

**From:** Administration Integrity Oversight Monitor  
**To:** AED, Inc.; Brown & Company CPAs, PLLC; CliftonLarsonAllen, LLP; CohnReznick, LLP; Customer Value Partners; Deloitte Financial; Fazio, Mannuzza, Roche, Tankel and Lapilusa, LLC; Franklin & Turner; GMG Management Consulting, Inc. - Georgia Griffith, President; Grant Thornton; Innovative Emergency Management (Lloyd.Blanchard@iem.com); KPMG, LLP; McGladrey, LLP; Ofori & Associates; ParenteBeard, LLC; PricewaterhouseCooper, LLP; PricewaterhouseCooper, LLP( william.b.waldie@us.pwc.com); QWIC, Inc.; Reed & Associates, CPAs; Reed Associates - Kristen McClain; Rothstein-Kass; Schneider & Company; Smart Devine; Solix, Inc ; Wiss & Company, LLP  
**Subject:** EQ2014-003-P1--EDA - Sandy Contracts - Notice of Intent to Award  
**Date:** Wednesday, May 07, 2014 4:17:00 PM

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Successful Bidder: **CliftonLarsonAllen LLP**

This is notice of the Department of the Treasury's intent to award this engagement. This bid will be awarded to **CliftonLarsonAllen LLP** whose proposal is most advantageous to the State, price and other factors considered.

The successful bidder is instructed not to proceed until a Letter of Engagement, and Task Orders and Purchase Orders are issued by this office.

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

**From:** Administration Integrity OversightMonitor  
**To:** AED, Inc.; Brown & Company CPAs, PLLC; CliftonLarsonAllen, LLP; CohnReznick, LLP; Customer Value Partners; Deloitte Financial; Fazio, Mannuzza, Roche, Tankel and Lapilusa, LLC; Franklin & Turner; GMG Management Consulting, Inc. - Georgia Griffith, President; Grant Thornton; Innovative Emergency Management (Lloyd.Blanchard@iem.com); KPMG, LLP; McGladrey, LLP; Ofori & Associates; ParenteBeard, LLC; PricewaterhouseCooper, LLP; PricewaterhouseCooper, LLP( william.b.waldie@us.pwc.com); OWIC, Inc.; Reed & Associates, CPAs; Reed Associates - Kristen McClain; Rothstein-Kass; Schneider & Company; Smart Devine; Solix, Inc.; Wiss & Company, LLP  
**Subject:** EQ2014-003-P1--EDA - Sandy Contracts - Letter of Engagement  
**Date:** Wednesday, May 07, 2014 4:18:49 PM

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## Letter of Engagement

Whitney Hendrickson, CPA  
CliftonLarsonAllen LLP  
4250 N. Fairfax Drive, Suite 1020  
Arlington, VA 22203  
sent via email: [whitney.hendrickson@cliftonlarsonallen.com](mailto:whitney.hendrickson@cliftonlarsonallen.com)

May 7, 2014

Dear Ms. Hendrickson:

It is the intent of the Department of the Treasury to make a contract award to **CliftonLarsonAllen LLP** pursuant to the proposal submitted in response to the Engagement Query: **Economic Development Authority – Sandy Contracts**.

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 <b>AGENCY PURCHASE ORDER</b>				DOCUMENT		DATE	REQUISITION NUMBER	FY	
				TC	AGY	NUMBER			
P O #: 7967991				PO	082	20007967991	05/19/14	R	
				(PB2) TERM CONTRACT AUTHORIZATION				VENDOR ID NUMBER	
CONTRACT NO	AGENCY REF	BUYER	TERMS					TOTAL AMOUNT	
84031	MLC	AMM	NONE					\$ 152504.00	

**VENDOR NAME AND ADDRESS**

CLIFTONLARSONALLEN LLP  
309 FELLOWSHIP ROAD  
SUITE 200  
MT LAUREL NJ 08054

**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
1	703	082	2000		013	U999	3610				
2											
3											

RPT CT	AMOUNT
1	152504.00
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: SEE DELIVERY INFO COMMODITY CODE: 962-58-085755 [PROFESSIONAL SERVICES (NOT OTHERWISE...)] ITEM DESCRIPTION: CONTRACT LINE : 00075 PROGRAM AND PROCESS MANAGEMENT AUDITING PARTNER PRINCIPAL DIRECTOR - HOURLY RATE YEAR 2	36.000	HOURLY	216.00	\$ 7776.00
00002	COMMODITY CODE: 962-58-085756 [PROFESSIONAL SERVICES (NOT OTHERWISE...)] ITEM DESCRIPTION: CONTRACT LINE : 00076 PROGRAM AND PROCESS MANAGEMENT AUDITING PROGRAM MANAGER - HOURLY RATE	140.000	HOURLY	180.00	\$ 25200.00

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 M. Muller*  
Authorized Signature  
Operations Manager  
MAY 19 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 : 7967991  
 REQ NUMBER:  
 VENDOR : CLIFTONLARSONALLEN LLP

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NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
00003	YEAR 2 COMMODITY CODE: 962-58-085757 [PROFESSIONAL SERVICES (NOT OTHERWISE...)] ITEM DESCRIPTION: CONTRACT LINE : 00077 PROGRAM AND PROCESS MANAGEMENT AUDITING PROJECT MANAGER - HOURLY RATE	228.000	HOUR	159.00	\$ 36252.00
00004	YEAR 2 COMMODITY CODE: 962-58-085758 [PROFESSIONAL SERVICES (NOT OTHERWISE...)] ITEM DESCRIPTION: CONTRACT LINE : 00078 PROGRAM AND PROCESS MANAGEMENT AUDITING SUBJECT MATTER EXPERT - HOURLY RATE	40.000	HOUR	216.00	\$ 8640.00
00005	YEAR 2 COMMODITY CODE: 962-58-085759 [PROFESSIONAL SERVICES (NOT OTHERWISE...)] ITEM DESCRIPTION: CONTRACT LINE : 00079 PROGRAM AND PROCESS MANAGEMENT AUDITING SUPERVISORY SENIOR CONSULTANT - HR. RATE	480.000	HOUR	134.00	\$ 64320.00
00006	YEAR 2 COMMODITY CODE: 962-58-085762 [PROFESSIONAL SERVICES (NOT OTHERWISE...)] ITEM DESCRIPTION: CONTRACT LINE : 00080 PROGRAM AND PROCESS MANAGEMENT AUDITING ADMISTRATIVE SUPPORT - HOURLY RATE	16.000	HOUR	51.00	\$ 816.00
00007	YEAR 2 COMMODITY CODE: 962-58-085842 [PROFESSIONAL SERVICES (NOT OTHERWISE...)] ITEM DESCRIPTION: CONTRACT LINE : 00074 MONITORING POOLS PASS THROUGH LINE FOR TRAVEL AND AS PER SECTION 3.6 OF THE RFQ. REIMBURSEMENT COSTS CATALOG NUMBER: CLIFTON CATALOG PRICE : \$ 9500.00000 TRAVEL COSTS	1.000	HOUR	9500.00	\$ 9500.00



**CONTINUATION SHEET**

**INVOICE**

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

NUMBER : 7967991  
 REQ NUMBER:  
 VENDOR : CLIFTONLARSONALLEN LLP

PAGE  
 2

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**TASK ORDER #: EDA 1 1A - D**  
**CONTRACT # G-9004**  
**SUPERSTORM SANDY INTEGRITY MONITORING/ANTI-FRAUD**  
**NJ ECONOMIC DEVELOPMENT AUTHORITY – SANDY CONTRACTS**  
**STATE OF NEW JERSEY**  
**EQ2014-003-P1**

May 14, 2014

**Authorizing Contract:**

This Task Order is governed by the terms and conditions set forth in the contract (G9004) and associated Method of Operation, between the State of New Jersey and CliftonLarsonAllen LLP.

**Task Order Name: State of New Jersey Super Storm Sandy Program and Process Management Auditing, New Jersey Economic Development Authority (NJEDA) Sandy Contracts, Tasks A-D, Review and evaluation of the financial and administrative functions of NJEDA contract with Public Financial Management Group (PFM) .**

**1.0 Description of Task:**

As the Program and Process Management Auditors, CliftonLarsonAllen LLP will attend a kick off meeting with the Department of Treasury, review and assess NJEDA's financial and administrative functions for applicable contract, and provide ongoing quality assurance / quality control reviews.

**2.0 Task Activities and Work Plan:**

CliftonLarsonAllen LLP will perform a forensic review of NJEDA's contract with PMF. 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. CliftonLarsonAllen LLP will also verify that payments to PMF were disbursed consistent with applicable directive and that there were no duplication of benefits, process and payment errors, waste, fraud, abuse, malfeasance or mismanagement of funds, along with providing ongoing quality assurance/quality control reviews.

**3.0 Key Deliverables and Approximate Timelines:**

CliftonLarsonAllen LLP will begin providing these services immediately following the kick off meeting. Within 10 days of the kick off meeting CliftonLarsonAllen LLP will provide minutes to the State Contract Manager. The review and evaluation of the NJEDA's financial and administrative functions is required to be completed within 40 business days of contract award. The remaining tasks are on-going and may have completions dates assigned in the future. CliftonLarsonAllen LLP will provide monthly status reports to NJEDA, copying the State Contract

Manager. CliftonLarsonAllen LLP will also provide quarterly reports as required by the Integrity Monitoring Act.


Contract Job Title	Hours	Hourly Rate	Total
Partner/Principal/Director	36	\$216	\$ 7,776
Program Manager	140	\$180	\$25,200
Subject Matter Expert	40	\$216	\$ 8,640
Project Managers	228	\$159	\$36,252
Supervisor/Senior Consultant	480	\$134	\$ 64,320
Administrative Support	16	\$ 51	\$ 816
Travel			\$ 9,500

**4.0 Costs and Cost Estimate:**

You are hereby authorized a maximum of \$152,504 for this Task Order. CliftonLarsonAllen LLP is authorized to arrange the travel 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. CliftonLarsonAllen LLP will request authorization from the State Contract Manager before incurring any costs exceeding the maximum cost reflected above.

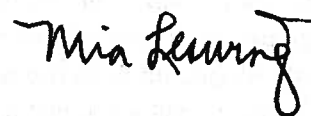
As agreed upon in the contract and associated Method of Operation, CliftonLarsonAllen LLP agrees to adhere to the Travel and Expense policies outlined therein.

Agreed to By:

  
\_\_\_\_\_  
David Ridolfino, State of NJ

(Date)

\_\_\_\_\_  
5/22/14



\_\_\_\_\_  
Mia Leswing, Principal

(Date)

\_\_\_\_\_  
5/21/2014

Task Order # EDA 1-1A-D