

Volume 1: Technical Proposal GSA# GS-10F-0249N

**PROGRAM AND PROCESS MANAGEMENT AUDITING, FINANCIAL
AUDITING AND GRANT MANAGEMENT, AND INTEGRITY
MONITORING/ANTI-FRAUD SERVICES FOR DISASTER RECOVERY
ASSISTANCE
(HURRICANE SANDY)**



Presented by:

T&T Consulting Services, Inc.

April 8, 2013

Department of the Treasury
Division of Purchase and Property
Procurement Bureau
P.O. Box 230
Trenton, NJ 08625-0230

Thank you for the invitation to submit our proposal to provide professional services related to the *“Program and Process Management Auditing, Financial Auditing and Grant Management, and Integrity Monitoring/Anti-Fraud Services for Disaster Recovery Assistance”* engagement.

When choosing an engagement partner, technical expertise, quality of the final product and experience working with similar organizations are important factors to consider. This proposal focuses on how our unique resource capabilities address these concerns as they relate to this engagement.

After a thorough review of the requirements for this engagement we feel that T&T Consulting Services, Inc. will meet and surpass the expectations listed above. For purposes of this purpose engagement, the prime contractor (T&T Consulting Service, Inc.) and subcontractor (AGTA Group CPA, LLP) will be referred to as the “team”.

The synergetic collaboration between the firms presents a formidable, dynamic and unique blend of expertise that is based on past performance, certifications and high-level client service. The attributes above ensures that the engagement will be managed in a professional, diligent and efficient manner.

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T&T Consulting Services, Inc.

T&T Consulting Services, Inc. (T&T) was incorporated March 1996 in the State of Georgia and has other office locations in Washington, DC. In 2002, T&T became an 8(a) certified, small disadvantaged business, woman-owned and managed business management consulting firm and remain an 8(a) certified firm via T&T's GSA Schedule MOBIS Contract.

T&T has the expertise of meeting designers, development and facilitation support professionals with the qualifications to and the prerequisites to effect change for complex organizations and fully support the requirement for, the "Program and Process Management Auditing, Financial Auditing and Grant Management, and Integrity Monitoring/Anti-Fraud Services for Disaster Recovery Assistance" project requirement.

T&T recently provided similar services to the National Pollution Funds Center, United State Coast Guard for Consultation, Meeting Support, Logistics, Design, Facilitation, Survey and Training Services. We are capable of and committed to supporting the State of New Jersey all the way from start to completion and sustain the progress through our proven, successful programs, which include:

- Assessing, validating and quantifying needs and requirements
- Identifying practicable, cost-effective and affordable solutions
- Developing turn-key plans for implementing those solutions
- Managing plan implementation and associated change
- Tracking and measuring progress to maintain momentum
- Ensuring that desired outcomes are being achieved in a timely manner
- Promoting cost-consciousness and cost-effectiveness
- Producing demonstrably beneficial, value-added outcomes

Our performance on current contracts, to include international projects, serves to demonstrate our capabilities and commitment. We have developed a professional network of distinguished former senior military officers and facilitators, documentation and technical writing professionals and whom T&T has provided professional services which include such US Government Organizations as the National Pollutions Funds Center, United States Coast Guard, Office of Boarder Patrol, Department of Homeland Security, Department of Labor, Pension Bureau Guaranty Corporation, the Center for Disease Control and Prevention, Department of Defense, Department of Transportation – Federal Motor Carrier Safety Administration (FMCSA), Federal Labor Relations Authority (FLRA), Department of Veteran Affairs and the Department of Energy, as well as, similar domestic and international complimentary agencies.

We combine the expertise of recognized civilian meeting design, development and facilitation support professionals with the companies' experience in effecting change in large, complex organizations to identify and address problems and to develop successful change strategies.

Industry Experience

- Government
- Healthcare
- Technology
- Telecommunications

AGTA GROUP CPA, LLP

AGTA Group CPA, LLP (AGTA Group) has the depth and expertise to provide complete support to the engagement in pool 2. We are a firm with deep expertise in a broad range of services, which enables us to consistently fulfill the needs of a variety of organizations in a variety of industries, including states and local governments.

Our partners have serviced a variety of clients, consisting of non-profit organizations, CIRAs/HOAs, federal, state, and local government agencies, small to mid-sized businesses and individuals. We provide an extensive array of services including auditing, accounting, tax, business valuation and management consulting services. We maintain a strong conviction to independence in providing these services. AGTA Group is committed to providing quality and judicious services to all of our clients. Additionally, our partners, management and staff have expertise in a blend of business disciplines, including general, financial, I/T and grant management. This enables us to respond constructively, creatively, and realistically to all of client needs.

Our partners, management and staff have experience in both public, government and private accounting industries. Members of our firm are licensed CPAs, CVAs, MBAs, PMP and are members of the AICPA (American Institute of Certified Public Accountants) and NACVA.

FIRM CERTIFICATIONS

- ❖ Licensed Certified Public Accountants in Virginia, New Hampshire, Maryland and the District of Columbia
- ❖ Licensed Certified Valuation Analysts (CVA)
- ❖ Project Management Professional (PMP)
- ❖ Virginia SWaM Certified
- ❖ Maryland Minority Business Enterprise (MBE)
- ❖ Maryland Certified Small-Business Enterprise (SBE)

FIRM MEMBERSHIPS

- ❖ American Institute of Certified Public Accountants (AICPA)
- ❖ Virginia Society of Certified Public Accountants (VSCPA)
- ❖ National Association of Certified Valuators and Analysts (NACVA)
- ❖ Loudoun Chamber of Commerce
- ❖ Center for Nonprofit Advancement
- ❖ The Nonprofit Roundtable of Greater Washington

ENGAGEMENT SCOPE AND EXECUTION

The team will approach this engagement with a value-added objective. This philosophy is of particular benefit to this engagement as it requires diverse capabilities to not only fulfill the requirements but to exceed expectations. We will utilize the in-depth insight gained during the engagement to enable our staff to identify opportunities to enhance program and process management, financial auditing and grant management and integrity monitoring and anti-fraud as required by the engagement.

POOL 2 – FINANCIAL AUDITING AND GRANT MANAGEMENT

Financial Audit Approach

AGTA Group has extensive experience in conducting financial and compliance audits pursuant to Yellow Book standards, including Single Audits and Program Specific audits prescribed by OMB Circular A-133. Our staff is trained in Yellow Book requirements and has met the Continuing Professional Education of the Government Auditing Standards.

A single audit has two main objectives: (a) an audit of the entity's financial statements and the reporting on the schedule of expenditures of federal awards in relation to those financial statements and (b) a compliance audit of federal awards expended during the fiscal year.

The financial statement audit required by Circular A-133 is performed in accordance with the standards applicable to financial audits contained in Government Auditing Standards and GAAS, and it results in the auditor reporting on the entity's financial statements and on the scope of the auditor's testing of compliance and internal control over financial reporting and presents the results of those tests. Under Circular A-133, the auditor has additional testing and reporting responsibilities for compliance, as well as internal control over compliance, beyond a financial statement audit performed in accordance with Government Auditing Standards and GAAS.

A program-specific audit is an audit of an individual federal program (rather than a single audit of an entity's financial statements and federal programs). Circular A-133 states that when an auditee expends federal awards under only one federal program (excluding research and development) and the federal program's laws, regulations, or grant agreements do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit performed in accordance with section 235 of the circular.

As a firm that specializes in government accounting and auditing, AGTA Group clearly understands the single and program specific audit requirements of A-133. Since its inception, AGTA Group has specialized in the performance of A-133 and similar financial and compliance audits.

Our audit approach is designed to provide the necessary steps that enable us to:

- Perform an audit of the financial statements for the federal/state funded program in accordance with Government Auditing Standards
- Obtain an understanding of the internal control over compliance and perform tests of the internal control over compliance for the federal/state funded program

- Perform procedures to determine whether the auditee has complied with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on the federal/state funded program

Our Audit Process

❖ Phase One – Planning

This step is when our audit team develops an overall strategy for performing the audit. During planning, we establish an understanding with the client as to the nature of the services to be performed and each party's responsibilities. During this stage we will establish an overall audit strategy, an audit plan and an audit program. We continuously plan throughout the audit as we accumulate sufficient appropriate audit evidence to support the audit opinion.

❖ Phase Two – Obtain an Understanding of Internal Controls

We attempt to obtain a sufficient background to assess the risk of material misstatement of the financial statements in order to design the nature, timing and extent of further audit procedures required. We use risk assessment procedures that include inquiries of management and others within the entity, analytical procedures, observation and inspection, and other procedures as required.

Obtaining an understanding of the nature of internal control is an essential part of our understanding, as it allows us to identify areas that may be misstated and to design other procedures based on characteristics of the existing system.

❖ Phase Three – Misstatement Assessment and Further Testing Procedures as Required

Under this phase, we use the information collected while obtaining an understanding of the client and its environment to identify classes of transactions, account balances, and disclosures that might be materially misstated.

Based on the assessed level of risks of misstatement for various transactions, account balances, and disclosures, we will then design and perform further audit procedures; control testing and/or substantive procedures.

❖ Phase Four – Testing of Controls

We will undertake testing of controls to determine whether key controls are properly designed and operating effectively. This allows us to reduce the level of risk for material misstatements for various transactions, account balances and disclosures.

❖ Phase Five – Performing Substantive Procedures

We will use Substantive procedures/tests to “substantiate” account balances. This testing provides us with evidence as to whether actual account balances are proper and correct. We will use two forms of substantive testing – Analytical Procedures or Detailed Testing.

We use analytical procedures to obtain evidential matter about particular assertions related to account balances or classes of transactions. We gather evidence about relationships among various accounting and

non-accounting data such as industry and economic information. When unexpected changes occur in these relationships, we obtain an explanation or require additional analysis.

We use testing of details of account balances, transactions and disclosures to detect misstatements in the financial statements. The details supporting financial statement accounts are tested to obtain assurance that material misstatements do not exist.

❖ **Phase Six – Compliance Testing**

We will determine the entity complied with laws, regulations, and the provisions of contracts or grant agreements pertaining to federal awards that may have a direct and material effect on each major program.

❖ **Phase Seven – Completing the Audit**

We perform a number of procedures near the end of the audit. Analytical procedures are performed to assist us in assessing conclusions reached and for evaluating overall financial statement presentation. We finalize financial statement disclosures and determine the appropriate audit report.

❖ **Phase Eight – Draft and Final Audit Report**

After all due diligence is applied and previous steps are complete, we issue a draft audit report. During this time you are free to ask us questions and/or comment on the draft report. When all client inquiries are fulfilled, we issue a final audit report and deliver it.

Grant Management

The team's approach to grant management and compliance considers the following:

- ❖ **Understanding Grant Management Risk:** The team will provide the necessary resources to grantees that enable them to understand what constitutes financial and program risk as related to a grant, and what characterizes that program according to risk assessment principles.
- ❖ **Understanding the Grantor's Requirements:** The team will provide assistance to the grantee in understanding all federal requirements that pertain to the grant, including grant provisions, and taking the necessary steps to ensure that they are addressed.
- ❖ **Sub-grants Management and Administration:** The team will support the grantee in developing a reasonable, equitable, effective and efficient process for selecting and managing sub-grants.
- ❖ **Budget and Finance Management:** The team will assist the grantee in understanding financial management principles and having a comprehensive system for organizing financial statements, managing and documenting costs, and ensuring internal controls.
- ❖ **Systems Management Implementation:** The team will support the grantee in developing best practices and an organizational structure for managing grants that produces results, ensures coordination and productivity, and builds accountability.

- ❖ **Documentation Retention Policy and Recordkeeping:** The team will assist the grantee in understanding the requirements for documentation policy and recordkeeping as prescribed by the grantor.
- ❖ **Addressing Weaknesses:** The team will provide the grantee the necessary tools to identify and address prior programmatic and financial weaknesses and suggest corrective steps as needed.

a) Plan, implement, administer, coordinate, monitor and evaluate the specific activities of assigned financial and administrative functions. Develop and modify policies/procedures/systems in accordance with organizational needs and objectives, well as applicable government regulations;

Our team will obtain an understanding of the financial and administrative functions to which we are selected to service, developing requirements thereby enabling us to properly plan the assigned function. Based on the plan, our team will ensure a streamlined implementation process that is well managed and coordinated. The team will periodically test and verify the developed process is being properly adhered to. In cases where a deviation occurs or a necessary process modification is required, the team will develop the necessary corrective plan of action and ensure implementation.

b) Provide technical knowledge and expertise to assist in the integration of the Electronic Grants management program into the State finance and accounting system;

The team will gain understanding of the requirements, identify the personnel and leadership within the team with the necessary technical knowledge and expertise to assist in the integration of the Electronic Grants Management program in the State finance and accounting system.

c) Review and make recommendations to streamline the grant management and fiscal management processes and to ensure accountability of funds and compliance with Federal and State program regulations;

The team will review and recommend policies and procedures that optimize grant and fiscal management processes using the following approach:

- Assess whether the assigned function has identified and adhered to the necessary compliance requirements as prescribed by OMB Circular A-133:
 - Activities allowed or unallowed
 - Allowable costs/cost principles
 - Cash management
 - Davis-Bacon act
 - Eligibility
 - Equipment and real property management
 - Matching, level of effort, earmarking
 - Period of availability of federal funds
 - Procurement and suspension and debarment
 - Program income
 - Real property acquisition and relocation assistance
 - Reporting
 - Subrecipient monitoring
 - Special test and provision
 - Identify and strengthen areas in which the assigned function does not have strong grant management processes

d) Provide tools to be used by Using Agencies for the assessment of the performance of the financial transaction processes;

The team will develop metrics, ratios, benchmarks and appropriate best practices to ensure the optimal performance of the various financial transaction processes.

e) Monitor all grant management, accounting, budget management, and other business office functions regularly; and

The team will apply the fundamental principles of grant, accounting and budget monitoring that include the following:

- Ongoing and separate evaluation – ongoing evaluation of grant, accounting and budget management will enable the team to determine whether the developed processes are being followed.
- Report deficiencies – The team will identify and evaluate deficiencies and ensure the identified deficiencies are communicated in a timely manner to those parties, so the appropriate corrective actions can be taken.

f) Provide and/or identify training for staff in the area of detection and prevention of fraud, waste and abuse; and

The team will develop, implement and test the necessary internal controls to ensure segregation of duties and responsibilities for the following:

- Transaction Authorization
- Record Keeping
- Custody of or access to assets
- Reconciliation of actual assets to the accounting records

g) Ensure compliance with all applicable Federal and State accounting and financial reporting requirements.

Our team will read the necessary documents to identify the various Federal and State accounting and financial requirements associated with the assigned functions and ensure compliance with those requirements by equipping the functions with the necessary resources.

Quality Management & Control Plan

Quality Management Plan

Our Quality Management Plan details our technical approach, organizational resources, quality assurance and management controls as they relate to a specific project. The Project Manager will provide Monthly Progress Reports to the CO and COTR on our performance and progress addressing delivery activities and accomplishments NLT 10 calendar days after the end of the preceding month. Monthly reports provide an overview of contract activities and highlight accomplishments, significant problems, personnel labor hours, and expenditures. Further the Monthly Progress Report outlines the expenditures, billings, progress, status, and any problems/issues encountered in the performance of this work. We provide appropriate professional and support personnel with the expertise needed to provide the required services in each area of the task. In addition, the Project Manager will electronically provide every other week at the close of business on Friday the CO or COTR or his/her designee a status report covering each directive worked on or pending initiation of work by each analyst. We will manage and account for all resources assigned to the contract.

Quality Control Plan

Our Quality Control Plan is a key component of our Quality Management Program, providing additional details on processes and responsibilities. We publish a Quality Control Plan that addresses employee performance, timeliness, progress, product/service quality, cost realism, management, performance measures and outcomes (acceptable quality levels). Likewise, when an observation indicates defective performance in a deliverable to the government, the Project Manager will initial the observation and return to the designated evaluator. The initialing of the observation does not necessarily constitute concurrence with the observation. It acknowledges that the contractor has been made aware of the non-compliance and will be taking corrective and/or preventive action immediately. In an effort to identify and prevent defects in the quality of service we will submit initial draft documents for agency review and comments and follow with the final draft. Records shall be kept in an effort to document inspections of corrective and/or preventative actions taken. All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under the task order. The contracted employee will be evaluated on each performance skill/measure using the following scale:

- ❖ EXCEPTIONAL (5) = No problems or delays in achieving contract requirements.
- ❖ VERY GOOD (4) = Does not impact achievement of contract requirements.
- ❖ SAT (3) = Requires minor agency resources to ensure achievement of contract requirements.
- ❖ MARGINAL (2) = Requires major agency resources to ensure achievement of contract requirements.
- ❖ UNSATISFACTORY (1) = Achievement of contract requirements is compromised.
- ❖ In addition, Quality Control steps will be built into the process in parallel with the project.

YOUR SUPPORT TEAM

To ensure the highest level of service and attention for this engagement, our partners will closely supervise all engagements and maintain principal responsibility for the performance of the engagement team.

A brief summary of the experience of the senior members of the team includes:

THERESA M. ANDERSON | Theresa is the Founder, CEO and President of T&T Consulting Services, Inc. Technically sophisticated, competent, and seasoned professional complemented with broad-based experience in information technology and project management. Show remarkable ability in implementing unique strategies to optimize organizational operations efficiency while continuously reducing cost. Exhibits verifiable record of success in delivering simultaneous, large-scale, and mission-critical projects within time, budget, and quality constraints. Possess stellar reputation in managing all facets of project life cycle as well as in leading and mentoring technical teams to provide innovative solutions and total customer satisfaction. Proven effectiveness to multi-task in fiercely competitive, fast-paced production environments. Excellent Project Management and Facilitation Skills.

Theresa's Core Competencies:

- Project Management and Full Lifecycle Development
- Leadership, Training, and Team Building
- SQL
- Data Analytics
- Information Technology Information Library (ITIL)
- Capacity Planning
- Cloud Computing Management
- Quality Assurance
- Continuous Process Improvement
- Healthcare Information Systems
- Requirements Gathering (Qualitative & Quantitative)
- Staff Management

See attached resume for further detail.

CLANCY AGBENYO, CPA, MBA, CVA and PMP | Serves as Partner at AGTA Group. Mr. Agbenyo is a Founding Partner of AGTA Group CPA, LLP. Mr. Agbenyo worked as an Auditor with PricewaterhouseCoopers (PwC), where he worked on variety of clients ranging from not-for profits through fortune 500 companies. Prior to working at PwC, Mr. Agbenyo was the Finance and Administrative Manager of a reputable international travel company. Mr. Agbenyo graduated with an M.B.A. (Accounting option) from the University Of Miami School Of Business and is a licensed Certified Public Accountant (CPA) in the State of Virginia. In addition to an MBA and CPA, Mr. Agbenyo holds the Professional Project Management Certification (PMP) and is also a Certified Valuation Analyst (CVA). Mr. Agbenyo is a member of the American Institute of Certified Public Accountants (AICPA) and the National Association of Certified Valuators and Analysts (NACVA).

Clancy's Core Competencies:

- Grant Management
- OMB Circular A-133 Audits
- Project Management
- Mortgage Banking
- Corporate, Partnership, Non-profit Organization Tax Returns
- Business Consulting
- Financial Statement Audits, Reviews and Compilations
- Budgeting and Forecasting
- REO Accounting
- Fraud Assessment
- Staff Management
- Leadership, Training, and Team Building

See attached resume for further detail.

SOHAIB TAYYAB, CPA, CVA and MBA | Serves as Partner at AGTA Group. Mr. Tayyab is a Founding Partner of AGTA Group CPA, LLP. Prior to forming AGTA Group CPA, LLP; Mr. Tayyab was employed for many years in the tax department at PricewaterhouseCoopers (PwC), where he worked on a variety of engagements which included tax compliance and tax consulting for individuals, partnerships and corporations. Prior to working at PwC, Mr. Tayyab worked in sales and marketing for L.A. Family Magazines and JR 286. Mr. Tayyab graduated from the University of Southern California with an undergraduate degree in marketing. Later on Mr. Tayyab graduated with an M.B.A. (Tax option) from the University Of Miami School Of Business and is a licensed Certified Public Accountant (CPA). Mr. Tayyab is also a Certified Valuation Analyst (CVA). Mr. Tayyab is a member of the American Institute of Certified Public Accountants (AICPA) and the National Association of Certified Valuators and Analysts (NACVA).

Sohaib's Core Competencies:

- Grant Management
- OMB Circular A-133 Audits
- Project Management
- Internal Controls Assessment and Implementation
- Corporate, Partnership, Non-profit Organization Tax Returns
- Business Consulting
- Financial Statement Audits, Reviews and Compilations
- Budgeting and Forecasting
- Fraud Assessment
- Tax Planning and Consulting
- Staff Management
- Leadership, Training, and Team Building

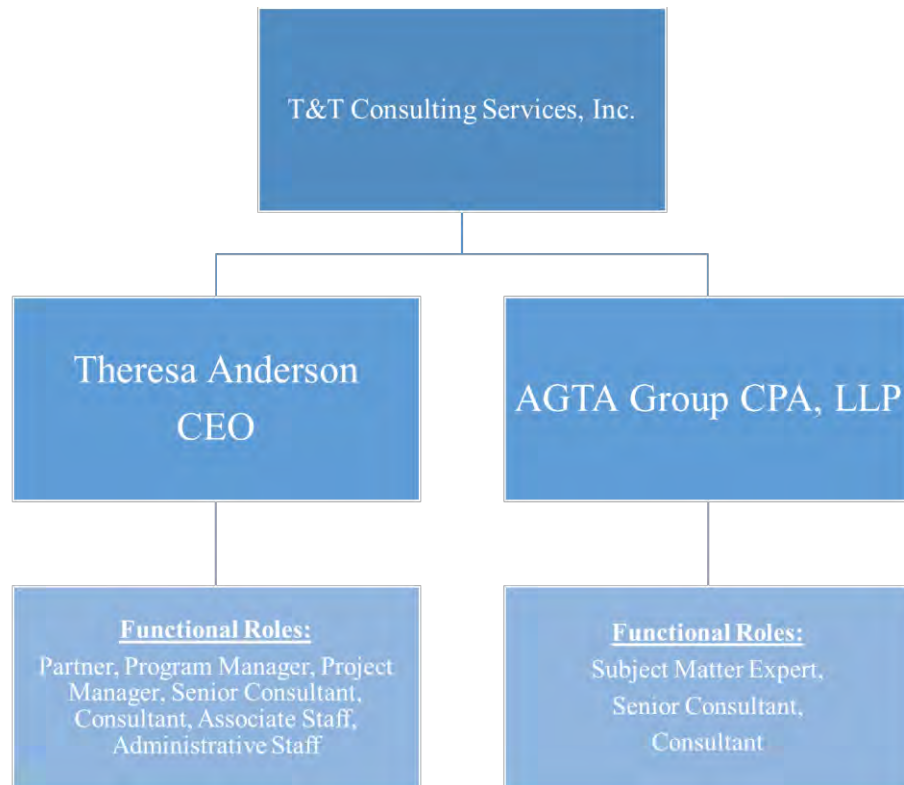
See attached resume for further detail.

PAST PERFORMANCE & REFERENCES

References	
<u>Project title</u>	Meeting Design, Development and Facilitation Services
<u>Agency Name</u>	Department of Homeland Security, National Pollutions Funds Center (NPFC), United States Coast Guard (USCG)
<u>Project Description</u>	<p>T&T provided consultation, facilitation, survey and training services to assist The Homeland Security, National Pollution Funds Center, United States Coast Guard in improving the work force stress resulting from the extremely high operation tempo required to respond to the Deepwater Horizon/Mississippi Canyon oil spill in the Gulf of Mexico in April 2010 to present.</p> <p>T&T conducted a brief assessment and then design, wrote documentation and conducted a series of interactive workshops that provided a common framework for all NPFC staff members in an effort to increase their resiliency, manage stress and interpersonal interactions, maintain optimism during a crisis and review current Strategic Plan documentation to incorporate within the Organizational Resiliency component of the existing Strategic Plan. T&T conducted a kickoff meeting with the NPFC planning team to refine objectives, plan and schedule interviews, schedule workshops, etc. T&T developed a brief structured interview guide and conducted six to eight (6-8) individual / group interviews to develop an improved understanding of the issues faced by NPFC and the dynamics among divisions and levels of staff. T&T used the information gained from the individual and group interviews to determine the best approach to segmenting the NPFC population into groups of approximately 20 people per workshop for a total of six (6) workshops. T&T met with NPFC workshop planning committee to reach agreement on a workshop segmentation strategy (i.e. executive leadership, supervisors and individual contributors or cross functional across division). T&T provided and developed the Agenda, PowerPoint Slides, Interview Guide and Interview Results, Workshop Design, Workshop Materials, Workshops (6 Total) and Summary Report. T&T conducted a debrief and follow-up session with NPFC leadership and planning committee.</p>
<u>Point of Contact</u>	George A Cognet, USCG – Resource Management Division Chief
<u>Contact Information</u>	Email: george.a.cognet@uscg.mil Telephone: (703) 872-6004
<u>Project title</u>	Program Management, Process Improvement and Auditing Services
<u>Agency Name</u>	Department of Homeland Security - Customs and Border Protection (CBP)
<u>Project Description</u>	<p>T&T CONSULTING SERVICES, INC (T&T) provided program management, process improvement and auditing services to assist the Workforce Management (WFM) Branch in the Office of Border Patrol (OBP) Mission Support Division, with updating its organizational structure to better support its clients and to increase staff efficiency. Following in part from a Congressional mandate to establish a non-uniformed operational support workforce within OBP, the WFM branch has expanded from 3 to 5 units that establish workforce management guidance for over 20,000 positions and provide direct workforce support for over 200 Headquarters employees. This expansion prompted a need to re-validate the functions performed by the WFM branch, to realign functions performed within the five (5) units and to identify knowledge and skill competencies required by staff to perform both effectively and efficiently.</p> <p>T&T provided process improvement, program management and auditing in generally accepted practices and procedures and experience in working with senior leaders, managers, supervisors and staff in developing mission statements, organization charts, training requirements and action plans. T&T delivered process and product deliverables.</p>
<u>Point of Contact</u>	Frank Duarte
<u>Contact Information</u>	Email: frank.s.duarte@dhs.gov Telephone: (520) 908-8437

<u>Project title</u>	Audits for PBGC of a "Statistically Significant" Number of Participants and Beneficiaries
<u>Agency Name</u>	Department of Labor - Pension Benefit Guaranty Corp (PBGC)
<u>Contract Status</u>	Completed Base Year & Option Year 1 - Currently performing Option Year 2
<u>Project Description</u>	<p>T&T CONSULTING SERVICES, INC (T&T) is current performing in Option Year 2 if this contract. T&T is performing audits for PBGC of a "statistically significant" number of participants and beneficiaries. T&T provide Random Sampling and Systematic Random Sampling Selection of data provided by PBGC in an effort to meet the "statistically significant" criteria set forth in ERISA. T&T also provide program management and a memo describing the methodology used to determine the plans and participants to audit.</p> <p>T&T provides a spreadsheet which captures data variables in the sampling selection process. T&T prepares the Annual Audit Report that describes the audits, the annualized findings, and analysis of the detailed findings. The Compliance and Audits Branch (CAB) of Standard Termination Compliance Division (STCD) manages the statistical audit program. The objective of CAB's statistical and compliance audit programs are to ensure that participants and beneficiaries receive all benefits due them under the plan and benefit determinations and plan procedures comply with applicable laws and regulations governing plans covered under Title IV of ERISA.</p>
<u>Point of Contact</u>	Edwin Little
<u>Contact Information</u>	<p>Email: little.edwin@pbgc.gov</p> <p>Telephone: (202) 326-4160</p>

ORGANIZATIONAL CHART



SUPPLEMENTARY INFORMATION

1. Volume 2 – Price Proposal
2. Key Personnel Resumes
3. Financial Capacity Statement
4. Additional Requirements
 - a. Ownership Disclosure Form
 - b. Disclosure of Investigations and Other Actions Involving Bidder Form
 - c. Disclosure of Investment Activities in Iran
 - d. Certification of MacBride Principles and Northern Ireland Act of 1989
 - e. Subcontractor Utilization Form
 - f. Affirmative Action Employee Information Report or, in the alternative, supply either a New Jersey Affirmative Action Certificate or appropriate evidence that the bidder is operating under an existing federally approved or sanctioned affirmative action program (Letter of Federal Approval Program)
 - g. New Jersey's Standard Terms and Conditions –Bidders must initial and date this form
 - h. Source Disclosure Certification Form
 - i. Two-Year Chapter 51/EO 117 Vendor Certification and Disclosure of Political Contributions
 - j. Federal Vendor Letter for this RFQ and the Cooperative Purchasing Form

COOPERATIVE PURCHASING FORM

DEPARTMENT OF THE TREASURY PROCUREMENT BUREAU STATE OF NEW JERSEY 33 WEST STATE STREET PO BOX 230 TRENTON, NJ 08625-0230	SOLICITATION NUMBER <u>RFQ 7688923</u> BIDDERS NAME <u>T&T Consulting Services, Inc</u> BIDDERS FIRM: [REDACTED]
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IMPORTANT NOTICE

BIDDERS ARE ADVISED TO REVIEW THE ATTACHED REQUEST FOR PROPOSAL (RFP) AND ANSWER THE CONTRACT EXTENSION QUESTION LISTED BELOW.

AGREEMENT TO EXTEND STATE CONTRACT TERMS TO QUASI-STATE AGENCIES, COUNTIES, MUNICIPALITIES, SCHOOL DISTRICTS, COUNTY COLLEGES AND STATE COLLEGES

THE QUESTION BELOW ELICITS THE BIDDER'S ADVANCE AGREEMENT TO OR REJECTION OF THE USE OF THIS STATE CONTRACT BY THE FOLLOWING ENTITIES:

N.J.S.A. 52:27B-56.1 PERMITS THE PARTICIPATION OF QUASI-STATE AGENCIES IN STATE CONTRACTS.

N.J.S.A. 52:25-16.1 ALLOWS THE DIRECTOR TO EXTEND IN ADVANCE THE LOCAL USE OF STATE CONTRACTS BY INCLUDING A PROVISION FOR SUCH PURCHASES IN THE STATE CONTRACT.

N.J. S.A. 52:25-16.2 PERMITS VOLUNTEER FIRE DEPARTMENTS, VOLUNTEER FIRST AID SQUADS AND RESCUE SQUADS TO PARTICIPATE IN STATE CONTRACTS.

N.J.S.A. 52:25-16.5 PERMITS INDEPENDENT INSTITUTIONS OF HIGHER EDUCATION TO PARTICIPATE IN STATE CONTRACTS.

N.J.S.A. 18A:64A-25.9 PERMITS ANY COLLEGE TO PARTICIPATE IN STATE CONTRACTS.

N.J.S.A. 18A:64-60 PERMITS ANY STATE COLLEGE TO PARTICIPATE IN STATE CONTRACTS.

N.J.S.A. 40:11-12 AND N.J.S.A. 18A:18A-10 TO ALLOW COUNTIES, MUNICIPALITIES AND SCHOOL DISTRICTS TO USE SUCH STATE CONTRACTS AND TO DEAL "DIRECTLY" WITH STATE CONTRACT VENDORS INSTEAD OF BIDDING THE ITEMS.

THE SAME PRICE MUST BE ESTABLISHED FOR THE STATE AND FOR LOCAL GOVERNMENTS; OTHER TERMS AND CONDITIONS ALSO MUST BE THE SAME UNLESS A PARTICULAR TERM OR CONDITION IS SPECIFICALLY IDENTIFIED OTHERWISE IN THE RFP BY THE STATE.

A BIDDER'S WILLINGNESS OR UNWILLINGNESS TO EXTEND WILL "NOT" BE A FACTOR IN DETERMINING THE STATE AWARD. THE DIRECTOR WILL "NOT" AWARD A SEPARATE CONTRACT FOR LOCAL USE. THE VENDOR MUST AFFIRMATIVELY INDICATE ITS CONSENT TO SUCH EXTENSION IN ACCORDANCE WITH THE PROVISIONS OF THE RFP, AT THE TIME OF CONTRACT AWARD, OR AT ANY TIME DURING THE PERIOD OF PERFORMANCE OF THE CONTRACT.

DO YOU AGREE TO EXTEND ANY STATE CONTRACTS AWARDED AS A RESULT OF THIS RFP TO THE AFOREMENTIONED ENTITIES AT THE SAME PRICE AND COMMON TERMS AND CONDITIONS?

YES ☒ NO ☐

IF THE BIDDER DOES NOT CHECK "YES" OR "NO" TO THE ABOVE QUESTION, THE ANSWER WILL BE CONSIDERED AS "NO".

NOTE: NO CONTRACT WILL BE EXTENDED TO THESE ENTITIES UNLESS THE DIRECTOR OF THE DIVISION OF PURCHASE AND PROPERTY SPECIFICALLY PROVIDES FOR THE EXTENSION AT THE TIME OF THE AWARD, OR AT ANY TIME DURING THE PERIOD OF PERFORMANCE OF THE CONTRACT.

Key Personnel Resumes

TERESA M. ANDERSON

PROFILE

Technically sophisticated, competent, and seasoned professional complemented with broad-based experience in information technology and project management. Show remarkable ability in implementing unique strategies to optimize organizational operations efficiency while continuously reducing cost. Exhibits verifiable record of success in delivering simultaneous, large-scale, and mission-critical projects within time, budget, and quality constraints. Possess stellar reputation in managing all facets of project life cycle as well as in leading and mentoring technical teams to provide innovative solutions and total customer satisfaction. Proven effectiveness to multi-task in fiercely competitive, fast-paced production environments. Excellent Project Management and Facilitation Skills.

CORE COMPETENCIES

- *Project Management and Full Lifecycle Development*
- *Leadership, Training, and Team Building*
- *SQL*
- *Data Analytics*
- *Information Technology Information Library (ITIL)*
- *Capacity Planning*
- *Cloud Computing Management*
- *Quality Assurance*
- *Continuous Process Improvement*
- *Healthcare Information Systems*
- *Requirements Gathering (Qualitative & Quantitative)*
- *Staff Management*

PROFESSIONAL EXPERIENCE

PENSION BENEFIT GUARANTY CORPORATION (CLIENT OF T&T CONSULTING SERVICES, INC) ▪ ATLANTA, GA

PROJECT MANAGER/PROGRAM MANAGER

AUG 2010-PRESENT

- Conducts Project Management functions which include creating, communications log, monthly progress reports, risk management matrix, issues/tasks logs, assumptions & constraints list, and milestones/deliverables.
- Gathering, reviewing, organizing, and ensure usability of data and data integrity.
- Manage and Collaborate with Data Analytic Team and Information Technology (IT) users to facilitate the importing and exporting of data and developing quality usable Annual Audit Report(s).
- Manage and transforming the existing infrastructure for the Cloud and Big Data
- Performs project management responsibilities through delivering business requirements, data requirements and managing project budgets and timelines.
- Client facing consulting engagements

Notable Contributions:

- ✓ Successfully accomplished the development of a methodology for client's annual report to be generated annually based on data gathered, data integrity and data analytics of raw data and creating SQL reports to incorporate usable data into the client's annual report.

NATIONAL POLLUTION FUNDS CENTER (USCG) (CLIENT OF T&T CONSULTING SERVICES, INC) ▪ ARLINGTON, VA / ATLANTA, GA

PROJECT MANAGER / FACILITATOR

JUL 2011-JAN 2012

- Served with the Director of the National Pollution Funds Center as well as delegated key management to gather requirements and redefine objectives of projects that required support. Client facing – onsite consulting engagement. Interacted with top executives
- Managing multiple projects, assigning and managing work activities
- Functioned as coordinator and facilitator for scheduling staff interviews to collect and gather qualitative data and develop reports for management in planning a series of training and facilitation sessions.
- Acted as primary liaison with other agency personnel managers and leadership and personnel to facilitate proactive refinement of data, development, and delivery of quality report capacity to support project development and implementation efforts.
- Led the project planning through consulting with staff and constituencies to efficiently develop project scope and framework as well as facilitating and consolidating functional commitment/support for projects.
- Accurately prepared and reviewed data collected against statement of work or task summaries.
- Consulted and coordinated with agency key staff involved in setting clear project goals and plans, and developing common ground and understanding roles, responsibilities, work required, schedules, and factors for success.

THERESA M. ANDERSON

- Ensured proper scheduling, assignment, and coordination of resources to accomplish assigned projects and tasks, which included coordinating, researching, data collection, drafting, and expediting paperwork in support of acquisition of required resources, development of reports in SQL for management, including manpower, computer resources, and facilities needed for program/project implementation.
- Handled the preparation of cost estimates and budget input. Spearheaded multiple projects and provided oversight to project performance, including cost, schedule, deliverables, and contractual compliance.
- Provided assistance to project kick-off meetings to refine objectives and scope of projects and major tasks; supported the identification and evaluation of related software products.
- Developed, coordinated, supported, and/or conducted training as well as oversaw and reported project development.
- Established and maintained monthly project status report and executed status meetings, performance reviews, and other meetings as necessary to support project communications.

DEPT OF DEFENSE LOGISTICS AGENCY(CLIENT OF T&T CONSULTING SERVICES,INC) ▪ ATLANTA, GA

PROJECT MANAGER

JUL 2009-JUL 2011

- Worked effectively as project manager and served as primary customer contact within the client project engagement for the organization.
- Demonstrated leadership in managing other business analyst and review of data integrity prior to performing SQL reports for management and technical staff for on time deliverables and within budget.
- Conducted various tasks, including but not limited to project management for matrix management of projects and coordination of weekly status and issues meetings for all business stakeholders.
- Developed final reports for management review based on research and data collection.

OFFICE OF BORDER PATROL (DEPT OF HOMELAND SECURITY) (CLIENT OF T&T CONSULTING SERVICES, INC) ▪ WASHINGTON, DC / ATLANTA, GA

PROJECT MANAGER

JUL 2008-JUL 2009

- Project Manager at every level of the project engagement.
- Performed baseline timeline assessments for overall project. Gathered and analyzed all collected data for processing final report.

EARLIER CAREERS

GOVERNMENT SECTOR (CONSULTING ENGAGEMENTS)

Project Manager, Federal Labor Relations Authority, Washington, DC (2009 - 2009)
Project Manager, Office of the Comptroller, Administration of National Banks, Washington, DC (2008 -2009)
Project Manager, Federal Motor Carrier Safety Administration, Washintong, DC / Atlanta, GA (2006 - 2007)
Project Manager, Department of Energy, Buffalo, NY / Atlanta, GA (2006 - 2007)
Project Manager, Department of Veteran Affairs, Washington, DC (2005 - 2006)
Project Manager, Department of Defense, Washington, DC (2004 - 2005)
Project Manager, CDC, Atlanta, GA (2002 - 2004)

PRIVATE SECTOR (CONSULTING ENGAGEMENTS)

Project Manager, The Hartford Group, Atlanta, GA (2000 - 2001)
Sr. Project Mgr/Test Analyst, AT&T, Atlanta, GA (1996 - 1997)
Senior Programmer Analyst, IBM, Atlanta, GA (1994 - 1995)

EDUCATION

Bachelor of Business Administration in Strategic Management, University of North Texas ▪ Denton, TX, Dec 1990

INDUSTRY EXPERIENCE

Government
Healthcare
Technology
Telecommunications

TECHNICAL SKILLS

Microsoft Business Suite | Microsoft Live Meeting | Microsoft Sharepoint | Microsoft SQL Query Analyzer
Social Media | AS/400 | Oracle

CLANCY AGBENYO, MBA, CPA, PMP, CVA

EXPERIENCE

AGTA Group CPA, LLP

October 2011 – Present

Partner

- Audit Lead on various engagements
- Tax Return Preparation and Consulting
- Business Consulting
- Financial Statement Audit, Review and Compilation for clients in various industries
- Business Valuations

Fannie Mae

September 2009 – October 2011

Single & Multi Family Operations

Senior Accountant

- Responsible for the Mortgage Loans and Credit Statistics sections of the SEC 10Q/10K filings.
- Participated heavily in Hyperion automation, Clarity 10Q/K software implementation, and FIN46 consolidation projects.
- Led a team to create a subledger to implement a new joint venture initiative to pool properties and sell to prospective investors
- Responsible for the Monthly Summary. The monthly summary is published monthly on the company's website for investor use.
- Prepared the Statistical Purchases Report for the prior year. This report summarizes all the loans and securities purchases made in the year, and serve as the basis for preparing the Annual report to the United States Congress.
- Responsible for analyzing monthly financial statement results provided by the work streams for reasonableness, by reviewing past trends and changing conditions and analyzing results against monthly forecasts. Variances and explanations are documented and presented to senior management in a monthly meeting.
- Designed and prepared the SF Ops monthly Flash Report used in management decision making

PricewaterhouseCoopers, Washington DC Metro

July 2007 to August 2009

Assurance and Business Advisory Services

Experienced Associate

- Audited accounting records of various organizations to ensure proper recording of transactions and compliance with applicable laws, agreements and policies.
- Assessed, tested and evaluated results of key internal controls of various businesses, and worked with management of these organizations to improve their business processes using Best Global Business Practices.
- Part of teams that conducted audit procedures for public (Fortune 500 companies), private and not-for-profit entities in various industries, and documented findings as part of overall audit opinion on Financial Statements and Internal Controls.
- Performed audits in accordance with Circular A-133 over compliance for major government programs.
- Supervised and reviewed the work of new hires on various engagements.

University of Miami School of Business, Coral Gables, FL

August 2005 - May 2007

Graduate Assistant - Department of Management

- Provided academic and research support for two professors.

REJIS CLAYBERN Group, LLC, Leesburg, Virginia
A Project Management Consulting Firm
Finance Manager

September 2002 - June 2005

- Managed accounting and finance functions together with three staff members in the areas of Project Accounting, General Ledger, Accounts Receivables and Fixed Assets.
- In charge of corporate budget preparation and variance analysis.
- Reviewed the monthly project expenditures of Project Managers.
- Conducted analyses of financial management processes and operations and identified opportunities for improved performance and efficiency.
- In charge of financial forecast, updated forecast when assumptions changed to ensure the realization of company's strategic objectives.
- Supervised staff's generation of auditable financial statements.

Project/ Finance Analyst

- Assisted businesses in evaluating economic viability of capital projects and investment prioritization using ROI, IRR, NPV techniques.
- Part of a team that prepared a business case, budget and various cost estimates for an \$88Million office facility.

Jon Williams Consult, Accra Ghana

Consultant Analyst

October 2000 to June 2002

- Team member that provided business solutions to improve processes for clients in the areas of supply chain, operations, customer relationship management, finance and employee transformation.

ACHIEVEMENTS AND AWARDS

- Selected as one of 25 new hires nationally to attend the 3rd PwC Annual Leadership Skills Development Program. Selection was based on demonstration of Leadership, Teamwork, Excellence and potential for success at PricewaterhouseCoopers, LLP.
- Awarded for completing the CPA Exam within the first year of employment.
- University of Miami MBA Merit Scholarship based on GMAT scores.

EDUCATION AND CERTIFICATIONS

American Institute of Certified Public Accountants
Certified Public Accountant (**CPA**), State of Virginia & District of Columbia

January 2008

University of Miami School of Business, Coral Gables, FL
Master of Business Administration (**MBA**), Accounting/Finance

May 2007

University of Cape Coast, Cape Coast, Ghana
Bachelor of Science (**BSC**) Accounting/Tourism Management

August 2000

SEC Reporting Skills Workshop, Washington DC

May 2010

Project Management Professional (**PMP**)

April 2010

Certified Valuation Analyst (**CVA**)

September 2011

SKILLS

SAP Business Objects XI (BOXI), Hyperion, Essbase, Clarity, SAP R/3 Applications, PeopleSoft Financial, Microsoft Office Suite, Factiva, SDC VentureXpert, Oracle Procure to Pay, Lotus Notes, PPC, ATX and Microsoft Outlook.

SOHAIB TAYYAB, CPA, CVA, MBA

EDUCATION

May 2007 **UNIVERSITY OF MIAMI** Coral Gables, FL
Master of Business Administration

Licensed CPA in the State(s) of New Hampshire, Virginia and Maryland.

December 2003 **UNIVERSITY OF SOUTHERN CALIFORNIA** Los Angeles, CA
Bachelor of Business Administration, Marketing

EXPERIENCE

June 2010 to Present **AGTA GROUP CPA, LLP** Ashburn, VA
CPA/Accounting Firm

Founding Partner

Client Services

- Tax Return Preparation and Consulting (Corporate, Flow-through entities and Individuals)
- Financial Statement Audits, Reviews and Compilations
- Business Valuations Services
- Agreed Upon Procedures Engagements
- Accounting and Bookkeeping Services
- Business Consulting

Office Management

- Running daily operations
- Company Marketing
- Client Liaison
- Leading proposal meetings for prospective clients
- Managing firm budget and financials

September 2007 to June 2010 **PRICEWATERHOUSECOOPERS** Miami, FL & McLean, VA
Public Accounting Firm

Senior Tax Associate

Industry Services Group and Financial Services Group.

- Prepared federal forms 1120, 1120S, 1120-REIT, 1065, 1040, various informational forms and state and local tax returns.
- Prepared and reviewed Income Tax Provisions (ASC 740 formerly FAS 109).
- Engaged in tax research and consulting projects.
- Involved in campus recruiting, member of PwC's diversity circle and organizing charitable events.
- Notable clients and work performed:
 - Office Depot, Inc.
 - Prepared the consolidated federal return; consolidation consisted of more than twenty entities.
 - Prepared several combined/unitary state returns.
 - Client liaison for PwC WebDMS support.
 - Florida East Coast Industries, Inc.
 - Compliance responsibilities consisted of preparing tax returns for owners' associations, JV/partnerships, TRS and REIT state estimates and extensions.
 - Consulting responsibilities consisted of REIT testing, preparation of tax provision and correspondence/responses to IRS and state tax authorities.
 - Responsible for the full engagement life cycle: client/engagement startup, WIP analysis and preparing invoices, finalizing engagements and confirming compliance with Tax Quality & Risk Management (Q&RM) standards.

-
- Innkeepers USA Trust
 - Prepared a federal partnership return that consisted of 50+ properties each having its own trial balance and prepared the corresponding state returns.
 - Created an intricate Excel workpaper that combined the trial balances for all properties.
 - Prepared a REIT tax return and corresponding state returns.
 - Worked independently in the Miami office while reporting occasionally to a PwC Senior and Manager in the Orlando office.
 - Burger King Holdings, Inc.
 - Loaned Staff - reported directly to the Burger King Tax Department specifically reported to the Senior Tax Manager.
 - Responsibilities consisted of preparing the consolidated federal return, foreign and domestic informational forms and the combined/unitary state returns.
 - Worked on the client's internal software and ONESOURCE tax application.
 - Chosen by PwC for this engagement (800+ chargeable hours) due to my experience in preparing large consolidated federal and state returns.

FAMILY MAGAZINES Encino, CA

Southern California's premier parenting resource for family-related events, entertainment and features.

January 2004 to
July 2004

Junior Publisher and Assistant to Senior Account Executive

Reported directly to the Publisher. Assisted the sales team with market analysis and advertising sales.

- Functioned as client liaison and interface to facilitate day-to-day tasks of sales team.
- Evaluated prospective advertising clients in order to generate account leads for the sales team. The report was used to identify potential clients in untapped markets which resulted in a 4% average increase in advertising sales for three consecutive months.
- Analyzed magazine content and researched market trends to develop prospect lists which were used to target specific industries for advertising potential.
- Created and maintained client and distribution databases and spreadsheets using FileMaker Pro and Microsoft Excel.

JR286 Los Angeles, CA

Multi-branded company for sports accessory products. Owns licenses for Fila and Under Armor.

September 2002 to
December 2002

Sales Intern

Reported to the Sales and Operations Manager. Learned the intricacies of business to business sales and performing business to business sales.

- Successfully executed sales to new retailers by providing media kits and company swag, then following up with targeted businesses via telephone.
- Conducted and engaged in cold calls with potential clients. The calls generated substantial leads and sales making it possible to meet the monthly quota of ten new accounts.
- Assembled extensive multi-region client database using Microsoft Excel and Access.
- Prepared industry analysis portfolio used by management personnel.

SKILLS

Fluent in Urdu and Hindi.

Knowledge of Adobe Photoshop, Gosystem, CEEDs, Onesource, QuickBooks, ATX, PPC, Caseware and Superforms.

ACTIVITIES

MBA Investment Club. Tutored and mentored inner city youths in Los Angeles.

Financial Capacity Statement

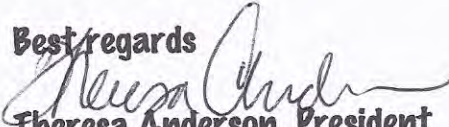
April 7, 2013
T&T CONSULTING SERVICES, INC.
2206 EVERLEIGH DRIVE
MARIETTA, GA 30064-2652

RE: Letter of Financial Capacity

On behalf of T&T CONSULTING SERVICES, INC., I, THERESA ANDERSON, President of T&T CONSULTING SERVICES financial capacity to perform on the stated contract for the State of New Jersey.

If a request is made to provide financials statements upon award, T&T CONSULTING SERVICES, INC shall comply.

Best regards


Theresa Anderson, President
T&T CONSULTING SERVICES, INC.

Additional Requirements

State of New Jersey
Division of Purchase & Property

Subcontractor Forms

Subcontractor Utilization Plan Form

Any bidder intending to subcontract must complete the Subcontractor Utilization Plan. Bidders are instructed to list all proposed subcontractors on the Plan. See attached form. Pursuant to N.J.S.A. 52:32-44, all subcontractors must have a valid Business Registration Certificate on file with the Division of Revenue and a copy of the registration certificate should be attached to this form.

Procedures For Small Business Subcontracting Set-Aside Contracts

If the RFP indicates that there is a Small Business Subcontracting Set-Aside requirement for this contract and the bidder intends to utilize any subcontractors during the course of the contract(s) to be awarded as a result of this Request for Proposal (RFP), the bidder will include small business subcontracting targets pursuant to NJAC 17:13-4. and Executive Order 71. Each bidder is required to make a good faith effort to meet the set-aside subcontracting targets of awarding a total of twenty-five percent (25%) of the value of the contract to New Jersey-based, Division of Revenue - Small Business Enterprise Unit registered small businesses, with a minimum of five (5) percent awarded to each of the three categories set forth below, and the balance of ten (10) percent spread across the three categories.

Definitions:

1. Small business means a business that:
 - is independently owned and operated
 - is incorporated or registered in and has its principal place of business located in the State of New Jersey.
 - has 100 or fewer full-time employees
 - has gross revenues falling in one of the following three categories:
 - a. 0 to \$500,000 (Category I);
 - b. \$500,001 to \$5,000,000 (Category II);
 - c. \$5,000,001 to \$12,000,000, or the applicable federal revenue standards established at 13 CFR 121.201, whichever is higher (Category III);
2. Division of Revenue - Small Business Enterprise Unit Registered Small Business means a small business that meets the New Jersey requirements and definitions of "small business" and has applied for and been approved by the Division of Revenue - Small Business Enterprise Unit as a small business.

Suggested Procedure to Demonstrate a Good Faith Effort on Small Business Subcontracting Set-Aside Contracts

If the RFP contains small business subcontracting set-aside goals and a bidder intends to subcontract, the following actions should be taken to achieve the set-aside subcontracting goal requirements:

1. Attempt to locate eligible small businesses in Categories I, II and III appropriate to the RFP;
2. Request a listing of small businesses by Category from the Division of Minority and Women Business Development;
3. Record efforts to locate eligible businesses, including the names of businesses contacted and the means and results of such contacts;
4. Provide all potential subcontractors with detailed information regarding the specifications;
5. Attempt, whenever possible, to negotiate prices with potential subcontractors submitting higher than acceptable price quotes;
6. Obtain, in writing, the consent of any proposed subcontractor to use its name in response to the RFP; and,
7. Maintain adequate records documenting efforts to achieve the set-aside subcontracting goals.

Proposals should also contain the following items with the Plan, as applicable:

1. A copy of the Division of Revenue - Small Business Enterprise Unit Registered Small Business proof of registration as a small business for any business proposed as a subcontractor; and,
2. Documentation of the bidder's good faith effort to meet the targets of the set-aside subcontracting requirement in sufficient detail to permit the Bid Review Unit of the Division of Purchase and Property to effectively assess the bidder's efforts to comply if the bidder has failed to attain the statutory goals.

If awarded the contract, the bidder shall notify each subcontractor listed in the Plan, in writing.

NOTE THAT A BIDDER'S FAILURE TO SATISFY THE SMALL BUSINESS SUBCONTRACTING TARGETS OR PROVIDE SUFFICIENT DOCUMENTATION OF ITS GOOD FAITH EFFORTS TO MEET THE TARGETS WITH THE BID PROPOSAL OR WITHIN SEVEN (7) BUSINESS DAYS UPON REQUEST SHALL PRECLUDE AWARD OF A CONTRACT TO THE BIDDER.

Bidders seeking eligible small businesses should contact:

New Jersey Division of Revenue - Small Business Enterprise Unit
33 West State Street - Fifth Floor
PO Box 026, Trenton, NJ 08625-0026
Telephone: (609) 292-2146 Fax: (609) 984-6679

Each bidder awarded a contract for a procurement which contains the set-aside subcontracting goal requirement shall fully cooperate in any studies or surveys which may be conducted by the State to determine the extent of the bidder's compliance with NJAC 17:13-1.1 et seq., and this Notice to All Bidders.

REQUIRED SUBMISSION IF BIDDER INTENDS TO SUBCONTRACT

<p style="text-align: center;">STATE OF NEW JERSEY DIVISION OF PURCHASE AND PROPERTY (DPP)</p> <p style="text-align: center;">SUBCONTRACTOR UTILIZATION PLAN</p>	<p>DPP Solicitation No.: <u>RFQ 7688925</u></p>
<p>Bidder's Name and Address: <u>T&T Consulting Services, Inc</u> <u>2206 Everleigh Drive</u> <u>Marietta, GA 30064</u></p>	<p>DPP Solicitation Title: <u>Program Mgmt, Auditing, Grant Mgmt,</u> <u>Integrity Monitoring/Anti-Fraud Services</u></p>
	<p>Bidder's Telephone No.: <u>(404) 271-5200</u></p>
	<p>Bidder's Contact Person: <u>Theresa Anderson</u></p>

INSTRUCTIONS: List all businesses to be used as subcontractors. This form may be duplicated for extended lists.

SUBCONTRACTOR'S NAME ADDRESS, ZIP CODE TELEPHONE NUMBER AND VENDOR ID NUMBER	CHECK HERE IF CONTRACT IS NOT SMALL BUSINESS <input type="checkbox"/>			TYPE(S) OF GOODS OR SERVICES TO BE PROVIDED	ESTIMATED VALUE OF SUBCONTRACTS
	SMALL BUSINESS CATEGORY *				
	I	II	III		
<u>AGTA Group CPA, LLP</u> <u>44121 E Harry Byrd Hwy Ste 240</u> <u>Ashburn, VA 20147</u> <u>(571) 207-0583</u>	✓			<u>Pool 2</u> <u>- Financial Auditing</u> <u>and Grant Management</u>	<u>\$300K</u>

* For those Bidders listing Small Business Subcontractors: Attach copies of Division of Revenue - Small Business Enterprise Unit registration for each subcontractor listed. If bidder has not achieved established subcontracting set-aside goals, also attach documentation of good faith effort to do so in the relevant category in accordance with NJAC17:13-4 and the Notice to All Bidders.

I hereby certify that this Subcontractor Utilization Plan (Plan) is being submitted in good faith. I certify that each subcontractor has been notified that it has been listed on this Plan and that each subcontractor has consented, in writing, to its name being submitted for this contract. Additionally, I certify that I shall notify each subcontractor listed on the Plan, in writing, if the award is granted to my firm, and I shall make all documentation available to the Division of Purchase and Property upon request.

I further certify that all information contained in this Plan is true and correct and I acknowledge that the State will rely on the truth of the information in awarding the contract.

PRINCIPAL OF FIRM:

Theresa Anderson
(Signature)

President
(Title)

4/1/2013
(Date)

"N.J.S.A. 52:34-13.2 CERTIFICATION"

SOURCE DISCLOSURE CERTIFICATION FORM

Contractor: T&T Consulting Services, Inc. Waiver Number: RFD 768892S

I hereby certify and say:

I have personal knowledge of the facts set forth herein and am authorized to make this Certification on behalf of the Contractor.

The Contractor submits this Certification in response to the referenced contract issued by the Division of Purchase and Property, Department of the Treasury, State of New Jersey (the "Division"), in accordance with the requirements of N.J.S.A. 52:34-13.2.

Instructions:

List every location where services will be performed by the Contractor and all Subcontractors.

If any of the services cannot be performed within the United States, the Contractor shall state, with specificity the reasons why the services cannot be so performed. Attach additional pages if necessary.

Contractor and/or Subcontractor	Description of Services	Performance Location[s] by COUNTRY	Reasons why services cannot be performed in USA
T&T Consulting Services, Inc. / AGTA Group CPA, LLP	Pool 2 - Financial Auditing and Grant Management	USA	N/A

Any changes to the information set forth in this Certification during the term of any contract awarded under the referenced solicitation or extension thereof will be immediately reported by the Contractor to the Director, Division of Purchase and Property (the "Director").

The Director shall determine whether sufficient justification has been provided by the Contractor to form the basis of his certification that the services cannot be performed in the United States and whether to seek the approval of the Treasurer.

I understand that, after award of a contract to the Contractor, it is determined that the Contractor has shifted services declared above to be provided within the United States to sources outside the United States, prior to a written determination by the Director that extraordinary circumstances require the shift of services or that the failure to shift the services would result in economic hardship to the State of New Jersey, the Contractor shall be deemed in breach of contract, which contract will be subject to termination for cause pursuant to Section 3.5b.1 of the Standard Terms and Conditions.

I further understand that this Certification is submitted on behalf of the Contractor in order to induce the Division to accept a bid proposal, with knowledge that the Division is relying upon the truth of the statements contained herein.

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Contractor: T&T Consulting Services, Inc.
[Name of Organization or Entity]

By: Theresa Anderson

Print Name: Theresa Anderson

Title: President

Date: 4/7/2013

Volume 2: Price Proposal GSA# GS-10F-0249N

PROGRAM AND PROCESS MANAGEMENT AUDITING, FINANCIAL AUDITING AND GRANT MANAGEMENT, AND INTEGRITY MONITORING/ANTI-FRAUD SERVICES FOR DISASTER RECOVERY ASSISTANCE (HURRICANE SANDY)



Presented by:

T&T Consulting Services, Inc.

POOL 2: FINANCIAL AUDITING AND GRANT MANAGEMENT

LINE #	STAFF CLASSIFICATIONS	YEAR 1 HOURLY RATE	YEAR 2 HOURLY RATE	YEAR 3 HOURLY RATE
1	Partner	\$ 157.11	\$ 157.11	\$ 157.11
2	Program Manager	\$ 85.29	\$ 85.29	\$ 85.29
3	Project Manager	\$ 157.11	\$ 157.11	\$ 157.11
4	Subject Matter Expert	\$ 155.61	\$ 155.61	\$ 155.61
5	Senior Consultant	\$ 119.70	\$ 119.70	\$ 119.70
6	Consultant	\$ 111.72	\$ 111.72	\$ 111.72
7	Associate/Staff	\$ 107.73	\$ 107.73	\$ 107.73
8	Administrative Support	\$ 84.10	\$ 84.10	\$ 84.10