Part 1A - Technical Proposal
RFP Title: Unclaimed Property Auditing Services
RFP: 3527

Vendor Name: Discovery Audit Services, LLC
Address: 11637 Lake Sherwood Avenue North
Baton Rouge, LA 70816

Opening Date: March 27, 2018
Opening Time: 2:00 PM

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INTRODUCTORY LETTER

March 19, 2018

Ms. Teri Becker, Purchasing Officer
State of Nevada, Purchasing Division
515 E. Musser Street, Suite 300
Carson City, NV 89701

Dear Ms. Becker:

Thank you for the opportunity to submit this proposal to serve as a vendor for Unclaimed Property Auditor Services for the Office of the State Treasurer, Unclaimed Property Division ("NST") in accordance with RFP 3527 / 05TO-S31. This proposal is presented by Discovery Audit Services, LLC ("DAS"), a limited liability corporation and sole proprietorship, and sister company to Revenue Recovery Group, Inc.(RRG), both owned by King and Christine Woolf. Main headquarters is located at 11637 Lake Sherwood Avenue North, Baton Rouge, Louisiana.

Over the past twenty-eight years, DAS and RRG combined have completed over 53,458 examinations of businesses on behalf of government clients. Audit teams have over 365 combined years of audit experience. The firms have discovered and detailed $282,551,296 to their government clients. Of the 53,458 examinations completed, 6 have been litigated. Courts agreed with us in 5 of the 6 cases. DAS was formed in 2006 in response to numerous states soliciting us to assist in unclaimed property examinations.

The mission of Discovery Audit Services, LLC ("DAS") is to represent Clients in their efforts to identify, document, and receive escheatable property from holders in a professional, accurate, efficient, and sensitive manner.

DAS DISCOVERY AUDIT SERVICES

Discovery Audit Services, LLC personnel have more than 54 years of experience in providing auditing services to state clients. DAS audit teams are led by personnel with advanced degrees in accounting. The Audit Manager has completed the Louisiana State University's Center for Internal Auditing Program (CIA), a program nationally recognized for its excellence.

DAS personnel have education / experience in forensic auditing, computer assisted auditing, and statistical sampling and have been trained in all phases of unclaimed and abandoned property law, including case law, Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), National Association of State Treasurers (NAST), and National Association of Unclaimed Property Administrators (NAUPA) resolutions and commitments on performing audits specifically for unclaimed and abandoned property. Audits are performed in accordance with standards of the American Institute of Certified Public Accountants (AICPA) and the United States General Accounting Office (USGAO).

For over 11 years, Discovery Audit Services has performed abandoned property discovery and auditing services exclusively for state clients. DAS discovery and examinations have detailed $61,222,614 which has been returned to owners and/or collected and remitted to states. DAS performed five hundred forty-three (543) total completed audits, with three hundred fifty-seven (357) of those holder examinations occurring in the past 5 years for 29 client states currently under contract – all without one legal challenge or adverse consequence to our clients.

Discovery Audit Services' diverse experience and capabilities facilitate the efficient, effective, and thorough evaluation of compliance in a wide range of industries. In addition to traditional general ledger and securities audits that firms typically perform, DAS believes that Contractor-Assisted Self-Audits (CASA) will also increase compliance with the states' unclaimed property laws.

DAS has performed unclaimed property examinations of financial institutions, oil and gas, insurance, healthcare, manufacturing, construction, and numerous other industries. Audits include mid-size up to the Fortune 100 in these industries. The audit staff's demonstrated experience in understanding and navigating the general ledger has resulted in timely, fair evaluations of holder compliance with zero ("0") unresolved disputes, nor negative ratings from the holder community.

DAS understands that Nevada has become a popular state for companies to incorporate. This places Nevada in a unique position among the states in terms of the types of holders subject to audit. DAS intends to give this factor significant weight when considering which holders to present to Nevada as candidates. DAS was initially retained by the Louisiana Treasurer to audit locally domiciled holders and performed over a hundred such examinations without generating political "pushback." Since then DAS has gone on to perform many multi-state examinations.

85% of DAS audits have been completed in 18 months or less. A part of company focus is educating and assisting holders to be compliant in state unclaimed property laws. As a result, total property of $61,222,614 includes both property returned to owners and property escheated to the state resulting from a DAS audit.

Since DAS was founded in 2006, not one of the 543 examinations completed for our 29 state clients has been litigated by a holder. We believe in fair, uniform, objective, and professional treatment of holders. Our consistent performance, professionalism, attention to detail, and results working with the holder community to resolve issues before they escalate demonstrate that DAS is a responsible choice to meet the Treasurer's objectives and the requirements of RFP 3527 / 05TO-S31.

DAS continues to build its audit program and invest in new resources and tools to better serve our clients. DAS' experience in auditing many of the largest global companies evidences its ability to effectively analyze large data sets otherwise known as "big data." The audit staff has been trained, and has demonstrated capability to efficiently analyze large, disparate data sets and manipulate to a more auspicious format. DAS auditors understand how to effectively utilize various automated applications in analyzing large

dataset. In addition to Microsoft Office tools such as Excel and Access, our firm utilizes the IDEA software package and MTC estimation software when necessary and only when pre-approved by the client. These tools allow our auditors to efficiently, effectively and practically analyze large datasets thereby minimizing excessive burden on the holder as well as facilitating the timely turnaround of examinations.

Neither DAS or RRG has been subject to any criminal or regulatory investigations resulting in adverse action. DAS has the required professional liability/malpractice/errors and omissions and cyber liability insurance as required in the RFP and has sufficient financial resources to perform over the contract term. We have carefully read the RFP, fully understand its intent and requirements, and can certify to our compliance in every respect.

Thank for your consideration. We look forward to the opportunity to assist the Treasurer in reuniting property with the citizens of Nevada. If you should have any questions regarding this response, I am the person legally authorized to bind this company and can personally be reached via email: kingwoolf@aol.com or phone: 225.266.1385.

Respectfully submitted,

King Woolf
President, Founder, Owner and Contact Person
Discovery Audit Services, LLC (DAS)
11637 Lake Sherwood Avenue North
Baton Rouge, LA 70816
225-266-1385
225-928-9176 fax
kingwoolf@aol.com
www.discoveryauditservicesllc.com

Section III - VENDOR INFORMATION SHEET

V1	Company Name	***Discovery Audit Services, LLC***

V2	Street Address	***11637 Lake Sherwood Avenue North***

V3	City, State, ZIP	***Baton Rouge, LA 70816***

V4	Telephone Number		
	Area Code: ***225***	Number: ***928-9175***	Extension:

V5	Facsimile Number		
	Area Code: ***225***	Number: ***928-9176***	Extension:

V6	Toll Free Number		
	Area Code: ***800***	Number: ***927-9175***	Extension:

V7	***Contact Person for Questions / Contract Negotiations, including address if different than above***
	Name: ***Mr. J. King Woolf III***
	Title: ***President***
	Address: ***11637 Lake Sherwood Avenue North***
	Email Address: ***kingwoolf@aol.com***

V8	Telephone Number for Contact Person		
	Area Code: ***225***	Number: ***928-9175***	Extension: ***374***

V9	Facsimile Number for Contact Person		
	Area Code: ***225***	Number: ***928-9176***	Extension:

V10	***Name of Individual Authorized to Bind the Organization***	
	Name: ***J. King Woolf III***	Title: ***President***

V11	Signature ***(Individual shall be legally authorized to bind the vendor per NRS 333.337)***	
	Signature: King Woolf	Date: 3-13-18

Section IV - STATE DOCUMENTS

A. The signature page from all amendments signed by an individual authorized to bind the organization.

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" **shall not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a "trade secret" as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' technical and cost proposals become public information.

In accordance with the submittal instructions of this RFP, vendors are requested to submit confidential information in separate files marked "**Part IB Confidential Technical**" and "**Part III Confidential Financial**".

The State shall not be responsible for any information contained within the proposal. If vendors do not comply with the labeling and packing requirements, proposals shall be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that shall be in an open meeting format, the proposals shall remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act shall constitute a complete waiver and all submitted information shall become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information.

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part IB – Confidential Technical Information			
YES	***JKW***	NO	
Justification for Confidential Status			
Disclosure of this information would harm DAS by making available to its competitors' proprietary methods developed over time which have enabled DAS to consistently			
achieve excellent results for its clients measured across a variety of key performance indicators, including quality, cycle time, and consistency.			

Part III – Confidential Financial Information			
YES	***JKW***	NO	
Justification for Confidential Status			
DAS does not wish for it's private company financials to be circulated in an unsupervised, unprotected manner.			

DISCOVERY AUDIT SERVICES
Company Name

King Woolf
Signature

KING WOOLF
Print Name

3-19-18
Date

This document shall be submitted in Section IV of vendor's technical proposal

ATTACHMENT B – VENDOR CERTIFICATIONS

Vendor agrees and shall comply with the following:

(1) Any and all prices that may be charged under the terms of the contract do not and shall not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.

(2) All proposed capabilities can be demonstrated by the vendor.

(3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.

(4) All proposal terms, including prices, shall remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, shall remain in effect throughout the contract negotiation process.

(5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals shall be made in good faith and without collusion.

(6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion shall be in writing and included in the proposal at the time of submission.

(7) Each vendor shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict shall be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest shall automatically result in the disqualification of a vendor's proposal. An award shall not be made where a conflict of interest exists. The State shall determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

(8) All employees assigned to the project are authorized to work in this country.

(9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.

(10) The company has a written policy regarding compliance for maintaining a drug-free workplace.

(11) Vendor understands and acknowledges that the representations within their proposal are material and important, and shall be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

(12) Vendor shall certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.

(13) The proposal shall be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

DISCOVERY AUDIT SERVICES
Vendor Company Name

King Woolf
Vendor Signature

KING WOOLF
Print Name

3-19-18
Date

This document shall be submitted in Section IV of vendor's technical proposal

C. Copies of any vendor licensing agreements and/or hardware and software maintenance agreements.

There are no vendor licensing agreements and/or hardware and software maintenance agreements relative to the scope of the work in RFP 3527.

D. Copies of applicable certifications and/or licenses.

None.

Section V - SCOPE OF WORK

2.2.1 Identification and Collection of Unclaimed Property

2.2.1.1 Vendor shall undertake to identify and collect all types of unclaimed property from persons, firms and entities ("holders"), that have never reported or have improperly reported to the State of Nevada, or have in their possession unclaimed property ("property") that is subject to report and delivery under NRS 120A.

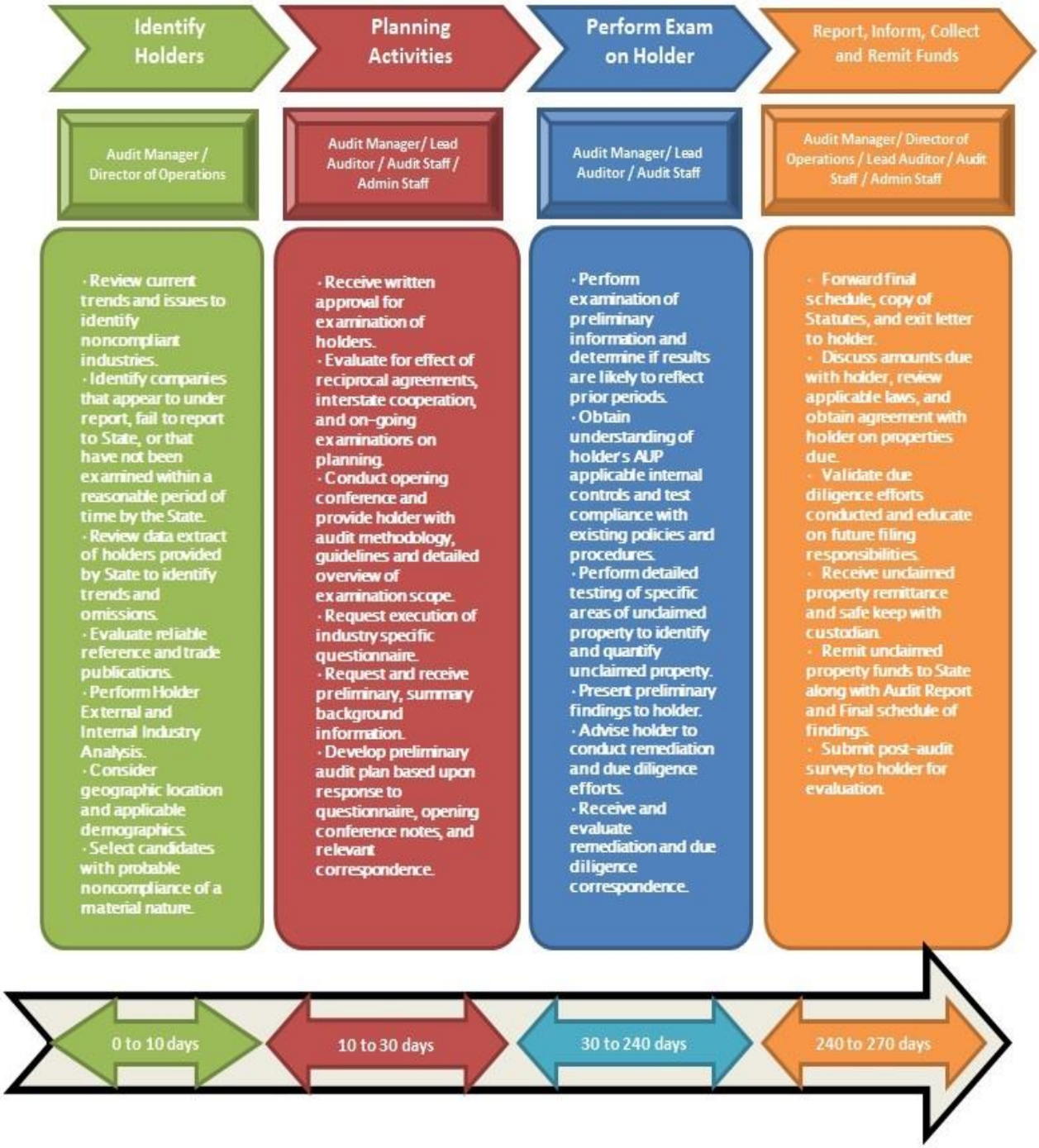
Summary of Present System Methodology and Work Plan

AUP Program Overview

DAS is built to shorten cycle times, ensure quality, secure holder agreement and deliver holder education and guidance specific to the holder's circumstances, increasing the likelihood for future compliance post examination. These contributions have positively impacted client relationships and built trust in the holder community.

DAS processes and procedures have evolved to accommodate the most demanding of clients' standards and requirements. Clients often stress different aspects of the service. DAS incorporates the more intense requirements from each client into its delivery of service to all clients. The ultimate result of this activity is a highly comprehensive and thorough evaluation of holder compliance. A description of the varying examination options is delineated throughout our work plan.

Summary of Methodology and Work Plan



DAS understands and acknowledges that it will be responsible for identifying entities believed to be holding property due to the citizens of the State of Nevada. The selection of audit candidates leverages 11 years of unclaimed property audit selection experience and 28 years of audit selection experience for state and local clients on the tax and revenue side.

DAS understands the goal of this project is to:

1. ***Identify holders holding unclaimed property subject to the State's Unclaimed Property Law,***
2. ***Evaluate and examine the holders' records with minimal interruption to the holder's business,***
3. ***Educate the holder to facilitate future timely and voluntary compliance, and***
4. ***Prepare and submit detailed reports of reportable unclaimed property to the State so that it may be reunited with its owner as promptly as possible.***

DAS has demonstrated over the past 11 years that we have the experience and resources to provide the service by performing in a manner consistent with Treasurer's expectations. We will achieve success by following the systematic work plan as identified in the Technical Audit Approach section which follows later in this section.

DAS shall independently research and identify holders of unclaimed property who have never reported unclaimed property, who have not adequately reported unclaimed property to Treasurer or the State, or who have not been examined within the authorized examination period per State Statute, and perform all of the services according to the expectations, requirements and guidelines of this RFP.

The selection of audit candidates is a process that is impacted by a number of variables. It is both art and science. It is informed by experience and continues to improve and shift over time as the economy evolves.

The following is a list of research criteria utilized in, however not limited to, identification of holders:

- ***State of Corporate Domicile and/or incorporation***
- ***Date of Incorporation and/or inception***
- ***Holder External & Internal Industry Analysis***
- ***Revenues and Sales over sequential periods of time***
- ***Merger & Acquisition history***
- ***Company size and structure***
- ***Geographic location and applicable demographics***
- ***Holder Reporting History***
- ***Previous examinations, if applicable***
- ***Reliable reference publications***
- ***Reliable trade publications***

- ***State's extracted data review***

DAS staff also utilizes internet research from various resources such as the holder company websites, Hoovers, and Secretary of State. Report history and previous audit information may be requested from the Treasurer.

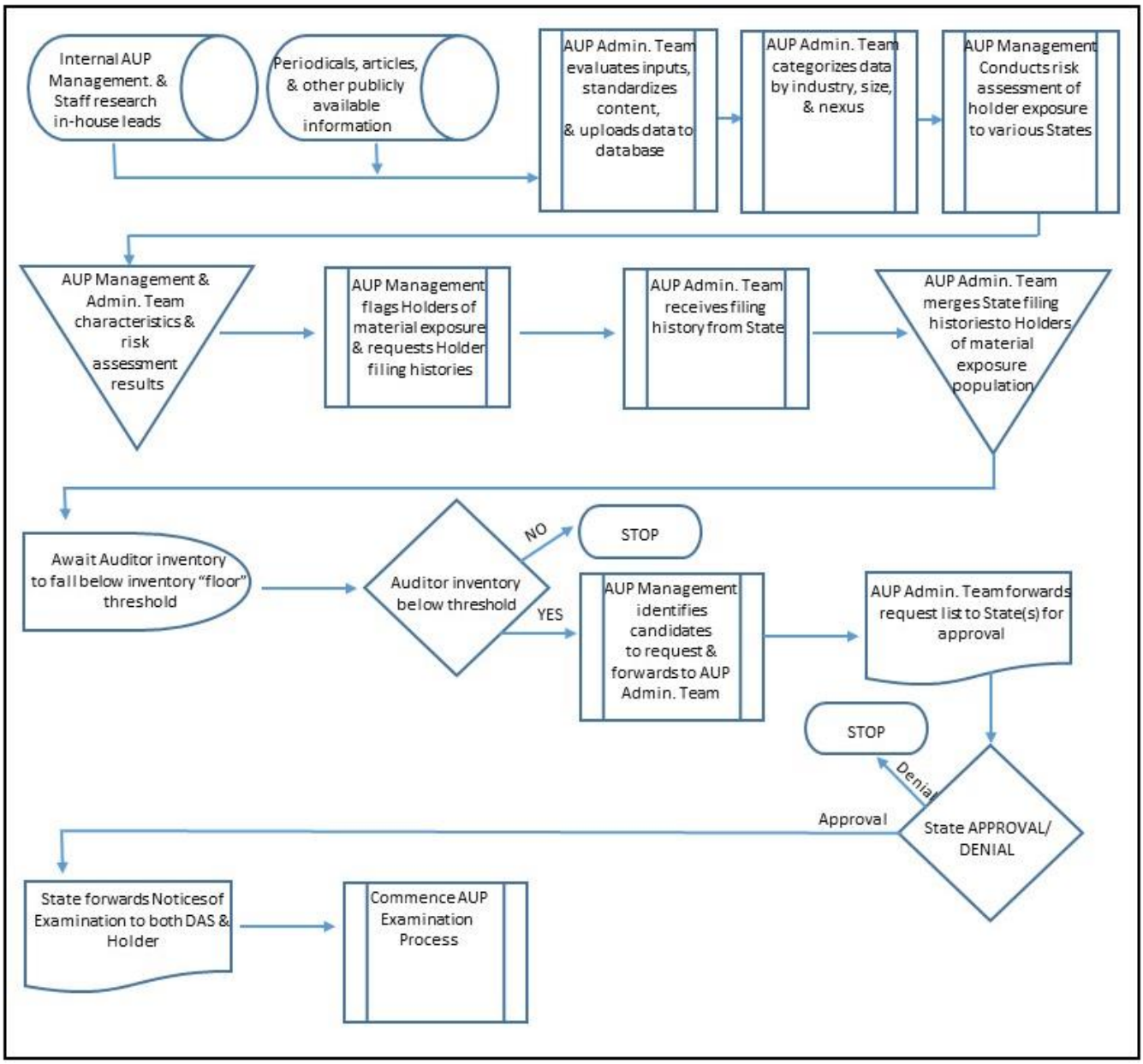
A majority of the information is gathered through reliable resources such as government geographic information systems (GIS), SEC.gov, FDIC.gov and holder regulated filings. Once the aforementioned criteria have been amassed into a central repository, the following steps are taken:

1. ***Identify and upload the population of potential candidates to the AUP central database.***
2. ***Segregate candidates by industry and property type(s) of which they are highly susceptible to generating.***
3. ***Conduct a detailed risk assessment tabling both holder exposure and variables of impact of which the holder is subject.***
4. ***Request and review holder reporting histories provided by the State, as well as other publicly available data for high exposure candidates.***
5. ***Flag candidates of which have been identified as high risk based upon DAS Risk Assessment, State provided filing histories, and other publicly available data.***
6. ***Extract flagged candidates with high risk of generating and/or under reporting unclaimed property***
7. ***Submit candidates and confer further with State, if necessary, on basis of which holder has been selected.***

DAS will not utilize confidential information provided by a holder to solicit other states to participate in an ongoing examination. Once DAS receives confidential information from a holder, DAS will not solicit any additional states to participate in the examination of that holder.

Please see the following for a graphical presentation of our present system identification process:

Holder Identification Process



2.2.1.2 The State of Nevada reserves the right to participate in or restrict its participation in an audit of any holder.

DAS understands and acknowledges this section.

2.2.1.3 Prior to beginning any audit, the Vendors shall:

A. Draft and submit to the Nevada Unclaimed Property Division an engagement letter which defines agreed upon procedures, at a minimum:

1. All holders, including all subsidiaries or affiliated holders, included in the scope of the audit, identified by both FEIN and Legal Name;

2. Time period of records to be examined;

3. Specific scope of types of records and/or transactions to be audited;

4. Audit selection criteria used;

5. Frequency and/or timing of reporting identified unclaimed property during an audit;

6. Anticipated begin date of audit; and

7. Anticipated time to complete audit;

B. Not begin any audits pursuant to the contract until after the engagement letter, with agreed upon procedures, has been accepted and signed by the Nevada Unclaimed Property Division.

DAS understands and acknowledges the requirements of 2.2.1.3 A and B.

DAS shall work with the Treasurer in gaining an understanding of their authorization and approval schedules and furthermore align our processes with their expectations. While our firm's candidate background is highly extensive and comprehensive, DAS shall modify its deliverable to the meet State expectation where necessary.

After thoroughly evaluating the results of the identification criteria, a list of audit candidates is compiled and presented to the Treasurer for consideration by written request. Written requests will include information and contents related to the property holder including:

- ***Property holder's contacts***
- ***Transfer agent***
- ***Securities information if applicable***
- ***Property types***
- ***Audit selection criteria***
- ***Methodology and information sources***
- ***Participation of other states***
- ***Timelines as required by RFP 3527***
- ***Internal tracking numbers***
- ***Participation of other states***
- ***Related subsidiary and parent information***
- ***And any other data as required by the treasurer.***

Our intent is to avoid the selection of any holder of which there is not a conspicuous, highly probable existence of noncompliance. Furthermore, our firm exhausts every effort in limiting the requests to holders of which noncompliance is of material nature. Some examples of scenarios that fulfill the aforementioned conditions follow:

- ***Holder does not file unclaimed property reports with the State***
- ***Property types reported by holder are not consistent with its industry***
- ***Holder historically misfiles with various States***
- ***Global industry incognizance of unclaimed property liability of certain property types***

Industries of Focus

While the identification and selection of holders of unclaimed property shall not be limited to any particular industry, we have noted over time certain industries appear to have systemic issues of non-compliance. Whether intentional or due to a lack of understanding, or of resources, we note that these systemic issues are material, and the public good is served well by an ethical, efficient, and accurate examination, education, and reporting process.

DAS has demonstrated its ability to evaluate holder compliance of all holder types, including but not limited to financial institutions, insurance, healthcare, transportation, oil and gas, construction, and manufacturing companies for multiple states. Our firm has examined the records and evaluated compliance of

numerous of the largest corporations in the United States and worldwide, including Fortune 100 companies in the oil and gas, insurance, banking, and healthcare industry.

DAS understands that Nevada has become a popular state for companies to incorporate. This places Nevada in a unique position among the states in terms of the types of holders subject to audit. DAS intends to give this factor significant weight when considering which holders to present to Nevada as candidates. DAS was initially retained by the Louisiana Treasurer to audit locally domiciled holders and performed over a hundred such examinations without generating political "pushback." Since then DAS has gone on to perform many multi-state examinations.

Upon written approval for audit, a Notice of Examination will be issued to the holder by the State of Nevada, or by DAS as the Treasurer directs. The types of audits will be selected from key industries with holders identified as having operations likely to generate unclaimed property due. DAS service staff will conduct a thorough examination of active industries and entities that have nexus with the State of Nevada.

Present System Examination of Holder Compliance

Subsequent to the identification of holders of which noncompliance is probable, the Treasurer is provided with a holder profile that encapsulates the basis upon which the holder has been submitted. This profile will also include sufficient detail to positively identify the entity being requested. This will aid the State in avoiding duplicate assignments to multiple audit firms. DAS will not begin any audits pursuant to the contract until the engagement letter, with agreed upon procedures, has been accepted and signed by the Nevada Unclaimed Property Division.

Provided the Treasurer elects to approve the DAS audit request, DAS will engage the holder timely to review holder records covering the audit period. If holder record retention schedules limit the quality/quantity of data accessible, estimation and extrapolation techniques may be utilized with the knowledge and prior approval of the Treasurer. Property types reviewed are normally dependent on the holder's industry. The examination scope covers any egregious obligations and includes inconspicuous obligations that arise due to provided services, product purchases, contractual provisions, and/or judicial proceedings.

Holders and DAS, concurrently, receive a certified letter from the State advising them of selection for examination. The Treasurer supplies the auditor with a summary of property reported by the holder in previous reportable years. The holder is given fifteen days, or two weeks, to respond to the notice by contacting DAS. Once contact is made, the holder is introduced to the lead auditor for the examination. The holder will then be advised to delegate a point of contact that

will be in direct contact with the auditor throughout the examination. The entrance conference is then scheduled with the holder.

2.2.1.4 In conjunction with the identification and collection of property, the Vendor shall:

A. Audit the records of holders or potential holders to identify with specificity the unclaimed property that should be reported and delivered to the state;

B. Advise holders that all property reported and remitted must conform to Nevada reporting requirements;

C. Prepare and submit to the Nevada Unclaimed Property Division reports of property in accordance with the requirements of the statute, NRS 120A and the Nevada Administrative Code (NAC) 120A and as stated in the agreed upon procedures;

D. Request holders and their agents to deliver to the Vendor, or the Vendor's custodian, property deemed owing under NRS 120A; and

E. Forward the property to Nevada Unclaimed Property Division or its designee.

DAS understands and acknowledges the requirements of 2.2.1.4 A through E. These requirements are very similar to the requirements of the 29 other states where DAS currently performs unclaimed property auditing services. DAS has demonstrated to current state clients that we will consistently engage the holder community as an extension of the client's staff and that we will perform in a manner that will continue to positively enhance the State's reputation. Our track record with our 29 state clients, experience, capabilities and results are exemplified throughout this response.

Present System Pre-Audit Planning Activates

DAS understands the importance of preliminary analysis and audit planning. The AUP Audit Manager and/or Lead Auditor is charged in ensuring that the audit staff has engineered a pre-audit plan. The pre-audit plan initiates when the auditor receives the audit file.

The AUP Administrative Manager compiles the audit file and includes a vast amount of background information and analysis performed in the initial research.

This data includes both publicly available information, as well as any information obtained from the State. An audit checklist applicable to the holder's industry is also provided to the auditor to ensure that standardized procedures are performed in tandem with any organic, uniquely warranted testing.

The auditor establishes contact and schedules the opening conference within seven ("7") days of receipt of the examination file. The point of contact, as well as any other participating parties, are identified in the call. Subsequent to the exchange of contact information, DAS and the holder confer on more constructive matters, such as, however not limited to:

1. ***Transfer of Documentation***
2. ***Nondisclosure agreements***
3. ***Control environment and structure applicable to AUP***
4. ***Process owners and external source(s) of relevance***

The auditor requests and reviews relevant, useful documentation prior to submission of any additional data requests. Annual reports, policies, procedures, and other AUP applicable documentation is also reviewed. An additional call is conducted prior to submission of the preliminary document request to address any inquiries or concerns of significance.

Upon conclusion of the preliminary analysis and audit planning exercise, the auditor generates a preliminary document request and forwards to the holder. The preliminary document request is engineered to encompass both the standardized industry-specific documents as well as documentation unique to the holder's AUP processes. See Appendix A, Sample Audit Plan – Part 1B Confidential Technical Proposal.

Present System Management of Process

For over 11 years, DAS has consistently demonstrated it can complete the audit cycle in a timely manner and file automated reports as required by its 29 governmental agency clients. It is DAS' goal to complete each audit and present the findings to the holder for diligence within nine months of receiving the data from the holder.

The Four Disciplines of Execution (4DX) is a flexible operating system that drives the process, including short-term goal setting, peer accountability, timely measurements, and prompt identification of items requiring action. DAS utilizes 4DX as an integral part of its management and operating system. Additionally, DAS has developed a Lean Value Stream Map, to demonstrate audit completion percentages using these disciplines.

Lean Value Stream Map

Management and Administration		
Audit Search	Audit Request	Audit Assignment

Auditors
1. Receive Audit
2. Preliminary Research
3. Entrance Conference/Initial Questionnaire
4. Records Review/Analysis
5. Identify AUP (Abandoned Unclaimed Property)
6. Schedule ARS (Audit Report Summary)
7. Instruct on Remittance/ Waiver Request
8. Forward File to Audit Manager

Management and Administration
9. Receive Audit File
10.Collect Fees / Invoice per Criteria
11.Close Audit

Present System Technical Audit Approach

DAS understands the State's objective is to identify holders holding unclaimed property subject to the provisions of NRS 120A and the Nevada Administrative Code (NAC) 120A relating to all categories of unclaimed property. Our firm has demonstrated its ability to identify, examine, collect, and deliver unclaimed properties to our multiple client States over the past 11 years.

DAS is qualified to perform various services to the Treasurer applicable to unclaimed property compliance, to include:

- ***Evaluation of compliance via General ledger audit of the holder's records***
- ***Securities Audits***
- ***Contractor-Assisted Self Audits if requested by the State (See Part 1B Confidential Technical Proposal, Appendix B: Contract-Assisted Self-Audits).***

DAS shall audit the financial records of unclaimed property holders, ensure compliance of all property types, complete audit reports, conduct on-going due diligence on audit findings during the course of the audit and review period, ensure the holder files the proper reports and remittance with the Nevada Treasurer, and identify the holder's state of incorporation and principal place of business.

DAS staff will prepare and submit detailed reports of reportable unclaimed property to the State of Nevada, Treasurer's Office, so that it may be reunited with its owner as promptly as possible.

DAS shall notify the State in writing if a holder company files for bankruptcy before or during an approved audit. DAS' notification will include the date the bankruptcy was filed, the type of bankruptcy case, the bankruptcy court in which the case was filed, and the unclaimed property amount, if known.

DAS shall be available for in-person meetings with the Treasurer, as well as phone calls, conference calls, emails, and other communications as deemed necessary by the Treasurer. These communications with current state clients have been extremely productive in resolving issues and defining strategy early on in the process.

Present System Technical Knowledge

The DAS Audit Manager and staff have developed the experience and expertise, working closely with our existing state clients and legal staff, to apply state and / or federal legislation regarding which state has the right to escheat property and in interpreting applicable laws relating to unclaimed property. Staff is qualified to apply the holdings of the U.S. Supreme Court in Texas v. New Jersey, 379 U.S. 675 (1965), Pennsylvania v. New York, 407 U.S. 206 (1972), and Delaware v. New York,

507 U.S. 490 (1993), to the audit issues that will be encountered. Furthermore, the Audit Manager and staff have reviewed and have knowledge of the Nevada Statutes relating to all categories of unclaimed property.

The DAS Audit Manager and all audit staff have the technical knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Audit Standards (GAAS) and are qualified to apply those as they apply to Nevada Statutes.

Present System Examination of Holder Compliance

Provided the Treasurer elects to approve the DAS audit request, DAS will engage the holder timely to review holder records covering the audit period. If holder record retention schedules limit the quality/quantity of data accessible, estimation and extrapolation techniques may be utilized with the knowledge and prior approval of the Treasurer. Property types reviewed are normally dependent on the holder's industry. The examination scope covers any egregious obligations and includes inconspicuous obligations that arise due to provided services, product purchases, contractual provisions, and/or judicial proceedings.

Holders and DAS, concurrently, receive a certified letter from the State advising them of selection for examination. The Treasurer supplies the auditor with a summary of property reported by the holder in previous reportable years. The holder is given fifteen days, or two weeks, to respond to the notice by contacting DAS. Once contact is made, the holder is introduced to the lead auditor for the examination. The holder will then be advised to delegate a point of contact that will be in direct contact with the auditor throughout the examination. The entrance conference is then scheduled with the holder.

Opening Conference. The opening/entrance conference with the holder is conducted subsequent to establishment and introduction of the primary contact(s) of the examination. The holder is informed of the audit plan, and provided a detailed, verbal overview of the audit scope. The audit scope overview covers the look back period, reportable years, and methodology, as well as a list reportable property types and holding periods. Any initial inquiries or concerns of the holder is addressed in this communication. Although reasonable attempts are made in ascertaining the facts pertinent to the holder's structure and organization in this phase of the examination process, the auditor continues to evaluate the holder in order to attain an accurate and complete representation of the holder's "global" makeup.

Audit Engagement / Introduction Letter / Post-conference Email. Upon completion of the opening / entrance conference, the auditor will confirm the conversation with the Holder via email. The holder will receive the following documents:

- ***Copy of the notice(s) of examination for the state(s)***

- ***DAS Non-Disclosure Agreement***
- ***DAS Guidelines***
- ***DAS Scope and Methodology***
- ***Initial Questionnaire***
- ***Copy of the participating states' UP statutes***

Questionnaire. The holder will be provided an initial questionnaire. The questionnaire is industry specific and will inquire on the internal controls of the holder. The questionnaire will inquire on topics such as records retention schedules, unclaimed property policies and procedures, mergers and acquisitions, preference of mail or onsite examination, as well as common practices of the holder. The holder is provided seven days (if reasonable) to complete the questionnaire and submit it to the auditor. A sample questionnaire is provided in Part 1B Confidential Technical Proposal, Appendix A: Sample Documents.

Upon receipt of the questionnaire, the auditor will review and inquire on any matters requiring further investigation. Once the auditor has sufficient information to proceed with the audit, a preliminary document request is submitted to the holder. The holder will be provided fifteen to thirty days to assemble the requested documents. If the holder has any pending obligations or obstacles that will delay receipt of requested documents, the auditor needs to be advised. The auditor will then contact the Audit Manager to seek approval in providing an extension for documents requested.

Present System for Reviewing Records of Holders for Unclaimed Property

Discovery Audit Services' 11 years' experience in auditing many of the largest global companies evidences its ability to effectively analyze large data sets otherwise known as "big data." The audit staff has been adequately trained, and has demonstrated capability to efficiently analyze large, disparate data sets and manipulate to a more auspicious format. DAS auditors have an understanding and/or appreciation in utilizing various automated applications in analyzing large dataset. In addition to Microsoft Office tools such as Excel and Access, our firm utilizes the IDEA software package and MTC estimation software when necessary and approved in advance by the client. These tools allow our auditors to efficiently, effectively and practically analyze large datasets thereby minimizing excessive burden on the holder as well as facilitating the timely turnaround of examinations.

DAS typically conducts full scope general ledger and securities examinations. Holders employ transfer agents for the management of any liabilities applicable to security-type properties. These transfer agents, known as intermediaries, hold the security liabilities as a debt on their records. Pursuant to DE v. NY, intermediaries whom hold unclaimed securities distributions in their own names are the relevant "debtors."

Brokerage houses may act as both agent and principal in regard to security type properties. Depending on the nature of the business and transaction(s), the brokerage house may take on the same responsibilities of a transfer agent, as they may be responsible for the disbursement of dividend or interest payables if the contractual obligation exists. Subsequent to the determination of the broker's responsibilities and obligations, the auditor applies similar procedures as used in the examination of transfer agents.

Examination Methodology. ***DAS's examination methodology is designed to reduce interruption to holder's normal operations, minimize cycle time of unclaimed property examinations, educate the holder, deliver a report consistent with the code, and secure understanding and agreement by the holder. We have leveraged over twenty-eight years of auditing experience, and 11 years of multi-state / multi industry unclaimed property examination experience to limit document requests to essential, useful records. The result is a comprehensive data request that is provided to holders by industry and submitted to the holders within fifteen to thirty days of notice of examination receipt. The request of summary, source and referential accounting records minimizes the need to make excessive subsequent requests to the holder, thereby reducing holder interruption. The result of this approach is evident in the fact that, of the 543 completed audits, our firm has never received a negative survey or complaint regarding examination turnaround time.***

Fieldwork. ***Fieldwork will be conducted onsite or offsite (through the mail or electronic file transfer), depending on the holder's preference and auditor's judgment. The preliminary documents requested by the auditor in the planning process will be reviewed for compliance discrepancies, and to determine if further investigation is necessary. DAS will also use the preliminary documentation to identify potential conflicts of interest. The likelihood of any conflicts of interest is lessened by the fact that DAS has never offered and does not offer "related services" such as holder reporting, shareholder accounting, or unclaimed property reporting services, and because DAS remains fully independent and works exclusively on the government side of the process. DAS auditors will conduct a thorough examination of the holder's internal controls pertinent to abandoned and unclaimed property. Policies and procedures are analyzed for adequacy and opportunities to strengthen controls. Holder education is a priority for DAS auditors. Upon conclusion of the examination, the holder is advised of its strengths and weaknesses, and recommendations for future compliance are provided where warranted.***

Control documents that will be reviewed without industry specificity will be:

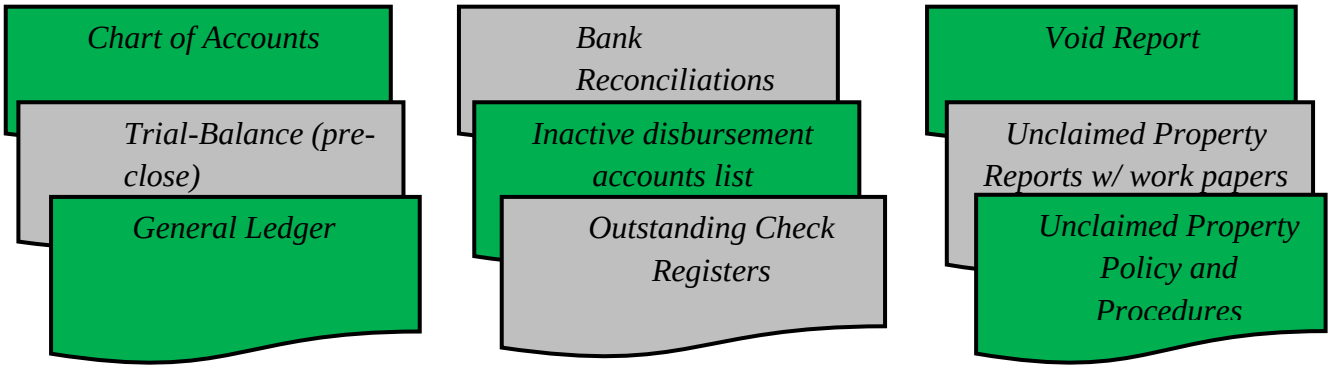


Figure 1

The reports will serve as a basis for initial audit review and provide the auditor with a population from which to select transactions judgmentally or randomly. The auditor will request additional documents based upon industry type. The auditor will also determine the parameters of reports based upon the holder retention schedules. A standard document request list for financial institutions is provided is below:

1. ***Chart of Accounts***
2. ***Copy of detailed general ledger (2017)***
3. ***Current General Ledger Trial Balance***
4. ***List of old and new disbursement (operating) accounts the bank uses for check issuance/money orders with last date if usage and balance (bank account map)***
5. ***History of the following:***
   - ***Classes of stock outstanding***
   - ***Stock splits***
   - ***Stock Dividends***
   - ***Mergers & Acquisitions***
   - ***Types of Acquisitions (i.e. stock and/or asset)***
   - ***Spin-offs***
6. ***Flowchart/Process Map of disbursement cycle for the following:***
   - ***Payroll***
   - ***Accounts Payable***
   - ***Employee Benefits***
   - ***Dividends***
   - ***Any other official check disbursement type***
7. ***Current outstanding register for all checking accounts, to include:***
   - ***Accounts Payable***

- ***Payroll***
- ***Credit Refunds***
- ***Deposit Refunds***
- ***Vendor Checks***
- ***Money Orders***
- ***CD Interest***
- ***Dividends***
- ***Cashier Checks***
- ***Christmas Club***
- ***Unidentified Remittances***
- ***Any other disbursement checking accounts***

8. ***Outstanding check registers for June and December of 2008 through current year for all checking accounts***
9. ***Bank reconciliation for June and December of 2008 through current year for all old and new checking accounts***
10. ***Check registers for June and December of 2008 through current year for all old and new checking accounts***
11. ***Trial balance of all checking and savings accounts (please include name, address, city/state, zip code, last transaction date, last contact date, account balance)***
12. ***Dormant account report for June and December of 2008 through current year***
13. ***List of write-offs for years 2008 through current***
14. ***List of all flagged safe deposit boxes for June of 2008 through current year***
15. ***Trial balance of all trust accounts, as well as last customer-initiated activity***
16. ***Trial balance of all certificates of deposit***
17. ***Trial balance of all individual retirement accounts (please include name, address, city, state, zip code, SSN, last required minimum distribution, birthdate and current balance)***
18. ***List of all checking, savings, and CD accounts flagged for statement hold/do not mail and date placed on list (if applicable)***
19. ***List of all stock, bond and/or other security-type property owners with last contact and activity dates***
20. ***Unclaimed Property Reports with work papers for years 2008 through current year***
21. ***Unclaimed Property policies and procedures (to include returned mail, outstanding check policies)***

After review of the reports, the auditor will supply the holder with an actual, or a sample if requested, list of accounts or instruments of which further analysis will be conducted. The documents provided for the requested transactions will serve as a test of holder controls. Documents can be tested either onsite or provided to

the auditor at the firm. The auditor will test to confirm whether the current controls are working effectively, and if the holder is and/or has been compliant with the code.

If the evaluation of test data uncovers issues of noncompliance, such as outstanding accounts or instruments exceeding dormancy period, the auditor will place the item on the preliminary schedule. If significant noncompliance is verified by the auditor, and records for previous years are not provided due to retention schedules, the auditor will (with the prior consent of the State) use extrapolation and estimation techniques to account for years of which compliance is unknown. Once compliance issues are identified, the auditor will confirm the findings with the holder prior to the reporting phase. This may include presenting work papers for the holder to review and research. If there is a disagreement on the findings, the auditor will direct the holder to respond in writing and notify the Treasurer no later than sixty (60) days after property holder's dispute of demand amount or type of property, or of property holder's failure to turn over records or property. The auditor will brief the holder on the next phase of the abandoned and unclaimed property examination, as well as provide any recommendations to improve compliance efficiency.

Record Retention. Holders are obliged to comply with a number of regulatory criteria in regard to retaining documentation, such as the IRS, SEC, and other State and Federal regulators. Many of the regulators require holders to retain records for 5 to 7 years. In order to comply with the myriad of criteria of which they are obliged, holders may choose to retain records for periods exceeding 10 years. DAS acknowledges the State of Nevada's record retention policy as per NRS 120A.680 and NRS 120A.700 to be 7 years. Money Orders and Traveler's Checks are exceptions to the 7-year retention period. Records relating to Money Orders that remain in their abandonment period for 7 years and Traveler's Checks that have an abandonment period of 15 years prior to being escheated are allowed to be held for 3 years past the reporting period.

Discovery Audit Services' auditors conduct a thorough evaluation of holder record retention policies and procedures. The auditor ascertains an understanding of the manner in which summary and supportive documentation are retained, whether through tangible storage or electronic archive. Experience suggests that although criteria and controls may be implemented, there may be instances of deviation that obstruct the holder's ability to retain such documentation. These deviations often time result in holder inability to retain information essential in reporting unclaimed property to the State of which the owner, or rightful heir, is likely to search for the property.

Our auditors obtain and confirm records retention practices through inquiry, analysis and observation. These standard audit procedures provide the auditor the ability to identify relevant, reliable documentation at the source level. While subject to circumstance, the auditor is able to modify these tools to accomplish

the objective of ascertaining information essential in determining the proper State of which property should be reported.

In circumstances where the address information is nonexistent, insufficient or unavailable, our auditors request permanent, reliable documentation that are generated at the inception of the holder's transacting relationship. These inceptive documents are often periodically reestablished or reaffirmed through written correspondence between the holder and transacting party.

Should auditors encounter scenarios whereas the records are out-of-proof, or exceedingly difficult to obtain, auditors may reference the firm's reliable resources in researching the address information of property owners. DAS utilizes resources that enhance our ability to identify the accurate address of the property owner. The auditor works with the holder in ascertaining, without question, that the property owner of reference is in fact due the identified property. In the event the auditor and holder are unable to identify the accurate address information to satisfy the provisions of the First Priority Rule, the property is reported to the holder's State of corporate domicile as per the Secondary Rule.

Our auditors are experienced in working with holders regarding properties disputed through bankruptcy. While bankruptcy may be a complex, convoluted concept to decipher – our auditors have worked with holders and States in facilitating the transfer of unclaimed funds to either the rightful owner or custodial State. As aforementioned, our auditors reference the original, permanent documents that initiate the business relationship between the holder and creditor, or property owner. This documentation exhibits the original address of association. Once a determination has been made to who has the rights to the property, the auditor works with the holder in determining how the property should be handled, either through remediation with the rightful owner or custodial retainage by the State.

DAS exhausts any available means to ascertain sufficient documents necessary to conduct a thorough examination of the holder records. In the event the holder cannot provide the necessary documents to facilitate the examination, the auditors may be authorized to utilize the available records to estimate the holder's compliance. The estimated amount is subtotaled by property type and extrapolated for years of which data was not available throughout the audit scope.

The auditors are responsible for adhering to the established audit procedures, ensuring that each audit is conducted efficiently, accurately, timely, professionally, and with minimal adverse impact to the holder's normal business operations. The auditors are also responsible for presenting to the Audit Manager a complete audit report in the standard NAUPA format for review, approval, and submission to the client. In the event the auditor encounters a "grey area" or resistance from the holder on a particular issue that may result in holder "friction," the auditor will notify the Audit Manager for support. The Audit Manager will then contact the State

to inform and seek guidance on the client's preference of whether or not the item should be included in the audit.

DAS exerts every effort to ensure the secure transmission and retaining of holder confidential, sensitive information. Our firm has the capability of securely transmitting data via secured transmission medium and data repositories. Holders are offered three options in securely transmitting data:

- ***DAS creation of secure FTP and repository for the uploading and downloading of data.***
- ***Holder created secure FTP and repository for the uploading and downloading of data***
- ***Holder submission of data via secure, protected instrument such as disk or thumb drive.***

DAS employs security and IT staff professionals dedicated in mitigating and in many instances eliminating the risk of breach and/or dissemination of sensitive data.

Present System Security of Records

All records and communications transmitted between the holder and auditor are treated as confidential. DAS staff employ the following processes in the secure transmission and security of holder records:

1. External transmission of schedules and other sensitive holder data should be uploaded/downloaded from a secure shared folder or other encrypted, protected repository.

2. Schedules and/or sensitive holder data transmitted internally shall be password protected.
Holders are provided three means of transmitting data to the auditor:

1. ***Discovery Audit Services' creation of secure/shared folder via Citrix Sharefile***
2. ***Holder creation of secure/shared folder through their internal, secured network***
3. ***Mailing of secure, password protected USB Flash Drives or CDs***

DAS understands and appreciates risk concerns, specifically the risk of data breach, considering that the evaluation of holder compliance with unclaimed property law involves the review of highly sensitive information. Every effort must be exerted to protect holder information and communication throughout, and subsequent to, the audit process. DAS' Data Breach Response Policy is available upon request.

Initial requests to the holder for confidential information do not include personal information. Only when the accounts have been reviewed in detail, and those accounts which appear to have exceptions, is personal information requested. This materially reduces the volume of personal information made available from the holder to DAS.

In addition to the security controls, DAS utilizes L.E.A.N to manage the process, quality, and cycle times of the examination. Moreover, DAS utilizes metrics-based process mapping to identify and isolate processes that require modification in order to improve quality, reduce the risk of data breach, and decrease lead and process times. This mapping provides for a mechanism of continuous improvement as well as isolating key metrics for use in goal setting, communicating expectations, risk management, and managing employee performance.

Procedural Manual

DAS' examination process includes an examination manual identifying uniform examination practices as they relate to: the accuracy (or non-existence) of owners' addresses, out-of-proof records, underlying shares and the determination of abandonment, bankruptcies, and, when appropriate, release of liability and indemnification. DAS' manual includes procedures on cooperation with on-going state and multi-state examinations, case law, examination procedures, dormancy periods, reporting methods, the methodology of estimation techniques, and other compliance techniques. A summary of the contents can be found in Part 1B Confidential Technical Proposal, Appendix C: Audit Manual Summary.

2.2.1.5 The State Treasurer's Office reserves the right to request the vendor to conduct audits which include local Nevada businesses in addition to nationwide audits. The vendor should ensure any costs or additional resources it may require to conduct local audits in addition to national audits is represented accurately and completely within its proposal.

DAS understands and acknowledges the requirements of 2.2.1.5. DAS has extensive experience conducting audits of local businesses and is keenly aware of the political dynamics that may come into play as a result of these audits.

2.3 Enforcement Efforts

2.3.1 If a holder fails or refuses to report and deliver unclaimed property, the Vendor shall advise the Nevada Unclaimed Property Division, in writing, of the holder's failure or refusal within 30 days of the date the Vendor requested the reporting and delivery of property. Written notice is to be delivered via email to UPAudit@nevadatreasurer.gov.

DAS understands and acknowledges the requirements of 2.3.1. This requirement is similar to the procedures DAS currently has in place with its 29 other state clients.

2.4 Joint Efforts with Participating States

2.4.1 The State acknowledges that the Vendor may perform the services required under this contract concurrently with its performance of similar services for other states having similar requirements in connection with their respective unclaimed property laws.

The information provided in this section demonstrates that DAS has over 11 years of experience providing unclaimed property discovery and examination services for other state clients. DAS first started performing abandoned and unclaimed property audits with the State of Louisiana in 2006. This relationship has continued as DAS has grown to 29 clients over the years.

The requirements by the twenty-nine existing states DAS has engaged in are very similar to what is presented in the RFP. Once a holder has been selected and approved by the holder for audit, other client states are given the opportunity to join the audit. The clients are comfortable participating in coordinated audits for medium and large businesses for compliance.

DAS Current State Unclaimed Property Contracts*			
Colorado	**Massachusetts**	**North Dakota**	**Virginia**
Delaware	**Michigan**	**Oklahoma**	**Washington**
Florida	**Minnesota**	**Oregon**	**West Virginia**
Idaho	**Missouri**	**Pennsylvania**	**Wisconsin**
Kentucky	**Montana**	**South Carolina**	**Wyoming**
Louisiana	**New Hampshire**	**Tennessee**	
Maine	**New Mexico**	**Texas**	
Maryland	**North Carolina**	**Utah**	

**as of 3/13/2018*

DAS CLIENT LIST		
Client	***Contact/Title***	***Email Address/Phone Number***
Colorado ***Colorado Department of the Treasury, Unclaimed Property Division***	***Mr. Garth Farrend, Audit Manager***	***garth.farrend@state.co.us*** ***(303) 866-6070***
Delaware ***Delaware Department of Finance, Bureau of Unclaimed Property***	***Ms. Michelle Sullivan, Unclaimed Audit Manager***	***MichelleM.Sullivan@state.de.us*** ***(302) 577-8776***
Florida ***Department of Financial Services***	***Mr. Theodore "Barry" Williams, Financial Examiner, Analyst Supervisor***	***Theodore.williams@myfloridacfo.com*** ***(904) 485-9541***
Idaho ***Idaho State Treasurer's Office, Unclaimed Property***	***Ms. Cozette Walters, Administrator***	***Cozette.walters@sto.idaho.gov*** ***(208) 332-2979***
Kentucky ***State Treasury Office, Department of Unclaimed Property***	***Ms. Samara Heavrin Unclaimed Property, Division Director***	***Samara.heavrin@ky.gov*** ***(502) 564-8860***
Louisiana ***State Treasury Office, Department of Unclaimed Property***	***Ms. Kathleen Lobell, Director of Unclaimed Property***	***klobell@treasury.state.la.us*** ***(225) 219-9377***
Maine ***Office of the State Treasurer, Unclaimed Property***	***Mr. Timothy Rodriguez, Director of Internal Operations***	***Timothy.rodriguez@maine.gov*** ***(207) 624-7460***
Maryland ***Comptroller of Maryland***	***Mr. Eric Eichler, Manager, Unclaimed Property***	***eeichler@comp.state.md.us*** ***(410) 767-1812***
Massachusetts ***Commonwealth of Massachusetts, Office of the Treasurer and Receiver General***	***Mr. Mark Bracken, Assistant Treasurer and Director of Unclaimed Property Division***	***mwbracken@tre.state.ma.us*** ***(617) 367-0400***

Michigan ***MI Department of Treasury***	***Mr. Terry Stanton, Manager, Unclaimed Property***	***stantont@michigan.gov*** ***(517) 636-5313***
Minnesota ***Department of Commerce***	***Mr. Scott Halvorson, Unclaimed Property Director***	***scott.t.halvorson@state.mn.us*** ***(651) 539-1500***
Missouri ***Office of the Missouri State Treasurer Clint Zweifel***	***Mr. Scott Harper, Director of Unclaimed Property & General Services***	***Scott.harper@treasurer.mo.gov*** ***(573) 751-2082***
Montana ***State of Montana, Dept. of Revenue, UP Division***	***Mr. Mark Schoenfeld, Unit Manager, Miscellaneous Taxes***	***mschoenfeld@mt.gov*** ***(406) 444-7997***
New Hampshire ***State of New Hampshire Treasury***	***Mr. Thomas McAnespie, Abandoned Property Director***	***tmcanespie@treasury.state.nh.us*** ***(603) 271-1499***
New Mexico ***NM Taxation & Revenue Department***	***Ms. Stephanie Dennis, Supervisor of STP&S and UP***	***Stephanie.dennis@state.nm.us*** ***(505) 827-0762***
North Carolina ***NC Treasurer***	***Mr. Donald Harmon, Audit Manager***	***Donald.harmon@nctreasurer.com*** ***(919) 814-4240***
North Dakota ***Department of Trust Lands***	***Ms. Susan Dollinger, Unclaimed Property Administrator***	***sdollinger@nd.gov*** ***(701) 328-2806***
Oklahoma ***Oklahoma State Treasurer***	***Mrs. Kathy Janes, Director***	***kathy.janes@treasurer.ok.gov*** ***(405) 522-6743***
Oregon ***Department of State Lands***	***Mr. Patrick Tate, Trust Property Manager***	***Patrick.tate@state.or.us*** ***(503) 986-5200***
Pennsylvania ***Pennsylvania Treasury***	***Mr. Brian Munley, Director***	***bmunley@patreasury.gov*** ***(717) 783-3632***

South Carolina ***SC Office of the State Treasurer***	***Ms. Dayle DeLong, Senior Assistant State Treasurer***	***dayle.delong@sto.sc.gov*** ***(803) 734-2683***
Tennessee ***Tennessee Treasury Department, Unclaimed Property Division***	***Mr. John Gabriel, Director***	***John.gabriel@tn.gov*** ***(615) 253-5354***
Texas ***Texas Comptroller of Public Accounts***	***Ms. Valerie Davis, Contract Manager, Unclaimed Property***	***Valerie.davis@cpa.texas.gov*** ***(512) 463-4269***
Utah ***Utah State Treasurer's Office***	***Mr. Scott Healy, Audit Manager***	***shealy@utah.gov*** ***(801) 715-3305***
Virginia ***Virginia Department of the Treasury***	***Ms. Melinda Barbish, CPA, Auditing-Accounting Manager***	***Melinda.barbish@trs.virginia.gov*** ***(804) 225-2515***
Washington ***Washington State Department of Revenue***	***Ms. Barbie Proffitt, UCP Audit Manager***	***barbiep@dor.wa.gov*** ***(360) 534-1480***
West Virginia ***West Virginia State Treasurer's Office***	***Mrs. Alexandria Ford, Paralegal***	***Alexandria.ford@wvsto.com*** ***(304) 340-5024***
Wisconsin ***Wisconsin Department of Revenue***	***Ms. Julie Lawrence, Nexus Specialist***	***julie.lawrence@revenue.wi.gov*** ***(608) 266-8920***
Wyoming ***Wyoming State Treasury Office***	***Ms. Lachelle Brant, Unclaimed Property Director***	***lachelle.brant2@wyo.gov*** ***(307) 777-5590***

2.5 Conflicts of Interest

2.5.1 The Unclaimed Property Agent shall maintain independence in mental attitude in accordance with AICPA Professional Standards AU Section 220. The Vendor(s) should not only be independent in fact but should avoid situations that may lead others to doubt their independence.

There are no activities that could be perceived as a conflict of interest. DAS does not utilize subcontractors, outside experts, or other resources to perform audits. All of the expertise required to provide the services are full time employees.

DAS has never offered and does not offer "related services" such as holder reporting, shareholder accounting, or unclaimed property reporting services. DAS remains fully independent and works exclusively on the government side of the process.

2.6 Work In Progress Report

2.6.1 The Vendor shall provide the Unclaimed Property Division a monthly Work in Progress report that describes the status, including percentage of completion for each Federal Employer Identification Number, of all audits in process. The report will include the audit identification for each audit presented on the report. Reports are to be delivered via email to UPAudit@nevadatreasurer.gov. (Provide sample Work in Progress reports).

DAS understands and acknowledges the requirements of Section 2.6. DAS currently provides Work in Progress reports to its 29 state clients.

DAS utilizes a work -in-process "WIP" schedule that details the scope and status of each audit, the tasks, subtasks, priorities, audit diary, and timelines. It is the key tool used by DAS to manage each step of each audit to impose scheduling control and accountability. Managing these timelines in effect helps to maintain minimal disruption to a Holder's regular business activities. Auditor performance evaluation is dependent on the accuracy of the report, and how effectively the work in process is managed, including the establishment and real-time monitoring of date driven metrics tied to tasks controlled by the auditor that are known to be key influencers of successfully achieving milestones. The WIP is an internal project management document encompassing all aspects of the audit process.

The Work-in-Process (WIP) report is sent monthly and conveyed in accordance with the state's preference for electronically sending and receiving confidential information. In addition, some state clients wish to have regular or periodic telephone calls to review work in process as well as discuss any outstanding issues. DAS will comply with all monthly reporting as required by the Treasurer using state forms as appropriate.

The WIP report allows for tracking of key milestones outlined in the scope of work and performance is measured by how effective the auditor manages these metrics. Auditors do not control each task (for example the holder controls when the data is provided). Consequently, auditors are evaluated on their effectiveness in managing tasks they control. These tasks will influence cycle time even where the

holder is in control. Staff is evaluated regularly for performance. Staff meets on a regular basis for cross training, problem solving, goal setting, and reinforcement. Standards are established and communicated to the stakeholders for attainment of each milestone. This process is systematic and real time. The goal of this structure is to efficiently move each audit in a timely and efficient manner through each step of the process. The desired outcome is an accurate report based on state statutes and completed within ten months and a holder in agreement and educated and motivated to voluntarily comply with its obligations moving forward. Clients receive monthly WIP reports via email communication.

These reports will, at a minimum, include the following information:

- ***Name of Holder***
- ***Address***
- ***State of Incorporation***
- ***FEIN#***
- ***Type of Audit***
- ***Audit Period***
- ***Date Authorization Received***
- ***Date of Opening Conference***
- ***Date Last Contact with Holder***
- ***Records Received***
- ***Records Reviewed***
- ***Date Closing Conference***
- ***Date Property Received***
- ***Date Property Reconciled***
- ***Date Property Delivered***
- ***Audit Comments***

Please see Part 1B Confidential Technical Proposal, Appendix A: Sample WIP for a sample monthly status report.

2.7 Acknowledgements

2.7.1 The Nevada Unclaimed Property Division has the final and sole authority to decide who, if anyone will represent the Division in the unlikely event more than one Vendor or another state wants to identify and collect unclaimed property from the same holder.

2.7.2 The Nevada Unclaimed Property Division may approve or disapprove authorization to attempt to identify and locate unclaimed property from any holder without offering justification for such denial. The Division may also, after authorization has been granted to conduct an audit of a holder, suspend or terminate the examination on behalf of the state regardless of whether it has commenced, for any reason, including legislative or judicial action which causes delay that prevents performance, or an unforeseen or

uncontrollable event, and without offering justification for such suspension or termination.

DAS has read and acknowledges Section 2.7.

2.8 Holder Due Diligence & Subsequent Reporting

2.8.1 The Vendor shall advise each holder in writing of the provisions of the Nevada statute for notifying owners of their property. Provide samples of documentation provided holders. NRS 120A.560(5) requires written notice be sent to owners or apparent owners not more than 120 days or less than 60 days before filing the report if the following is applicable:

2.8.1.1 If it is unknown whether the last known address is known to be accurate.

2.8.1.2 The claim of the apparent owner is not barred by a statute of limitations.

2.8.1.3 The value of the property is $50 or more.

2.8.2 The Vendor shall require each holder to file with the Nevada Unclaimed Property Division an affidavit stating that the holder has complied with NRS 120A.560(5).

2.8.3 The Vendor, upon completion of the initial review or examination of a holder's records, must instruct the holder to file all future reports with the State of Nevada, pursuant to Nevada reporting requirements.

In DAS' experience, Holders usually have a template in place for notifying owners of their property. Where this is not the case, DAS provides a sample letter for Holders to use in performing due diligence. DAS shall provide Treasurer with a copy of the sample letter used by Holders in performing due diligence. DAS shall also require each holder to file an affidavit with the Nevada Unclaimed Property Division stating that it has complied with NRS 120A.560(5). See Appendix A, Part 1B Confidential Technical Proposal.

During the exit conference, the auditor directs the holder's attention to Client Property Law. The auditor recommends processes that would encourage and/or be conducive to complying with client criteria without risking the compromise of auditor objectivity. DAS understands the value of this educational process to owners, the State and holder. The audit is designed to identify escheatable property, but during the course of the audit there are numerous opportunities to educate the holder. This education is essential to the holder for future voluntary compliance. The primary benefit of the audit is that the holder is educated, procedures are corrected, and the holder can voluntarily comply with their

obligation to escheat the property timely, and with a proper perspective. This is the primary means by which future compliance will be sought and maintained.

Once remittance and any waiver request are received, the auditor acknowledges receipt of property and provides holder with the State's website and phone number for assistance with future unclaimed property questions and reporting.

2.9 Unclaimed Property Report

2.9.1 The Vendor shall provide reports of the property to be forwarded to the Division in a format prescribed by the Division pursuant to NRS 120A and NAC 120A. The Division will provide reporting instructions, and specifications needed for automated reporting.

2.9.2 Reports will include the following information:

2.9.2.1 Holder name;

2.9.2.2 Holder address;

2.9.2.3 A holder contact, familiar with the records processed and the property transferred;

2.9.2.4 Federal Employer Identification number of the holder;

2.9.2.5 Owners' names;

2.9.2.6 Owners' last known addresses;

2.9.2.7 Owners' social security numbers or Federal Tax Identification numbers;

2.9.2.8 Types of property;

2.9.2.9 Any unique property identifier or number used by the holder (for example, an account number or a birth date);

2.9.2.10 Amount of the property;

2.9.2.11 CUSIP number, and certificate numbers for any securities, if applicable;

2.9.2.12 Bond numbers and coupon numbers accompanied with call date, if applicable;

2.9.2.13 Value of the shares and the valuation date;

2.9.2.14 Description of any securities, including maturity dates, interest rates, and interest or dividends due, if applicable; and

2.9.2.15 Date of the last transaction with the owner with respect to the property.

DAS' present systems will provide the Treasurer with a complete report that details all owner information and property information for each holder in the format required by the Administrator. DAS understands this deliverable requirement and can presently meet this obligation as it does for its 29 other state clients.

DAS' current audit personnel have 11 years of experience in writing unclaimed property reports and currently reports to 29 state clients in a format that meets all generally accepted auditing principles. DAS has the ability and staff to efficiently and effectively manage the audit process and submit all reports in an all-inclusive secure, and accurate manner that is compatible with the format of the Treasurer. Service reliability is achieved by effectively managing the timely and accurate completion of each milestone in the process, adhering to the defined audit procedures, utilizing the standard NAUPA II report formats, effective technical audit review, timely interaction with the Treasurer as appropriate, and engaging holders in a professional, ethical, and efficient manner. DAS will electronically transmit audit findings via a secure portal using either UP exchange or a state specific site in Standard NAUPA II format. Electronic transmissions include, but are not limited to, a schedule of audit findings, audit report summary, copy of holder remittance, confirmation of property upload, and DAS invoice.

Present System for Electronic Reporting and Delivery of Unclaimed Properties

The auditor will submit the audit summary report and preliminary schedule to the AUP Audit Manager for review. This summary presents the auditor's findings and

recommendations. The summary provides a narrative of the examination controls, how discoveries were identified, and how it may have hindered holder compliance. All essential and/or critical information is annotated in both the audit diary and the report of examination.

Report of property lists the escheatable items by report year detailing property or identifier, owner information, last activity date or other dormancy trigger, and property type and property, as these are available.

Once the AUP Audit Manager reviews and approves the documents, the auditor submits the preliminary schedule and exit letter to the holder. The exit letter details the statutes governing escheatment of any property types scheduled. The auditor will provide the holder with fifteen to thirty days, depending on the complexity and amount of findings, to provide documents to remediate or remove findings.

The auditor directs the holder's attention to Client Property Law during the exit conference. The auditor recommends processes that would encourage and/or be conducive to complying with client criteria without risking the compromise of auditor objectivity. DAS understands the value of this educational process to owners, the State and holder. The audit is designed to identify escheatable property, but during the course of the audit there are numerous opportunities to educate the holder. This education is essential to the holder for future voluntary compliance. The primary benefit of the audit is that the holder is educated, procedures are corrected, and the holder can voluntarily comply with their obligation to escheat the property timely, and with a proper perspective. This is the primary means by which future compliance will be sought and maintained.

Upon expiration of the provided remediation period, the holder will mail any waiver request letter along with remittance payable to State and mail to the auditor address below:

DAS, LLC
ATTN: (Auditor Name)
11637 Lake Sherwood Avenue North
Baton Rouge, LA 70816

Once remittance and any waiver request are received, the auditor acknowledges receipt of property and provides holder with the State's website and phone number for assistance with future unclaimed property questions and reporting. The auditor will complete audit file and submit to AUP Audit Manager for final review and processing. The file will then be transmitted to the State. The State is provided a schedule of escheatable property in the NAUPA format at the conclusion of the audit along with a billing invoice. A sample report is provided in Part 1B Confidential Technical Proposal, Appendix A: Sample Audit Report.

The auditor remains available to assist holders with basic information after the examination is complete.

If the holder fails to remit the scheduled property without supporting documentation to remove the item from the list of escheatable property, the AUP Audit Manager will attempt resolution with the holder. If unsuccessful, the State will be advised within 30 days of the failed resolutions and be requested to intervene with the holder.

It is the preference of DAS that property is presented directly from the holder to the State. Where some states wish for us to receive the property in escrow, net our fees, and forward to the State the balance, we would prefer not to touch the property. That is of course the decision of the State. In the event the State instructs DAS to receive the property in escrow and forward it to the State, DAS has an escrow account set up for this purpose with JPMorgan Chase Bank. It is the policy of DAS to receive and transfer to the State these funds from escrow in the same day unless some extraordinary circumstance prevents this. DAS does not wish to hold these funds in escrow overnight.

The designated custodian of DAS is JPMorgan Chase Bank, N.A., a federal or state licensed financial institution. The custodian function is separate from the auditing and compliance function. This interest-bearing account is used to receive funds from the holder and send those funds to the state. This account has been more than sufficient to provide DAS with the ability to place funds in a secure account before transmitting them to the state. This transfer will occur within 24 to 48 hours following receipt from the holder.

Mr. Granville Anderson
JPMorgan Chase Bank, N.A.
Town Center – 179
7171 Corporate Blvd.
Baton Rouge, LA 70809
225-216-3707

Present System Electronic Holder Reporting

Upon receipt of schedule of audit findings and other essential information, the AUP Administrative Manager initiates the electronic holder reporting process. The scheduled properties are filtered, and/or segregated, by State. The properties total balance reportable to each participating State is reconciled to its applicable remittance submitted by holder. In the event the scheduled balances do not reconcile with the remittance check amount, the AUP Audit Manager is consulted for further guidance and rectification.

Once reconciliation of findings schedule and remittance is accomplished, the AUP Administrative Manager accesses UPExchange and extracts the standardized, NAUPA II formatted worksheet in preparation for data upload.

The AUP Administrative Manager uploads the scheduled properties, from the schedule of findings, to the NAUPA worksheet. For validation and verification purposes, the AUP Administrative Manager conducts tests of both "hash" and "batch" totals. These tests mitigate the risk of erroneous reporting.

The AUP Audit Manager then uploads the NAUPA II formatted spreadsheet to the State's unclaimed property reporting website via UPExchange. The upload confirmation's balance output is reconciled to the schedule of findings for validation purposes. The file is then forwarded to the Director of Operations.

The Director of Operations conducts the final quality control review to ensure the examination packet is complete and free from error or omission. The remittance check along with the final packet is forwarded to the applicable State.
Please see Part 1B Confidential Technical Proposal, Appendix A: Sample Audit Report for the sample audit report.

2.10 Custody of Unclaimed Property

2.10.1 If the Vendor does not provide financial custodial services, the Vendor shall enter into an agreement with a custodian to provide these services for the Vendor. Indicate if custodial services are provided by the Vendor or by an outsourced custodial service.

2.10.2 The custodian shall:

2.10.2.1 Segregate into a separate account or accounts all property delivered by holders.

2.10.2.2 Acknowledge that the Division has all rights of a third party beneficiary with respect to the benefit and enforcement of these provisions, and that these provisions may only be amended with the written consent of the Division.

2.10.2.3 In the event an outsourced custodial service is utilized, the contract must include the provisions of Sections 2.10.2.1 and 2.10.2.2 of this RFP, and must be submitted to the Nevada Unclaimed Property Division, along with any subsequent amendments. Provide all current contracts.

2.10.3 The Vendor shall advise the holder that the holder is responsible for paying all claims up to the time that both a final report has been agreed to and the holder has delivered the property to the Vendor.

2.10.4 The Vendor or its custodian, shall not pledge, assign, hypothecate or otherwise encumber property without the prior written consent of the Division, nor shall the Vendor take any ownership position in any securities constituting property.

DAS acknowledges and understands the deliverable requirement of each element of Section 2.10 above and can presently meet this obligation as it does for its 29 other state clients.

It is the preference of DAS that property is presented directly from the holder to the State. Where some states wish for us to receive the property in escrow, net our fees, and forward to the State the balance, we would prefer not to take possession of the property. That is of course the decision of the State. DAS will include this preference as an item to be discussed in the onboarding call with the State if selected. In the event the State instructs DAS to receive the property in escrow and forward it to the State, DAS has an escrow account set up for this purpose with JPMorgan Chase Bank. It is the policy of DAS to receive and transfer to the State these funds from escrow in the same day unless some extraordinary circumstance prevents this. DAS does not wish to hold these funds in escrow overnight.

The designated custodian of DAS is JPMorgan Chase Bank, N.A., a federal or state licensed financial institution. The custodian function is separate from the auditing and compliance function. This interest-bearing account is used to receive funds from the holder and send those funds to the state. This account has been more than sufficient to provide DAS with the ability to place funds in a secure account before transmitting them to the state. This transfer will occur within 24 to 48 hours following receipt from the holder.

Mr. Granville Anderson
JPMorgan Chase Bank, N.A.
Town Center – 179
7171 Corporate Blvd.
Baton Rouge, LA 70809
225-216-3707

2.11 Delivery of Unclaimed Property

2.11.1 The Vendor shall reconcile the report with the holder and deliver all property with the reconciled report to the Nevada Unclaimed Property Division within 60 days from receipt of any property by the custodian.

2.11.2 Certificates for securities must be registered, if at all possible, in the name of Nevada Unclaimed Property. Those certificates that cannot be transferred must be delivered to Nevada Unclaimed Property in the nominee or original owner's name. Except for securities that are required

to be certificated, all securities must be electronically transferred directly from the Holder or the Holder's transfer agent, to a designated custodial securities account held by the Administrator, unless instructed otherwise by the Administrator.

2.11.3 The original date that certificates are registered in the name of Nevada Unclaimed Property or our nominee name, or credited in book entry form, must be retained, and must become a part of all reports relating to such certificates.

2.11.4 A complete delivery of property consists of the following:

2.11.4.1 Unclaimed Property Report (NAUPA report, submitted online).

2.11.4.2 A confirmation of each securities transaction either by a physical certificate, electronic transfer form or a statement indicating the transfer to Nevada Unclaimed Property.

2.11.4.3 Summary of all stock or mutual funds delivered which include the name, the CUSIP and the total number of shares by issue.

2.11.5 Each holder delivery shall be separate.

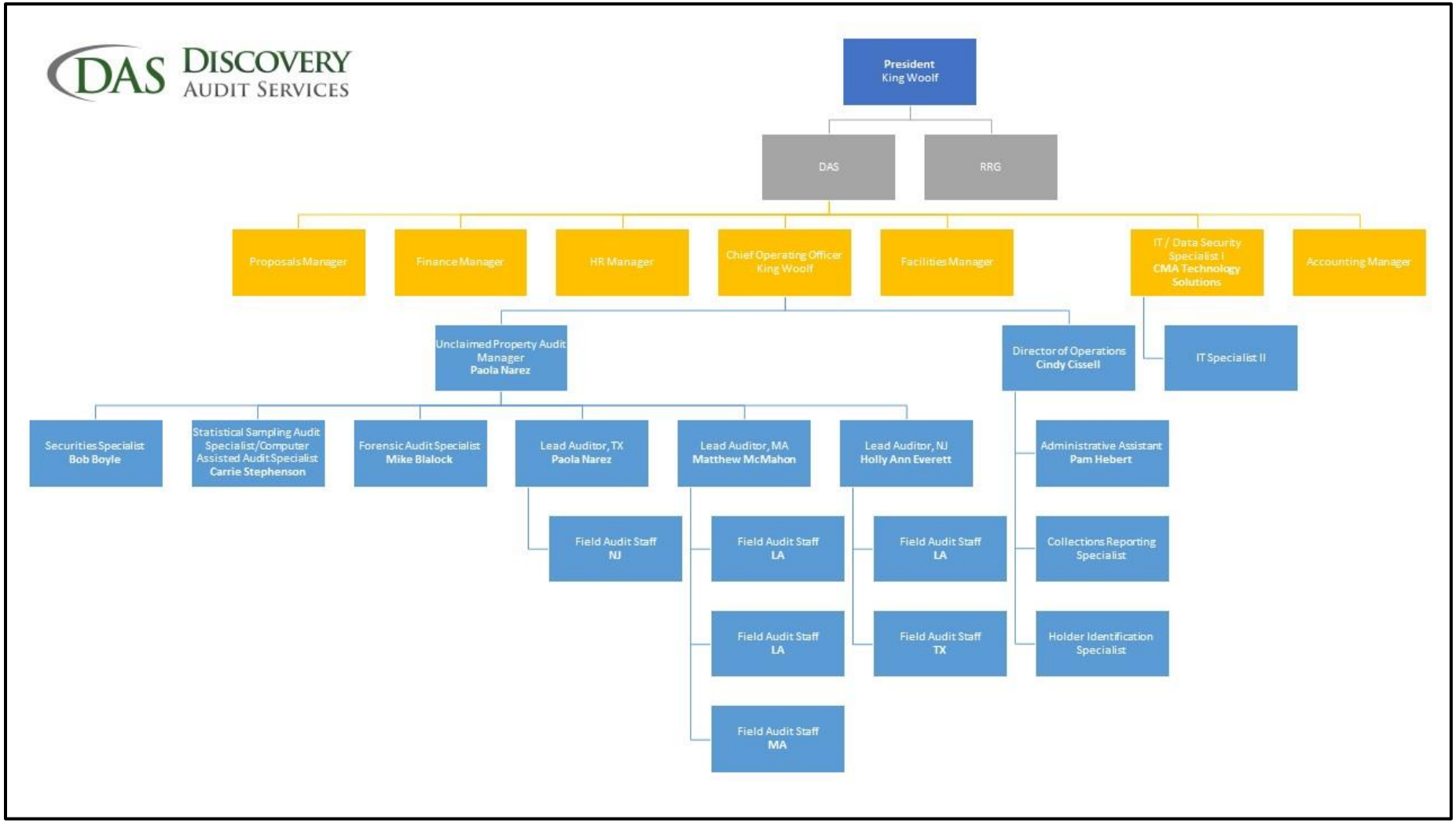
DAS acknowledges and understands the deliverable requirement of each element of Section 2.11 and can presently meet this obligation as it does for its 29 other state clients.

Section VI - COMPANY BACKGROUND & REFERENCES

3.1 VENDOR INFORMATION

3.1.1 Vendors shall provide a company profile in the table format below.

Question	Response
Company name:	***Discovery Audit Services, LLC***
Ownership (sole proprietor, partnership, etc.):	***Limited Liability Company***
State of incorporation:	***State of Louisiana***
Date of incorporation:	***March 12, 2007***
# of years in business:	***11***
List of top officers:	***John King Woolf III*** ***Christine C. Woolf***
Location of company headquarters, to include City and State:	***Baton Rouge, LA***
Location(s) of the office that shall provide the services described in this RFP:	***11637 Lake Sherwood Avenue North*** ***Baton Rouge, LA 70816***
Number of employees locally with the expertise to support the requirements identified in this RFP:	***5 are local to Louisiana***
Number of employees nationally with the expertise to support the requirements in this RFP:	***8 are located outside of Louisiana***
Location(s) from which employees shall be assigned for this project:	***Baton Rouge, LA; Edison, NJ; Washington, NJ; Boston, MA; North Andover, MA; Houston, TX; Pflugerville, TX;***


DAS DISCOVERY AUDIT SERVICES
President
King Woolf
DAS
RRG
Proposals Manager
Finance Manager
HR Manager
Chief Operating Officer
King Woolf
Facilities Manager
IT / Data Security Specialist I
CMA Technology Solutions
Accounting Manager
Unclaimed Property Audit Manager
Paola Narez
Director of Operations
Cindy Cissell
IT Specialist II
Securities Specialist
Bob Boyle
Statistical Sampling Audit Specialist/Computer Assisted Audit Specialist
Carrie Stephenson
Forensic Audit Specialist
Mike Blalock
Lead Auditor, TX
Paola Narez
Lead Auditor, MA
Matthew McMahon
Lead Auditor, NJ
Holly Ann Everett
Administrative Assistant
Pam Hebert
Field Audit Staff
NJ
Field Audit Staff
LA
Field Audit Staff
LA
Collections Reporting Specialist
Field Audit Staff
LA
Field Audit Staff
TX
Holder Identification Specialist
Field Audit Staff
MA

3.1.2 A Nevada-based business may apply for a five percent (5%) preference on its proposal. This preference may apply if a business has its principal place of business within Nevada. This preference cannot be combined with any other preference, granted for the award of a contract using federal funds, or granted for the award of a contract procured on a multi-state basis. To claim this preference a business must submit a letter with its proposal showing that it qualifies for the preference.

DAS acknowledges and understands the deliverable requirement of Section 3.1.2. DAS is not currently located in Nevada.

3.1.3 **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state shall register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

DAS acknowledges and understands the deliverable requirement of Section 3.1.3 and shall register with Nevada's Secretary of State's Office as a foreign corporation upon notice of award of contract.

3.1.4 The selected vendor, prior to doing business in the State of Nevada, shall be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS76. Information regarding the Nevada Business License can be located at http://nvsos.gov.

Question	Response
Nevada Business License Number:	***Upon award of a contract, DAS will register with the State of Nevada's Secretary of State's Office.***
Legal Entity Name:	***Discovery Audit Services, LLC***

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes	*x*	No	

If "No", provide explanation.

3.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes		No	***x***

If "Yes", complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	***N/A***
State agency contact name:	***N/A***
Dates when services were performed:	***N/A***
Type of duties performed:	***N/A***
Total dollar value of the contract:	***N/A***

3.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	***x***

If "Yes", please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person shall be performing or producing the services which you shall be contracted to provide under this contract, you shall disclose the identity of each such person in your response to this RFP, and specify the services that each person shall be expected to perform.

3.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP shall also be disclosed.

Does any of the above apply to your company?

Yes		No	***x***

If "Yes", please provide the following information. Table can be duplicated for each issue being identified.

Question	Response	
Date of alleged contract failure or breach:	***N/A***	
Parties involved:	***N/A***	
Description of the contract failure, contract breach, or litigation, including the products or services involved:	***N/A***	
Amount in controversy:	***N/A***	
Resolution or current status of the dispute:	***N/A***	
If the matter has resulted in a court case:	Court	Case Number
	N/A	
Status of the litigation:	***N/A***	

3.1.8 Vendors shall review and provide if awarded a contract the insurance requirements as specified in ***Attachment D, Insurance Schedule for RFP 3527.***

DAS has the required professional liability / malpractice / errors and omissions and cyber liability insurance as required in the RFP and will provide a certificate of insurance upon award of contract.

3.1.9 Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

This proposal is presented by Discovery Audit Services, LLC ("DAS"), a limited liability corporation and sole proprietorship, and sister company to Revenue Recovery Group, Inc.(RRG), both owned by King and Christine Woolf. This Nevada project will be managed from DAS' corporate office at 11637 Lake Sherwood Ave North., Baton Rouge, LA 70816.

DAS evolved out of RRG, which has been engaged in sales and use tax auditing since 1989. The primary area of expertise of RRG is business tax discovery and examination services provided exclusively to state and local tax agencies in ten states. Although separate legal entities, the two companies share resources and personnel as appropriate. The core technical audit management and staffs are completely separate and only work in their designated sections. Personnel in top management, administration, and with specialized expertise are utilized appropriately by both entities.

Our unclaimed property program initially began with RRG and the State of Louisiana's Unclaimed Property Division. In response to repeated solicitations by other states, DAS was formed in 2006 to exclusively provide discovery audit services for abandoned and unclaimed property to states. It has never, and has no plans to ever, provide services to Holders. DAS represents roughly one third of the combined RRG/ DAS business. DAS personnel who impact the DAS program total seventeen (17) employees, with fifteen (15) employed on a full-time basis. DAS is expanding its staffing at the time of this proposal and will continue to expand its personnel resources to include individuals with the same quality that we have provided our 29 other clients for over 11 years.

Over the past twenty-eight years, DAS and RRG combined have completed over 53,458 examinations of businesses on behalf of government clients. Audit teams have over 365 combined years of audit experience. The firms have discovered and detailed $282,551,196 to their government clients. Of the 53,458 examinations completed, 6 have been litigated. Courts agreed with us in 5 of the 6 cases. DAS was formed in 2006 in response to numerous states soliciting us to assist in unclaimed property examinations.

Discovery Audit Services, LLC personnel have more than 54 years of experience in providing auditing services to state clients. DAS audit teams are led by personnel with advanced degrees in accounting. The Audit Manager has completed the Louisiana State University's Center for Internal Auditing Program (CIA), a program nationally recognized for its excellence.

DAS personnel have education / experience in computer assisted auditing and statistical sampling and have been trained in all phases of unclaimed and abandoned property law, including case law, Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), National Association of State Treasurers (NAST), and National Association of Unclaimed Property Administrators (NAUPA) resolutions and commitments on performing audits specifically for unclaimed and abandoned property. Audits are performed in accordance with standards of the American Institute of Certified Public Accountants (AICPA) and the United States General Accounting Office (USGAO). Furthermore, Revenue Recovery Group invited by National Conference of Legislatures to Present Best Practices as a Responsible Third-Party Audit Firm. Please Section VIII – Other Informational Material for a letter from the National Conference of State Legislatures.

Statistical sampling would only be utilized if all other means to secure the necessary data were exhausted, and with prior approval by the Treasurer.

For over 11 years, Discovery Audit Services has performed abandoned property discovery and auditing services exclusively for state clients. DAS discovery and examinations have detailed $61,222,614 which has been returned to owners and/or collected and remitted to states. DAS performed five hundred forty-three

(543) total completed audits, with three hundred fifty-seven (357) of those holder examinations occurring in the past 5 years for 29 client states currently under contract – all without one legal challenge or adverse consequence to our clients.

Discovery Audit Services' diverse experience and capabilities facilitate the efficient, effective, and thorough evaluation of compliance in a wide range of industries. In addition to traditional general ledger and securities audits that firms typically perform, DAS believes that Contractor-Assisted Self-Audits (CASA) will also increase compliance with the states' unclaimed property laws.

DAS has performed general ledger and securities unclaimed property examinations of financial institutions, oil and gas, insurance, healthcare, manufacturing, construction, rebates, and numerous other industries. Audits include mid-size up to the Fortune 100 in these industries. The audit staff's demonstrated experience in understanding and navigating the general ledger and securities has resulted in timely, fair evaluations of holder compliance with zero ("0") unresolved disputes, nor negative ratings from the holder community.

85% of DAS audits have been completed in 18 months or less. A part of company focus is educating and assisting holders to be compliant in state unclaimed property laws. As a result, total property of $61,222,614 includes both property returned to owners and property escheated to the state resulting from a DAS audit.

Since DAS was founded in 2006, not one of the 543 examinations completed for our 29 state clients has been litigated by a holder. We believe in fair, uniform, objective, and professional treatment of holders. Our consistent performance, professionalism, attention to detail, and results working with the holder community to resolve issues before they escalate demonstrate that DAS is a responsible choice to meet the Treasurer's objectives and the requirements of Proposal 3527.

DAS continues to build its audit program and invest in new resources and tools to better serve our clients. DAS' experience in auditing many of the largest global companies evidences its ability to effectively analyze large data sets otherwise known as "big data." The audit staff has been trained, and has demonstrated capability to efficiently analyze large, disparate data sets and manipulate to a more auspicious format. DAS auditors understand how to effectively utilize various automated applications in analyzing large dataset. In addition to Microsoft Office tools such as Excel and Access, our firm utilizes the IDEA software package and MTC estimation software when necessary and only when pre-approved by the client. These tools allow our auditors to efficiently, effectively and practically analyze large datasets thereby minimizing excessive burden on the holder as well as facilitating the timely turnaround of examinations.

Neither DAS or RRG has been subject to any criminal or regulatory investigations resulting in adverse action. DAS has the required professional liability / malpractice / errors and omissions and cyber liability insurance as required in the RFP and has sufficient financial resources to perform over the contract term. We have carefully read the RFP, fully understand its intent and requirements, and can certify to our compliance in every respect.

3.1.10 Provide a brief description of the length of time vendor has been providing services described in this RFP to the public and/or private sector.

For over 11 years, Discovery Audit Services has performed abandoned property discovery and auditing services exclusively for state clients. No services have been provided to the private sector.

3.1.11 Financial information and documentation to be included in accordance with ***Section 8.5, Part III – Confidential Financial Information***.

3.1.11.1 Dun and Bradstreet Number

3.1.11.2 Federal Tax Identification Number

3.1.11.3 The last two (2) years of audited financial statements.

Please refer to Part III – Confidential Financial Information.

3.2 SUBCONTRACTOR INFORMATION

Subcontractors are defined as a third party, not directly employed by the contractor, who shall provide services identified in this RFP. This does not include third parties who provide support or incidental services to the contractor.

3.2.1 Does this proposal include the use of subcontractors?

Yes		No	X

If "Yes", vendor shall:

3.2.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor shall perform services.

N/A

3.2.1.2 If any tasks are to be completed by subcontractor(s), vendors shall:

A. Describe how the work of any subcontractor(s) shall be supervised, channels of communication shall be maintained and compliance with contract terms assured; and

N/A

B. Describe your previous experience with subcontractor(s).

N/A

3.2.1.3 Provide the same information for any proposed subcontractors as requested in ***Section 3.1, Vendor Information***.

N/A

3.2.1.4 Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.

N/A

3.2.1.5 Vendor shall notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFP in ***Section 3.2, Subcontractor Information***. The vendor shall receive agency approval prior to subcontractor commencing work.

N/A. DAS does not use subcontractors in the performance of unclaimed property auditing services.

3.3 BUSINESS REFERENCES

3.3.1 Vendors shall provide a minimum of three (3) business references from similar projects performed for private and/or public sector clients within the last three (3) years.

DAS provided Reference Questionnaires to the following states: Louisiana, New Mexico, North Dakota, and Texas.

3.3.2 Vendors shall submit ***Attachment E, Reference Questionnaire*** to their business references.

3.3.3 It is the vendor's responsibility to ensure that completed forms are received by the Purchasing Division on or before the deadline as specified in ***Section 7, RFP Timeline*** for inclusion in the evaluation process. Reference Questionnaires not received, or not complete, may adversely affect the vendor's score in the evaluation process.

3.3.4 The State reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.

3.4 VENDOR STAFF RESUMES

A resume shall be completed for each proposed key personnel responsible for performance under any contract resulting from this RFP per ***Attachment F, Proposed Staff Resume.***

Please see Section VII, Attachment F: Proposed Staff Resume(s).

Section VII - ATTACHMENT F – PROPOSED STAFF RESUME(S)

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Discovery Audit Services, LLC***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***John King Woolf, III***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***President***		
# of Years in Classification:	***11***	**Founded DAS 11 years ago**	***11***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Mr. Woolf's experience includes founding and managing Discovery Audit Services since 2006. Discovery Audit Services engages on behalf of its multiple state clients to identify, document, and facilitate the transfer of escheatable property from holders of the property to the appropriate state. Over the past 27 years, King has founded Discovery Audit Services and Revenue Recovery Group, specialty audit firms representing the public sector. Both firms represent exclusively state and/or local government agencies and facilitate education and compliance within the business community of business tax and state escheat laws. Combined, these two firms have discovered, documented, and facilitated the transfer of over $295,913,304 in delinquent tax payments and escheatable property to their government clients.

Specialization

- Services to State and Local Government
- Electronic filing
- Sales/Use Tax
- Escheatment
- Project Planning and Implementation

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Discovery Audit Services LLC | ***Baton Rouge, LA***
Founder, President (2006 – Present)
Mr. Woolf founded Discovery Audit Services in 2006 at the request of the Louisiana Treasurer. Discovery Audit Services provides discovery and audit services to state governments to facilitate the timely and accurate escheatment of property from the holder of the property to the state and ultimately to its owner. Mr. Woolf has been successful in securing multiple state contracts to discover and examine unclaimed property, establishing procedures, monitoring delivery, and resolving issues.

Revenue Recovery Group, Inc. | ***Baton Rouge, LA***
Founder, President (1989 – Present)
Revenue Recovery Group was founded in 1989 to provide discovery and audit services to state and local governments. The company discovers and details delinquent tax owed to state and local government clients. Over 52,038 audits have been completed. Of the 52,038 audits, six cases have been litigated

and of those five supported the firm's findings. Over 241,149,439 in delinquent tax revenue has been discovered, detailed, and reported to state and local government clients in eight states. Revenue Recovery Group was recognized in 2011 by the National Council of State Legislatures as being a "responsible third-party audit firm."

eFileSolutions, Inc., dba Trustfile | *Baton Rouge, LA*
Co-Founder, President (2002 – 2007)
Trustfile was founded in 2002 and sold in 2007. Trustfile's mission was to deliver a single point electronic registration, filing, and payment portal to allow a business to file and pay Sales/Use tax into all states and localities in the U.S. When Trustfile was sold it accurately and timely transmitted electronic filing and payment return data to thirteen states. Total annual dollars transmitted through the portal then exceeded ten billion dollars per year.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Masters of Business Administration. May, 1989.
Vanderbilt University, Owen Graduate School of Business, Nashville, TN.

Bachelor of Science in Business Administration. May, 1981
Louisiana State University, Baton Rouge, LA.

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name: Kevin Reilly
Title: Chairman of the Board
Organization: Lamar Corporation
Phone Number: 225-926-1000
Fax Number: N/A
E-mail: kreilly@lamar.com

Name: Pete Adams
Title: Executive Director
Organization: Louisiana District Attorney's Association
Phone Number: 225-393-2227
Fax Number: N/A
E-mail: pete@idaa.org

Name: Roxy Huber
Title: Project Manager
Organization: Fast Enterprises and Former Commissioner of Revenue for Colorado
Phone Number: 303-906-7904
Fax Number: N/A
E-mail: rhuber@gentax.com

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Discovery Audit Services, LLC***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Christine C. Woolf***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Vice President / Accounting Manager***		
# of Years in Classification:	***9***	**# of Years with Firm:**	***9***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Christine Woolf is an accounting professional who joined the firm in 2007, and now functions as the Vice President / Accounting Manager for DAS. She is solely responsible for the safekeeping and security of all funds and will be transmitting property to the State timely and in accordance with procedures as required by the State. She maintains all insurance requirements, corporation registration with the states, and is in charge of all banking activities.

Prior to joining DAS, Christine worked for the LA State Police Crime Lab as a forensic scientist and the LA District Attorney's Office as a Researcher. Christine has a Bachelor of Medical Technology from Louisiana State University.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Discovery Audit Services LLC / Revenue Recovery Group | ***Baton Rouge, LA***
Vice President / Accounting Manager (2009 – Present)
Ms. Woolf is responsible for the safekeeping and security of all funds and will be transmitting property to the State timely and in accordance with procedures as required by the State. She maintains all insurance requirements, corporation registration with the states, and is in charge of all banking activities.

Imelda's Fine Shoes | ***Baton Rouge, LA***
Bookkeeper (January 2007 – March 2009)
Ms. Woolf managed all bookkeeping for Imelda's. She paid bills, filed sales tax and kept records for filing yearly taxes. Additionally, Ms. Woolf ran payroll twice a month and filed and paid all payroll taxes.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

B.S in Medical Technology, 1984
Louisiana State University, Baton Rouge, LA
Registered with ASCP # 158428

TN License # 012222

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name: Kim Singletary
Title: Administrator of Radiology Associates
Organization: Radiology Associates, L.L.C.
Phone Number: 225-757-0652
Fax Number: 225-763-9997
E-mail: ksingletary@lakeradiology.com

Name: Elsa Gaskell
Title: Membership Director
Organization: Bocage Racquet Club
Phone Number: 225-924-6273
Fax Number: 225-924-4437
E-mail: elas@bocagerc.org

Name: Sally Banta
Title: Owner
Organization: Imelda's Fine Shoes
Phone Number: 225-921-3737
Fax Number: N/A
E-mail: imeldasbr@gmail.com

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Discovery Audit Services, LLC***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Paola Andrea Narez***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Abandoned & Unclaimed Property Audit Manager / Auditor***		
# of Years in Classification:	***4***	**# of Years with Firm:**	***4***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

As the AUP Audit Manager, Ms. Narez is charged with directing and managing the AUP audit division of the firm. Mrs. Narez assists the President in development and maintenance of the program's infrastructure designed to facilitate the efficient, accurate and thorough progression of examination assignments for multiple states.

Ms. Narez's experience includes audit management, client relations, auditor training and team development, technical conflict resolution, audit risk assessment, development and oversight of internal controls, auditing, and audit analysis for unclaimed property examination services for client states. She has successfully executed a multitude of AUP examinations of holders operating in various industries to include, however is not limited to, the specialized industries identified below. She brings a strong computer analytics background and experience in industry standard audits to her role as the Abandoned & Unclaimed Property Audit Manager for DAS. She is fluent in both Spanish and English, and takes a thorough, detailed approach in preparing for her examinations. With four years' audit experience, Mrs. Narez directs the audit group to examine a diverse inventory of both single and multi-state holders, which include holders in the transportation, healthcare, financial institutions, utility companies, property & casualty, and oil and gas industries.

Specialization

- Understanding of GAAP and GAAS
- Computer Assisted Auditing Techniques
- Tax and Compliance Law
- Microsoft Excel, Access, PowerPoint
- Financial Institutions Laws and Industry
- Healthcare Laws and Industry
- Oil and Gas Industry Analysis and Geographical Information Systems (GIS)
- Understanding of NAUPA criteria and State UP Laws
- Abandoned & Unclaimed Property Auditing
- External & Internal Audit
- SOX Controls
- Leadership & Management
- Manufacturing & Engineering
- Collection and Remittance of Property

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Discovery Audit Services LLC | *Houston, TX*
Abandoned & Unclaimed Property Audit Manager / Auditor (May 2014 – Present)

Directs and manages the AUP audit division of the firm. Performs detailed analysis of holder compliance with State Unclaimed Property Statutes. Process owner on all technical issues, dispute resolutions as well as conveyance of all examinations related communications, correspondence and work papers to the client state, holder and/or holder advocate. Completes examinations independently by following firm approved audit plans. Applies the accounting and internal audit concepts, ensuring that the holder is in compliance with the applicable statutes. Conducts a thorough evaluation of internal controls and accounting processes, researches audit issues, and reviews and organizes financial documents.

Uses computer assisted audit techniques in the analysis of large amounts of data. Examines and evaluates the efficiency and effectiveness of internal controls. Researches audit leads and changes in industry or jurisdiction criterion.

Cleco Corporation | *Pineville, LA*
Audit Intern (Summer 2012)
Ms. Narez worked on SOX 404 audits such as control environment, budgeting, and capital assets. She assisted other internal audit staff in gathering documentation, conducting audit tests, and in preparing work papers, which she documented and reviewed using TeamMate EWP.

Flag Solutions Ltda | *Medellin, Columbia*
Assistant to Manager of Software Development (May 2005 – May 2006)
Assisted the Manager of Software Development in the temporary/permanent placement of employees to meet the client's outsourcing needs. Gathered, organized, and prepared company documents and developed procedures for ISO 9001:2000 compliance and auditing purposes.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

LSU Certified Internal Audit Program. December, 2012.
Louisiana State University, Baton Rouge, LA

Bachelors, Business and Business Technology, May 2010
Baton Rouge Community College, Baton Rouge, LA

Bachelors, Computer Science. December, 2006.
EAFIT University, Medellin, Colombia

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name: Brenda Garner, CPA, CIA
Title: Administrator-Corporate Controls and Audit Support
Organization: Cleco Corporation
Phone Number: 318-484-7542
Fax Number: 318-484-7685
E-mail Address: brenda.garner@cleco.com

Name: Ivanna Nazar, MBA
Title: Risk Assurance Senior Associate
Organization: PWC
Phone Number: 225-772-5157
Fax Number:713-356-4717
E-mail Address:ivannank@gmail.com

Name: Tatiana Bruce, MBA
Title: Senior Program Manager
Organization: Louisiana Economic Development
Phone Number: 225-342-5663
Fax Number: 225-342-5554
E-mail Address: Tatiana.bruce@la.gov

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Discovery Audit Services, LLC***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Cynthia Deeds Cissell***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title			
# of Years in Classification:	***4***	**# of Years with Firm:**	***9***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Ms. Cissell's primary function as Director of Operations for over three years is to provide oversight of all administrative functions and operational activities including support for unclaimed property auditors, clients, and managers. Additionally, Ms. Cissell is responsible for ensuring that internal controls are established and maintained in order to meet the requirements specified in client contracts and to support quality control.

Ms. Cissell's experience includes five years of unclaimed property auditing and audit analysis. These examinations consisted of completeness of records in order to identify and determine Unclaimed Property in the custody of the holders. She has successfully completed a hundred and eight unclaimed property audits resulting in $4,483,000 in property returned to owners and/or collected and remitted to clients.

Ms. Cissell actively assists in the training and consultation of abandoned and unclaimed property auditors. Her experience in the banking, manufacturing, healthcare, utility and oil and gas industries has proven invaluable in the development, training and consultation of the firm's Abandoned & Unclaimed Property Auditors. Furthermore, she actively assists the AUP Audit Manager in program development, client, and staff relations.

Specialization

- Understanding of GAAP & GAAS
- State and Local Government
- Tax and Compliance Law
- Escheatment
- Records Management
- Financial Institutions
- Collection & Remittance of Property
- Health Care
- Oil & Gas
- Utility Companies
- Manufacturers
- Service Companies
- Reporting to Clients

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Discovery Audit Services LLC / Revenue Recovery Group
Director of Operations (January 2014 – Present)
Ms. Cissell's primary function as Director of Operations for over three years is to provide oversight of all administrative functions and operational activities including support for unclaimed property auditors, clients, and managers. Additionally, Ms. Cissell is responsible for ensuring that internal controls are established and maintained in order to meet the requirements specified in client contracts and to support quality control. Ms. Cissell assists the Audit Manager with project planning and implementation to ensure the examinations are completed within acceptable time frames.

Discovery Audit Services LLC
Abandoned & Unclaimed Property Auditor (April 2009 – January 2014)
Ms. Cissell's primary function was performing Unclaimed Property audits and audit analysis for client jurisdictions as well as researching industries and identifying potential audit leads. She has extensive knowledge in the production of audit summary reports and audit schedules to include the preparation of holder reports in NAUPA II format and electronic filing. She has successfully completed one hundred eight audits for Discovery Audit Services, LLC (DAS) and effectively facilitates best practices when developing client/auditor relationships.

Revenue Recovery Group
Administrative Assistant, (September 2000 – March 2009)
With over eight years' experience as a skilled and personable administrative assistant, Ms. Cissell provided both exceptional and consistent office support to include the production of letters and affidavits related to the audit process, maintaining the audit database, and producing invoices for audit services, and preparing the daily deposit. Ms. Cissell exceled at developing relationships with staff, senior executives and clients. She is highly organized and conscientious and was entrusted by management with confidential materials.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Bachelor of Science in Business-Personnel and Labor Relations. May, 1988.
University of Maryland-University College, College Park, MD

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name: Juanita Bradford
Title: Auditor
Organization: Revenue Recovery Group
Phone: 225-508-4324
Fax: 225-928-9176
E-mail: jbradford@revenuerecoverygroup.com

Name: Claire Trahan
Title: Development Manager
Organization: ALS Association
Phone: 225-343-9880 ext. 2
Fax: 225-381-0087
E-mail: Claire.trahan@alsalams.org

Name: Cathy Hilko
Title: Audit Manager
Organization: Revenue Recovery Group
Phone: 225-400-9343
Fax: 225-928-9176
E-mail: chilko@revenuerecoverygroup.com

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Discovery Audit Services, LLC***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Matthew McMahon***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Abandoned & Unclaimed Property Lead Auditor***		
# of Years in Classification:	***6***	**# of Years with Firm:**	***1***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Prior to joining DAS, Matthew worked as a Senior Associate for Kelmar Associates where he supervised an audit team and trained associates in both general unclaimed property principles and specific audit practices. His earlier positions include Operations Assistant for a major pension fund. Mr. McMahon is responsible for reviewing the status of his team's audits to ensure optimal effectiveness and efficiency and serves as a back up to the audit manager.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Discovery Audit Services LLC | ***Merrimack Valley, MA***
Abandoned & Unclaimed Property Lead Auditor / Auditor (August 2017 – Present)
Mr. McMahon performs independent research on public and private companies. He conducts unclaimed property examinations of holder's records to determine compliance with State statutes and is proficient in the examination and evaluation of internal controls. He performs both single and multi-state examinations while following the prescribed audit plan. He has demonstrated his capability to conduct abandoned and unclaimed property examinations in the banking, healthcare, insurance and oil and gas industries.

As Lead Auditor, Mr. McMahon assists the Audit Manager in oversight of audit research, selection, review (Quality Assurance), holder problem resolution, and client technical communications. He assists with technical and quality functions of the program. Mr. McMahon is responsible for reviewing the status of his team's audits to ensure optimal effectiveness and efficiency.

Kelmar Associates | ***Wakefield, MA***
Senior Associate (January 2014 – August 2017)
Audit Associate (June 2011 – December 2013)
Mr. McMahon supervised the work product of five to seven audit associates to ensure accuracy and timeliness across 25 exams. He reviewed all aspects of General Ledger trial balances, including Accounts Payable, Payroll, Accounts Receivable and industry specific accounts. He deployed data analysis and experience to identify exam problem areas and anticipated issues to raise to management, with possible solutions. Additionally, he made improvements in the speed and accuracy of several exam areas through critical thinking and practical skills with Excel, using VLOOKUPs, Pivot Tables, and customized IF statements.

New England Teamster's Pension Fund | *Burlington, MA*
Operations Assistant (May 2006 – June 2011)
Mr. McMahon scanned daily remittance reports, checks received and pensioner folders into system for archiving, reviewed daily updates on company remittances and daily journal entries for accuracy ad balancing, and composed letter worksheets to companies with erroneous remittances.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Bachelors of Science in Business Administration – Accounting Concentration, 2011
Merrimack College, North Andover, MA

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name: Drew Holoubek
Title: Audit Senior Manager
Organization: Green Hasson Janks
Phone Number: (503) 333-5572
Fax Number: N/A
E-mail: N/A

Name: Oscar Coronel
Title: Forensic Accounting Manager
Organization: Frankel & Reichmann, LLP
Phone Number: (310) 490-7621
Fax Number: N/A
E-mail: N/A

Name: Armen Panossian
Title: Senior Manager
Organization: TL2Q LLC
Phone Number: (818) 451-7233
Fax Number: N/A
E-mail: N/A

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Discovery Audit Services, LLC***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Holly Ann Everett***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Abandoned & Unclaimed Property Lead Auditor***		
# of Years in Classification:	***4***	**# of Years with Firm:**	***1***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Prior to joining DAS, Holly Ann worked as a Senior Audit Associate with Kelmar Associates where she was an unclaimed property auditor and a team leader. Her previous positions in various industries include Accounting Supervisor for a long-term facility. Holly received a B.A. from Ramapo College of NJ and AAS in Accounting from Middlesex County College. Ms. Everett is responsible for reviewing the status of her team's audits to ensure optimal effectiveness and efficiency and serves as a back up to the audit manager.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Discovery Audit Services LLC | *Washington, NJ*
Abandoned & Unclaimed Property Lead Auditor (March 2017 – Present)
Ms. Everett performs independent research on public and private companies. She conducts unclaimed property examinations of holder's records to determine compliance with State statutes and is proficient in the examination and evaluation of internal controls. She performs both single and multi-state examinations while following the prescribed audit plan. She has demonstrated his capability to conduct abandoned and unclaimed property examinations in the banking, healthcare, insurance and oil and gas industries.

As Lead Auditor, Ms. Everett assists the Audit Manager in oversight of audit research, selection, review (Quality Assurance), holder problem resolution, and client technical communications. She assists with technical and quality functions of the program. Ms. Everett is responsible for reviewing the status of her team's audits to ensure optimal effectiveness and efficiency.

Kelmar Associates | *Morristown, NJ*
Senior Associate (February 2016 – January 2017)
Ms. Everett built a comprehensive Audit Plan to allow for a thorough examination of Holders' records in order to identify potential unclaimed property. The examination included a reconciliation of the Trial Balance to Form 1120 and Check Registers to Bank Statements. Data analysis required the use of VLOOKUPS, pivot tables, and expert knowledge in Excel. Other duties included follow through to ensure all stages of the audit proceeded as scheduled per SOP WIP guidelines, final review of audit findings

prior to submission to Audit Manager, drafting monthly reports for Holders, internal monthly DSO reports, explanations of exam stagnation for submission to Legal Department and Client States.

Bridgeway Care Center | *Bridgewater, NJ*
Accounting Supervisor (February 2014 – January 2016)
Managed AP for two separate business entities, each approximately $700,000 in expenses monthly along with managing AR for two separate business entities.

Big Ed's Automotive dba Napa Auto Parts | Colonia, NJ
Accounts Payable / Administrative (May 2011 – September 2013)
Responsible for checking bills of lading, researching and resolving discrepancies, reconciling monthly statement, approvals, & timely payment of vendors on a regular basis.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Associates of Applied Science: Accounting, January 2013
Middlesex County College, Edison, NJ

Bachelor of Arts: Visual Arts, May 2013
Ramapo College of New Jersey, Mahwah, NJ

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name: Toni Vitelle
Title: Wellness Advisor
Organization: Young Living
Phone: 732-744-4093
Fax: N/A
E-mail: gypsyrosewellness@gmail.com

Name: Ed Sena
Title: Owner
Organization: Big Ed's Automotive dba Napa Auto Parts of Colonia
Phone: 732-636-7600
Fax: 732-636-4836
E-mail: biged1340@aol.com

Name: Ayonna Selby
Title: Designer
Organization: Talbots
Phone: 908-451-4730
Fax: N/A
E-mail: mahoganyprophet@yahoo.com

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Discovery Audit Services, LLC***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Robert Boyle***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Abandoned & Unclaimed Property Auditor/Securities Specialist***		
# of Years in Classification:	***23***	**# of Years with Firm:**	***1***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Prior to joining DAS, Robert worked with Georgeson LLC as a Research Manager where he managed a staff responsible for deep research in locating and contacting shareholders and heirs of unclaimed and dormant funds within an asset reunification environment. He has 23 years of securities experience. His previous employers include Registrar and Transfer Company (R&T) and Eagle Rock Proxy Advisors LLC where his previous achievements include establishing and managing the abandoned property and lost shareholder section.

Specialization

- Managing abandoned property & lost shareholder section
- Establishing audit defense procedures
- Red Flag Compliance and Claims Management

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Discovery Audit Services LLC
Auditor & Securities Specialist (September 2017 – Present)
With 25 years of unclaimed property securities experience, Mr. Boyle acts as the foremost expert on all matters pertaining to securities in abandoned and unclaimed property examinations. He is responsible for developing, implementing & documenting procedures for conducting securities examinations for the program and maintaining a knowledge base for continuing education purposes – technical information up to date. He also prepares, documents, and conducts securities examinations training for Unclaimed Property staff and assists the Audit Manager with audit review.

Georgeson
Research Manager (March 2016 – March 2017)
Mr. Boyle managed a staff responsible for deep research in locating and contacting shareholders and heirs of unclaimed and dormant funds within an asset reunification environment.

Registrar and Transfer Company
Vice President (1991 – 2014)

Mr. Boyle established and managed abandoned property and lost shareholder section. He brought abandoned property unit in compliance with state and federal guidelines. Implemented fee structure and revenue sharing process for over 800 companies.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Education / Certifications
Masters, English (1971-1975)
Saint Bonaventure University, St Bonaventure, NY

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name: Michael Ryan
Title: Sr. Vice-President
Organization: Georgeson Securities Corporation
Phone Number: 646-706-6265
Fax: N/A
E-mail: N/A

Name: Thomas Montrone
Title: Former President
Company: Registrar & Transfer Company & Eagle Rock Proxy Services LLC
Phone Number: 908-514-6058
Fax: N/A
E-mail: 1969.diver@gmail.com

Name: Mary Rose Cascaes
Title: Former Vice-President and Chief Operating Officer
Company: Registrar & Transfer Company
Phone Number: 973-517-3552
Fax: N/A
E-mail: mrcascaes14@outlook.com

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Discovery Audit Services, LLC***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Randall Allen Taylor***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Abandoned & Unclaimed Property Auditor***		
# of Years in Classification:	***10***	**# of Years with Firm:**	***2.5***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Mr. Taylor joined the firm as an Abandoned & Unclaimed Property Auditor. He has over twenty-nine (29) years of audit experience. Prior to joining DAS, he was an Auditor V with the Texas Comptroller of Public Accounts. In this role, he completed many complex expenditure audits.

Mr. Taylor also has over ten (10) years of abandoned and unclaimed property auditing experience. He was one of the original Unclaimed Property Auditors for the Texas Department of Treasury, prior to the office's consolidation into the Texas Comptroller of Public Accounts. In this role, he assisted in the development of the program. He also trained Unclaimed Property Auditors and oversaw the selection, preparation, and review of audits.

He has completed a substantial number of audits in a variety of industries including healthcare, oil and gas, financial institutions, construction and insurance companies.

Specialization

- Understanding of GAAP & GAAS
- Understanding of NAUPA criteria and State Unclaimed Property Laws
- Interpret and apply legal criterion
- State and Local Government
- Abandoned & Unclaimed Property Auditing
- Risk Analysis
- Financial Institutions examinations
- Healthcare examinations
- Transportation examinations
- Insurance Company examinations
- Construction examinations
- Oil and Gas examinations
- Utility Company examinations
- Manufacturer examinations
- Supervisory responsibility
- Audit Selection
- Collection and Remittance of Property

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Discovery Audit Services LLC | ***Pflugerville, TX***
Auditor. (*October 2015 – Present)*
Mr. Taylor performs independent research on public and private companies. He conducts unclaimed property examinations of holder's records to determine compliance with State statutes and is proficient in the examination and evaluation of internal controls.
He performs both single and multi-state examinations while following the prescribed audit plan. He has demonstrated his capability to conduct abandoned and unclaimed property examinations in the banking, healthcare, insurance and oil and gas industries.

Texas Comptroller of Public Account | ***San Marcos, TX***
Auditor V (December 1998 – September 2015)
Mr. Taylor conducted Unclaimed Property audits for the Texas State Treasury – Unclaimed Property Division for over 10 years. His audits covered a vast number of industries including oil and gas, manufacturing, construction, healthcare, financial institutions, and insurance. His duties included auditing, supervising, training of new audit staff, and review of work papers.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Bachelor of Business Administration in Accounting. December, 1992.
Southwest Texas State University, San Marcos, TX

Applied Science Degree in Accounting. August, 1990.
Wharton County Junior College, Wharton, TX

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name: Aleks Necak
Title: Expenditure Auditor
Organization: Expenditure Audit Division, Texas Comptroller of Public Accounts
Phone: 512-964-6619
Fax: N/A
E-mail: aleks.necak@cpa.texas.gov

Name: Raymond McClintock
Title: Expenditure Auditor
Organization: Expenditure Audit Division, Texas Comptroller of Public Accounts
Phone: 512-463-4859
Fax: N/A
E-mail: Raymond.mcclintock@cpa.texas.gov

Name: Valerie Davis

Title: Contract Manager
Organization: Unclaimed Property Division, Texas Comptroller of Public Accounts
Phone: 512-751-0458
Fax: N/A
E-mail: Valerie.Davis@cpa.texas.gov

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Discovery Audit Services, LLC***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Pamela Hebert***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Abandoned & Unclaimed Property Administrative Manager***		
# of Years in Classification:	***4***	**# of Years with Firm:**	***11***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Ms. Hebert has successfully managed the customer and administrative sides of business operations, and her fifteen years of experience includes public sector agencies (revenue and unclaimed property) and giant retail stores. She has been providing research and technical analysis of potential audit leads since 2007. She will research and evaluate potential audit candidates for further consideration as audit requests. She is also responsible for the collection of remittance, conversion of files to NAUPA II format, and electronic filing. Ms. Hebert also has over nine years' experience working with government agencies, facilitating and maintaining various communications and aspects of the overall workflow. She is the primary contact for administrative workflow with the 27 unclaimed property state clients.

Specialization

- Holder Identification
- Client Relations
- State and local governments
- Customer Service
- File Management
- Property Detail Upload to State
- Electronic Reporting
- Collection and Remittance of Property

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Discovery Audit Services LLC | ***Baton Rouge, LA***
Administrative Manager (January 2014 – Present)
Ms. Hebert provides research and technical analysis of potential audit leads, and researches and evaluates potential audit candidates for further consideration as audit requests. She is responsible for uploading property detail to State. She has over nine years' experience working with government agencies facilitating various aspects of the overall workflow.

Revenue Recovery Group, Inc. | ***Baton Rouge, LA***
Administrative Assistant (June 2007 – January 2014)

For seven years Ms. Hebert provided outstanding and consistent office support to audit managers and auditors in the field. Duties included the production of letters and files related to the audit process, maintaining the audit database, producing invoices for the audit database, and preparation of deposits.

Walmart Stores, Inc. | Gonzales, LA
Assistant Manager (*March 1999-June 2007)*

Ms. Hebert was responsible for hiring and training associates for two divisions within one store, as well as scheduling for the work shifts. She prepared annual budgets and ensured that the store stayed within that set budget. Ms. Hebert handled customer complaints, and processed the daily paperwork, monthly statements, and month/year end reports.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

N/A

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name: Colleen "Buffy" Smith
Title: Owner
Organization: NBI Medical Billing
Phone: 225-286-5538
Fax: 225-286-5545
E-mail: buffy@nbimed.com

Name: Dara Crochet
Title: Procurement Lead
Company: ISC Group
Phone: 225-756-8100
Fax: 225-756-8586
E-mail: dlcrochet@iscgrp.com

Name: Elizabeth Melancon
Title: DNP, FNP
Organization: Dutchtown Urgent Care
Phone: 225-673-2088
Fax: 225-673-2080
E-mail: Elizabeth.melancon@hmgphysicians.com

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Discovery Audit Services, LLC***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Hilliard Chesteen***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Abandoned & Unclaimed Property Auditor***		
# of Years in Classification:	***3***	**# of Years with Firm:**	***3***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Mr. Chesteen's experience includes auditing, audit management and team leadership, audit training and continuing education updates, technical resolution, and audit review. His incorporation of methodologies obtained from his Environment Studies educational background and internship is a value-add in the firm's primary focus in the oil and gas industry. He has performed unclaimed property examinations within the banking, healthcare, manufacturing, and oil and gas industries.

Specialization

- Abandoned & Unclaimed Property Auditing
- Understanding of GAAP & GAAS
- Tax and Compliance Laws
- Oil & Gas Laws & Industry
- Financial Institutions Laws & Industry
- Healthcare Laws & Industry
- Manufacturing & Engineering
- Transportation Laws & Industry
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Discovery Audit Services LLC | ***Baton Rouge, LA***
Unclaimed Property Auditor (January 2015 – Present)
Mr. Chesteen performs independent research on public and private companies. He conducts unclaimed property examinations of holder's records to determine compliance with State statutes and is proficient in the examination and evaluation of internal controls. He performs both single and multi-state examinations while following the prescribed audit plan. He has demonstrated his capability to conduct abandoned and unclaimed property examinations in the banking, healthcare, insurance and oil and gas industries.

Mockler Beverage Company | Baton Rouge, LA
Merchandiser

Mr. Chesteen managed product displays, stocked and rotated product in supermarkets & effectively communicate and established rapport with store managers and company salesman.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Bachelor of Arts, May 2014
Rhodes College, Memphis, TN
Major: Environmental Studies
Minor: Economics

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name: Paola Narez
Title: Abandoned & Unclaimed Property Audit Manager/ Auditor
Organization: Discovery Audit Services, LLC
Phone: 800-927-9175 ext. 295
Fax: 225-928-9176
E-mail: pnarez@discoveryauditservicesllc.com

Name: Gary Joseph
Title: State and Local Tax Consultant
Organization: BDO USA, LLC
Phone: 713-960-1706
Fax: 713-960-9549
E-mail:

Name: Walter O'Roark
Title: Partner
Organization: Kizer, Hood & Morgan
Phone: 225-761-0001
Fax: N/A
E-mail: WORoark@khmllp.com

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Discovery Audit Services, LLC***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Jie (Jessie) Jin***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Abandoned & Unclaimed Property Auditor***		
# of Years in Classification:	***2.5***	**# of Years with Firm:**	***1***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Prior to joining DAS, Jesse worked with Coduent Inc. where she was an unclaimed property auditor. Her previous positions include Human Resources Manager for a leading specialty chemical manufacturer and Financial Analyst for an investment management firm.

Jesse received a Master of Science in Accountancy from Bentley University, McCallum Graduate School of Business, and a Bachelor of Commerce in International Business from Shanghai University.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Discovery Audit Services LLC | *Waltham, MA*
Unclaimed Property Auditor (June 2017 – Present)
Ms. Jin is an auditor whose duties include: facilitating and maintaining correspondence documentation between DAS and holders, assisting in identifying potential unclaimed property, reviewing remediation documentation provided by the holder, maintaining work papers for the duration of an audit, performing independent research on public and private companies, reviewing and documenting internal controls, policies, and procedures, & analyzing accounting records to quantify reportable unclaimed property.

Conduent Inc. | *Quincy, MA*
Auditor (December 2014 – May 2017)
Ms. Jin performed 30+ audits of accounting and financial data in a multiplatform environment to ascertain the level of compliance with unclaimed property reporting requirements with respective state laws and regulations. She applied analytical and quantitative audit procedures on selected general ledgers, statements and invoices to verify the legitimacy of the records & totals provided, and effectiveness of internal controls in place and managed the audit progress of six legacy rebate audits, effectively closed 50% of audits after taking over in late March 2016, bringing in audit findings of $2M+ within 6 months.

Boston Financial Investment Management | *Boston, MA*
Financial Analyst, Project-Based Temp (September 2014 – October 2014)
Assisted the Low-Income Housing Tax Credit Investment Fund Project and reported the red flags to supervisors per risk-based approach by comparing to prior year audit figures

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Master of Science in Accountancy, May 2014
Bentley University – McCallum Graduate School of Business, Waltham, MA
Bentley Executive Presence Academy Awards 3rd Prize

Bachelor of Commence in International Business, July 1999
Shanghai University, Shanghai, PRC

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name: Cherish Simmons
Title: Director
Organization: PwC
Phone: 646-335-4853
Fax: N/A
E-mail: cherish.simmons@pwc.com

Name: Lynden Lyman
Title: Principal
Organization: The Unclaimed Advisor
Phone: 978-369-9262
Fax: 978-405-5127
E-mail: Lynden@unclaimedadvisor.com

Name: Vlad Zaitsev
Title: Manager FP&A
Organization: Alere Inc.
Phone: 781-314-4007
Fax: N/A
E-mail: vlad.zaitsev@alere.com

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Discovery Audit Services, LLC***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Jonathan Gibson***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Abandoned & Unclaimed Property Auditor***		
# of Years in Classification:	***2***	**# of Years with Firm:**	***2***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Prior to joining DAS, Jonathan was an auditor with the Jefferson Parish Sheriff's Office in Harvey, Louisiana where he performed taxpayer examinations to ensure compliance with local tax ordinances. His previous positions include Accounting Assistant for a construction group.

Jonathan received his B.S. in Accounting from Nicholls State University.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Discovery Audit Services LLC | ***Baton Rouge, LA***
Unclaimed Property Auditor (March 2017 – Present)
Mr. Gibson is an auditor whose duties include: facilitating and maintaining correspondence documentation between DAS and holders, assisting in identifying potential unclaimed property, reviewing remediation documentation provided by the holder, maintaining work papers for the duration of an audit, performing independent research on public and private companies, reviewing and documenting internal controls, policies, and procedures, & analyzing accounting records to quantify reportable unclaimed property.

Jefferson Parish Sheriff's Office | Harvey, Louisiana
Auditor (March 2016 - January 2017)
Mr. Gibson performed compliance examinations to taxpayer compliance with local tax ordinances in addition to processing and determining if refunds were due to taxpayers. He also gathered information to determine audit leads.

Accountemps - Excelth | ***New Orleans, LA***
Accounting Clerk (January 2016 – March 2016)
Mr. Gibson researched and found documents specified by auditor, balanced accounts specified by auditor & identified and matched invoices to General Ledger.

Crescent Construction Group | ***New Orleans, LA***
Accounting Assistant (May 2013 – December 2015)
Mr. Gibson assisted in month end closing, assisted managers with A/P & A/R duties, and processed daily bank deposits and generate related journal entries.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Bachelor of Science in Accounting, December 2015
Nicholls State University, Thibodaux, Louisiana

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name: Nicole Schweitzer
Title: Auditor
Organization: Revenue Recovery Group
Phone: 225-928-9175 ext. 281
Fax: 225-928-9176
E-mail: nschweitzer@revenuerecoverygroup.com

Name: Tony Lim
Title: Lead Auditor
Organization: Revenue Recovery Group
Phone: 225-928-9175
Fax: 225-928-9176
E-mail: tlim@revenuerecoverygroup.com

Name: Phazal Hines
Title: Disease Intervention Specialist
Organization: New Orleans Department of Health
Phone: 504-658-2500
Fax: N/A
E-mail: N/A

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Discovery Audit Services, LLC***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***John King Woolf IV***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Abandoned & Unclaimed Property Auditor***		
# of Years in Classification:	***1***	**# of Years with Firm:**	***1***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Prior to joining DAS full-time, King was an audit technician for the company where he assisted on AUP audits and performed state statute research and analysis.

King IV has a B.S. in Marketing from Louisiana State University.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Discovery Audit Services LLC | ***Baton Rouge, LA***
Unclaimed Property Auditor (July 2017 – Present)
Mr. Woolf is an auditor whose duties include: facilitating and maintaining correspondence documentation between DAS and holders, assisting in identifying potential unclaimed property, reviewing remediation documentation provided by the holder, maintaining work papers for the duration of an audit, performing independent research on public and private companies, reviewing and documenting internal controls, policies, and procedures, & analyzing accounting records to quantify reportable unclaimed property.

Discovery Audit Services | Baton Rouge, LA
Audit Technician (March 2013 – June 2016)
Prior to becoming a full-time auditor at DAS, Mr. Woolf analyzed and researched state statutes for legal restrictions, limitations, and controls on a state-by state basis. He also performed LEAN analysis doing empirical analysis of process cycle time by isolating and quantifying activities known to cause delay.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Bachelor of Science in Marketing, May 2017
Louisiana State University, Baton Rouge, LA
Concentration: Professional Sales
Minor: Communication Studies

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

N/A

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Name: Scott Singletary
Title: SVP
Organization: BancorpSouth
Phone: 225-235-7085
Fax: N/A
E-mail:

Name: Sean Lykins
Title: Audit Manager
Organization: Revenue Recovery Group
Phone: 1-800-927-9175 ext. 621
Fax: 225-928-9176
E-mail: slykins@revenuerecoverygroup.com

Name: Bruce Bowman
Title: STEM Teacher
Organization: Episcopal High School
Phone: 225-753-3180
Fax: N/A
E-mail: Bowmanb@ehsbr.org

Section VIII - OTHER INFORMATIONAL MATERIAL

NATIONAL CONFERENCE *of* STATE LEGISLATURES

The Forum for America's Ideas

Stephen Morris
Senate President
Kansas Senate
President, NCSL

Michael P. Adams
Director, Strategic Planning
Virginia Senate
Staff Chair, NCSL

William Pound
Executive Director

September 19, 2011

Dear King Woolf,

At your request, I have composed a document which details why the National Conference of State Legislature's Task Force on State and Local Taxation of Communications and Electronic Commerce has examined the issue of 3rd party auditing and what work the task force will continue to do on this issue in the future.

To begin, the task force was created in 1999 to address the implications for state and local tax systems due to the rapid changes in technology and the emerging competitive telecommunications marketplace. The task force was given the authority to make recommendations for the reform of state and local sales taxes and taxes on telecommunication services. It has also been instrumental in the Streamlined Sales Tax Project and has helped to inform states about streamlined and has developed strategies for passing the legislation federally. In 2001, the NCSL Executive Committee included in the Task Force's jurisdiction, the review of state Business Activity Taxes (corporate income taxes). The members of the Task Force work with representatives of the private sector and our federal representatives in Washington.

The task force first looked at 3rd party audits at our meeting in May of 2011 in Boston, Massachusetts. Senator Cook of North Dakota brought up the issue of contingent fee audits and had a resolution that he wanted to introduce which condemned its practice. He explained that contingent fee audits are arbitrary and it encourages the audit firms to increase the amount in the audit as they are compensated on a contingency basis. As members of the task force were not really aware of the issue, the task force delayed the vote on the resolution and invited all the parties involved with this issue to the Task Force meeting in San Antonio before considering a resolution. As the Task Force did hear a presentation on contingent audit fees in San Antonio, it was decided that a resolution would be drafted and voted upon for consideration at the next meeting in Quebec, on September 30, 2011.

During discussion in San Antonio, the task force heard from King Woolf of Revenue Recovery Group, Eric Cook of Chainbridge (one of the two firms in question for contingency fee practices), Joe Crosby of Council on State Taxation and Steve Kranz of Sutherland.

Denver
7700 East First Place
Denver, Colorado 80230
Phone 303.364.7700 Fax 303.364.7800

Washington
444 North Capitol Street, N.W. Suite 515
Washington, D.C. 20001
Phone 202.624.5400 Fax 202.737.1069

Website www.ncsl.org
Email info@ncsl.org

The task force is concerned by perceptions of overly aggressive tactics used by some third party audit firms. Firms perceived by the task force as engaging in overly aggressive tactics include Cainbridge and Revenue Discovery Systems (RDS), a firm based in Alabama.

Mr. Woolf of Revenue Recovery Group was invited to speak in order to provide the task force with an example of a responsible third party firm in contrast to these other firms. He explained what third party audits are and how they help governments economically expand audit reach and taxpayer education. His firm, Revenue Recovery Group is compensated on an hourly rate, not by the amount of revenue generated from the audit. He offered best practices and presented metrics that prove that his firm responsibly and efficiently discovered and detailed millions in delinquent revenue for governments.

Mr. Cook of Chainbridge then explained to the task force that he is not a "bounty hunter" and that his firm does accurate audits for states. However, task force members raised concerns that he is compensated on a contingent basis and questioned the validity of the software his company uses to decide whether or not a business should be audited. Joe Crosby and Steve Kranz reiterated the concerns of the task force members. At the conclusion of the discussion, Senator Bramble of Utah asked that the task force to condemn contingent fee audits by third party audit firms and vote on a resolution against it at the next task force meeting.

Thanks,

Max Behlke
Policy Associate
National Conference of State Legislatures

UNITED STATES OF AMERICA

State of Louisiana

Tom Schedler

SECRETARY OF STATE

As Secretary of State of the State of Louisiana I do hereby Certify that

DISCOVERY AUDIT SERVICES, LLC

A limited liability company domiciled in BATON ROUGE, LOUISIANA,

Filed charter and qualified to do business in this State on March 12, 2007,

I further certify that the records of this Office indicate the company has paid all fees due the Secretary of State, and so far as the Office of the Secretary of State is concerned, is in good standing and is authorized to do business in this State.

I further certify that this certificate is not intended to reflect the financial condition of this company since this information is not available from the records of this Office.

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

July 31, 2017

Secretary of State

Web 36402255K

STATE OF LOUISIANA · UNION · JUSTICE · CONFIDENCE · SECRETARY OF STATE

Certificate ID: 10854178#VXM73

To validate this certificate, visit the following web site, go to **Business Services, Search for Louisiana Business Filings, Validate a Certificate,** then follow the instructions displayed.
www.sos.la.gov

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/31/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher Risk Management Services, Inc.
235 Highlandia Drive, Suite 200
Baton Rouge LA 70810

CONTACT NAME: Renee Meaux
PHONE (A/C, No, Ext): 225-906-1271 FAX (A/C, No): 225-292-3893
E-MAIL ADDRESS: renee_meaux@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Casualty and Surety Company	19038
INSURER B : American Fire and Casualty Company	24066
INSURER C : Ohio Casualty Insurance Company	24074
INSURER D :	
INSURER E :	
INSURER F :	

INSURED REVEREC-02
Revenue Recovery Group, Inc.
12012 Bricksom Avenue
Baton Rouge LA 70816

COVERAGES **CERTIFICATE NUMBER:** 470417152 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY	Y	N	BZA57693820	1/10/2017	1/10/2018	EACH OCCURRENCE	$2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$2,000,000
							MED EXP (Any one person)	$15,000
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$4,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$4,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY			BZA57693820	1/10/2017	1/10/2018	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
C	X UMBRELLA LIAB X OCCUR	N	Y	USO57693820	1/10/2017	1/10/2018	EACH OCCURRENCE	$1,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$1,000,000
	DED X RETENTION $ 10,000							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N / A	N	UB4649T432	1/26/2017	1/26/2018	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: Y (Mandatory in NH)						E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
B	Employee Benefits Liability	N	N	BZA57693820	1/10/2017	1/10/2018	Aggregate Limit	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Complete Named Insured for the Liability Policy:
Revenue Recovery Group, Inc. and King Woolf
Discovery Audit Services, LLC

Complete Named Insured for the Workers Compensation Policy:
Revenue Recovery Group, Inc.
See Attached...

CERTIFICATE HOLDER

Insurance Purposes Only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: REVEREC-02

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Arthur J. Gallagher Risk Management Services, Inc.	Revenue Recovery Group, Inc. 12012 Bricksom Avenue Baton Rouge LA 70816
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Discovery Audit Services, LLC

General Liability Endorsement:
Additional Insured (Owners, Contractors or Lessors) - Blanket When Required by Written Contract - BP04020106

Commercial Umbrella Endorsement:
Waiver Transfer Rights of Recovery Against Others - CU64951207

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