the National Association of Development Organizations. In addition, he has served as an adjunct accounting professor at his alma mater, West Virginia University – Parkersburg.

Activities / Interests

American Institute of Certified Public Accountants
West Virginia Society of Certified Public Accountants
Board Member, Charleston Chapter of the West Virginia Society of Certified Public Accountants
Board Member, Jackson County Players
Board Member, Cedar Lakes Foundation
Member, Ripley Rotary
Member, Jackson County Chamber of Commerce

Brandy M. Whittington, CPA, CITP, CGMA



Brandy M. Whittington
167 Seneca Drive
Ripley, WV 25271
bwhittington@ripleycpa.com
304-372-2600 (work)
304-767-5310 (cell)
304-988-9250 (home)

Education & Professional Certifications

Certified Public Accountant - State of West Virginia Certificate Number 4397
Certified Information Technology Professional
Chartered Global Management Accountant

Bachelor of Science in Business Administration
University of Charleston December 1997

Work experience

Senior Manager, Matheny & Company AC, November 2016 – present

At Matheny & Company, Brandy provides management consulting services to businesses within West Virginia, specializing in governmental entities, non-profits and other Single Audit engagement support. Her responsibilities include, but are not limited to, financial statement preparation, complex accounting assistance and assisting during the audit process. Brandy also prepares and delivers customized staff training programs to individuals and in group settings.

Adjunct Professor, University of Charleston, August 2017 – May 2018

Brandy served as an adjunct professor at the University of Charleston teaching both Principles of Accounting 201 and 202 at her alma mater.

Manager, Suttle & Stalnaker, PLLC January 1998- November 2016

Brandy was an audit manager of Suttle & Stalnaker, PLLC primarily responsible for the management of significant and complex audits for governmental entities, non-profits and other Single Audit engagements. Her responsibilities included, but were not limited to, management and training of audit staff, carrying out the audit plan, communication with clients during the engagement, and completion of and delivery of final audit reports. Brandy served as the audit liaison for the State of WV Single Audit for several years, and she was part of the State's Single Audit team for 18 years. She was actively involved in planning and executing the State's Single Audit during the wvOASIS transition year.

Other

Brandy is a frequent trainer and speaker for various accounting and audit related topics. Among the organizations she has presented for are the West Virginia Society of Certified Public Accountants, the Charleston Association of Governmental Accountants, the West Virginia Division of Rehabilitation Services, the West Virginia Department of Veterans Assistance, the West Virginia Association of Regional Planning and Development Councils, the West Virginia Office of School Finance, the West Virginia Community Action Partnership, the West Virginia Association of Realtors, the West Virginia Office of Economic Opportunity and the Beta Alpha Psi organizations for both Marshall University and West Virginia University.

Activities / Interests

American Institute of Certified Public Accountants
West Virginia Society of Certified Public Accountants
Charleston Chapter of the West Virginia Society of Certified Public Accountants
Chair, Banking, Industry Government Committee of the West Virginia Society of Certified Public Accountants

Qualifications

3.1 The successful vendor must provide a minimum of one employee assigned to perform services under any resulting contract with the minimum qualifications of Certified Public Accountant (CPA).

Brandy Whittington, CPA, will be assigned to this engagement.

3.2 The vendor CPA employee must have a minimum of 5 years' experience auditing government entities.

Brandy Whittington, CPA, has nearly 19 years of governmental auditing experience. During each of those years, she was part of the State of West Virginia's Single Audit team. During the last few years of her time at Suttle & Stalnaker, Brandy served as audit liaison for the entire Single Audit team of the State.

Over the past two years while at Matheny & Company, Brandy has worked as a governmental consultant. She has contracted with 3 separate State agencies and several other local governments as well as non-profit organizations.

3.3 The vendor CPA must be available to be on-site within two hours of notification of a meeting with the Single Auditors and be on-site throughout the audit.

Matheny & Company is conveniently located 35 minutes from downtown Charleston. Brandy is available to be on-site during the duration of the audit.

3.4 The vendor must have working knowledge of the State of West Virginia's financial system, wvOASIS.

Brandy Whittington was part of actively planning and executing the State of West Virginia's Single Audit during the wvOASIS transition period. Since her time at Matheny & Company, she has furthered her knowledge of the wvOASIS accounting system. She has extensive knowledge related to pulling reports and viewing underlying data. She has also worked with the wvOASIS team to prepare customized departmental reports.

3.5 The vendor must have experience conducting training both in a group setting and one-on-one.

Brandy Whittington has extensive experience conducting training both in a group setting and on a one-on-one basis. She has presented training programs for the following entities:

- The West Virginia Division of Rehabilitation Services (group and one-on-one)
- The West Virginia Department of Veterans Assistance (one-on-one)
- The West Virginia Office of Economic Opportunity (group)
- The West Virginia Office of School Finance (group)
- The West Virginia Society of Certified Public Accountants (group)
- The Charleston Association of Governmental Accountants (group)
- The West Virginia Association of Regional Planning and Development Councils (group)
- The West Virginia Association of Realtors (group)
- The West Virginia Community Action Partnership (group)
- Jackson County Community Foundation (one-on-one)
- Mason County Community Foundation (one-on-one)

For several years, Brandy served as Suttle & Stalnaker's corporate trainer. She presented new hire orientation, intermediate and advanced level training, ethics courses and technical instruction on federal compliance and programmatic auditing topics.

She also served as an adjunct professor of Accounting at her alma mater, the University of Charleston, for two semesters during the 2017-2018 school year.

3.6 The vendor must have extensive knowledge of the OMB super circular.

While at Suttle & Stalnaker, Brandy was part of the Single Audit team for the State of West Virginia since 1998. After she left, she has worked as an audit liaison for the WV Division of Rehabilitation Services.

To perform governmental audits, CPAs have extensive continuing education requirements. Brandy has consistently surpassed these requirements. In addition, over the past few years she has taught multiple group sessions on the new "Super Circular" for various agencies and entity groups.

3.7 The vendor must have extensive knowledge of the federal laws and regulations pertaining to the West Virginia Division of Rehabilitation Services.

For several years, Brandy was Suttle & Stalnaker's audit manager assigned to audit the WV Division of Rehabilitation Services major programs. She had also worked on these major programs prior to managing the engagement. Over that time, she gained an extensive working knowledge of the federal laws governing those programs as well as the agency itself.

Further, while at Matheny & Company, Brandy worked with agency management and their federal cognizant agency personnel to prepare audit response documentation allowing the agency to successfully resolve three indirect costs findings that would have required repayment of federal funds amounting to over \$3,000,000.

Mandatory Requirements

Matheny & Company AC has the ability and working knowledge to provide the requested consulting services. We are available to be on-site during the agency's single audit to work closely with staff and auditors during the audit. Further, we have the necessary training experience to develop and deliver customized training programs as requested by management.