

Letter of Engagement

Patricia Gambale
Director of Marketing
Sent via email: PGambale@guidepostsolutions.com

February 11, 2014

Dear Ms. Gambale:

It is the intent of the Department of the Treasury to make a contract award to **Guidepost Solutions, LLP** pursuant to the proposal submitted in response to the Engagement Query: **Belmar – Boardwalk**.

A signed Purchase Order and Task Order will be sent under a separate cover. You are instructed not to proceed until you receive a Purchase Order and Task Order from this office. We will be contacting you shortly to schedule the kick-off meeting.

Thank you for your participation in the Department of the Treasury's bid for an Integrity Oversight Monitor.

Sincerely,

David Ridolfino
Associate Deputy Treasurer
IM State Contract Manager

STATE OF NEW JERSEY AGENCY PURCHASE ORDER				DOCUMENT			DATE	REQUISITION NUMBER	FY
				TC	AGY	NUMBER	02/21/14	R	
P O #: 7927630				(PB2) TERM CONTRACT AUTHORIZATION				VENDOR ID NUMBER	
CONTRACT NO	AGENCY REF	BUYER	TERMS	TOTAL AMOUNT					
84842	MLC	AMM	NONE	\$ 104910.00					

VENDOR NAME AND ADDRESS

GUIDE POST SOLUTIONS LLC
415 MADISON AVENUE
11TH FL
NEW YORK NY 10017

SHIP F.O.B. DESTINATION TO:

DIV OF ADMINISTRATION (822000/S003)
FISCAL/PROCUREMENT OFFICE
50 WEST STATE ST 8TH FL
PO BOX 211
TRENTON NJ 08625-0211

Direct Purchase or Special Procurement, Indicate Date Quotation Received →

BILL TO:

DEPT OF TREASURY (822000/B003)
DIV OF ADMINISTRATION
FISCAL/PROCUREMENT OFFICE
50 WEST STATE ST 8TH FL
PO BOX 211
TRENTON NJ 08625-0211

IMPORTANT: THIS PURCHASE ORDER CONTAINS PROMPT PAYMENT INFORMATION

VENDOR REFERENCE

BFY 14

FUND	AGCY	ORG CODE	SUBORG	APPR UNIT	ACTIVITY CD	OBJECT CD	SUB-OBJ	REV SRCE	SUB-REV	PROJECT/JOB NO
703	082	2000		013	0999	3610				

RPT CT	AMOUNT
1	104910.00
2	
3	

INSTRUCTIONS TO VENDORS: ENCLOSE PACKING SLIP WITH SHIPMENTS. SUBMIT ALL BILLS ON ATTACHED STATE VOUCHER FORMS. IF PARTIAL BILLING SUBMIT BALANCE ON SEPARATE STATE VOUCHER FORMS. SHOW PURCHASE ORDER NUMBER ON ALL BILLS OF LADING. INVOICES AND CORRESPONDENCE TO THE STATE AGENCY INDICATED ABOVE. N.J.S.A. 54:32B-1 ET SEQ. EXEMPTS NJ STATE AGENCIES FROM SALES OR USE TAXES. DO NOT INCLUDE THEM IN YOUR PRICE.

ITEM NO.	COMMODITY CODE/DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
00001	DELIVERY: AS SPECIFIED IN BID COMMODITY CODE: 958-39-086402 [FINANCIAL MANAGEMENT SERVICES] ITEM DESCRIPTION: CONTRACT LINE : 00001 POOL 3 - YEAR 1 PARTNER/PRINCIPAL/DIRECTOR	20.000	HOUR	325.00	\$ 6500.00
00002	COMMODITY CODE: 958-39-086403 [FINANCIAL MANAGEMENT SERVICES] ITEM DESCRIPTION: CONTRACT LINE : 00002 POOL 3 - YEAR 1 PROGRAM MANAGER	24.000	HOUR	195.00	\$ 4680.00
00003	COMMODITY CODE: 958-39-086404 [FINANCIAL MANAGEMENT SERVICES] ITEM DESCRIPTION:	76.000	HOUR	250.00	\$ 19000.00

AGENCY APPROVAL: This transaction is authorized by the Director, Division of Purchase and Property in accordance with the provision of Chap. 107 P.L. 1985 as amended. The issuing Agency's Approval Officer's signature guarantees compliance with all provisions governing the authorization granted by the Director. Signature affixed to this document serves as certification that: 1) items purchased under DPA authorization are not currently available under the provisions of a current State contract, nor from the State Distribution Center, nor from DEPTCOR (State Use Industries); 2) funds required and authorized for this purpose are available. Unauthorized use is subject to prosecution.

Anna K. Miller
Authorized Signature
Operations Manager FEB 21 2014
Title Date

CONTINUATION SHEET

AGENCY PURCHASE ORDER

DIV OF ADMINISTRATION
 FISCAL/PROCUREMENT OFFICE
 50 WEST STATE ST 8TH FL
 PO BOX 211
 TRENTON NJ 08625

NUMBER : 7927630

REQ NUMBER:

VENDOR : GUIDE POST SOLUTIONS LLC

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NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
00004	CONTRACT LINE : 00003 POOL 3 - YEAR 1 PROJECT MANAGER COMMODITY CODE: 958-39-086405 [FINANCIAL MANAGEMENT SERVICES]	232.000	HOUR	285.00	\$ 66120.00
00005	ITEM DESCRIPTION: CONTRACT LINE : 00004 POOL 3 - YEAR 1 SUBJECT MATTER EXPERT COMMODITY CODE: 958-39-086406 [FINANCIAL MANAGEMENT SERVICES]	34.000	HOUR	165.00	\$ 5610.00
00006	ITEM DESCRIPTION: CONTRACT LINE : 00005 POOL 3 - YEAR 1 SUPERVISORY/SENIOR CONSULTANT COMMODITY CODE: 962-58-085842 [PROFESSIONAL SERVICES (NOT OTHERWISE...)]	3000.000	EACH	1.00	\$ 3000.00
	ITEM DESCRIPTION: CONTRACT LINE : 00074 MONITORING POOLS PASS THROUGH LINE FOR TRAVEL AND REIMBURSEMENT COSTS CATALOG NUMBER: GUIDEPOST CATALOG PRICE : \$ 1.00000				

TASK ORDER #: BELMAR 3-1A-G
CONTRACT # T-2939
SUPERSTORM SANDY INTEGRITY MONITORING/ANTI-FRAUD
BOROUGH OF BELMAR – BOARDWALK RECONSTRUCTION
STATE OF NEW JERSEY
EQ2013-007-P3

February 21, 2014

Authorizing Contract:

This Task Order is governed by the terms and conditions set forth in the contract (T2939) and associated Method of Operation, between the State of New Jersey and Guidepost Solutions LLC.

Task Order Name: State of New Jersey Super Storm Sandy Integrity Oversight Monitoring/Anti-Fraud, The Borough of Belmar –Boardwalk Reconstruction, Tasks A-G, Review and Assess Borough of Belmar’s Financial and Administrative Functions and Review and Evaluate the Construction Deliverables for Applicable Contract.

1.0 Description of Task:

As the integrity oversight monitor Guidepost Solutions LLC will attend a kick off meeting with the Department of Treasury, review and assess Borough of Belmar’s financial and administrative functions for applicable contract, review and evaluate the construction deliverables for this contract, assess for compliance, and provide ongoing quality assurance / quality control reviews.

2.0 Task Activities and Work Plan:

Guidepost Solutions LLC will review and assess the existing contract that the Borough of Belmar has for the repair and rebuilding of their boardwalk to ensure compliance with federal, state and local laws, regulations, and ordinances. Also they will ensure that financial and administrative functions adhere to all grant/assistance program guidelines, procurement rules and reporting requirements. Upon a finding of a likely criminal violation or lesser degree of any malfeasance, inefficiency, waste, fraud, abuse or mismanagement of funds, report finding to the State Attorney General and State Comptroller immediately consistent with the requirements of the Act, and provide a copy to the State Contract Manager. Guidepost Solutions LLC will also review and evaluate the construction deliverables for this contract along with providing ongoing quality assurance/quality control reviews.

3.0 Key Deliverables and Approximate Timelines:

Guidepost Solutions LLC will begin providing these services immediately. The review and evaluation of the Borough’s financial and administrative functions is required to be completed within 40 business days of contract award. The review and evaluation of the Construction deliverables is also required to be completed within 40 business days of the contract award. The remaining tasks are on-going and may have completions dates assigned in the future.

Guidepost Solutions LLC will provide monthly status reports to the Borough, copying the State Contract Manager. Guidepost Solutions LLC will also provide quarterly reports as required by the Integrity Monitoring Act.

Contract Job Title	Hours	Hourly Rate	Total
Partner/Principal/Director	20	\$325.00	\$ 6,500
Program Manager	24	\$195.00	\$ 4,680
Subject Matter Expert	232	\$285.00	\$66,120
Project Managers	76	\$250.00	\$19,000
Supervisor/Senior Consultant	34	\$165.00	\$ 5,610
Travel			\$ 3,000

4.0 Costs and Cost Estimate:

You are hereby authorized a maximum of \$104,910 for this Task Order. Guidepost Solutions LLC is authorized to arrange the travel and other allowable expenses for the employees as necessary according to the terms of the contract with the State of New Jersey. Expenses involved with performance under this Task Order or in the production of materials needed for the project shall be authorized as part of the Task Order. The above cost is an estimate, and all charges will be based on actual costs and reflected in monthly invoice statements. Guidepost Solutions LLC will request authorization from the State Contract Manager before incurring any costs exceeding the maximum cost reflected above.

As agreed upon in the contract and associated Method of Operation, Guidepost Solutions LLC agrees to adhere to the Travel and Expense polices outlined therein.

Agreed to By:



David Ridolfino, State of NJ

(Date)

2/27/14



Joseph Jaffe, Guidepost Solutions LLC

(Date)

20 February 2014

Task Order # Belmar 3-1A-G