Verus Analytics LLC

500 Chase Parkway
Waterbury CT 06708

(888) 308 3787

JAMES E. HARTLEY.
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VERUS™

March 27, 2018

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

Re: Request for Proposal: 3527/05TO-S31
For Unclaimed Property Auditor Services

Dear Ms. Becker:

I am pleased to submit the proposal of Verus Analytics LLC ("Verus") in response to the Request for Proposal: 3527/05TO-S31 For Unclaimed Property Auditor Services (the "RFP") for the State of Nevada, Purchasing Division ("Nevada").

As Chief Executive Officer of Verus, I am legally authorized to bind and make representations on behalf of Verus. I represent that Verus has read and understands all of the provisions of the RFP. I further represent that Verus is committed to performing the services requested by Nevada in the RFP.

As described in further detail in its proposal, Verus was expressly established to provide services related to the identification and recovery of unclaimed property to state unclaimed property offices and divisions. Verus' mission is to conduct complex unclaimed property audits of national financial institutions, including insurance companies on behalf of Verus' client states. Verus' approach combines investigative skills, sophisticated forensic auditing services, detailed legal analysis, and a patented powerful computing and data processing platform that is capable of compiling and analyzing massive volumes of information from multiple public and private sources. Verus is uniquely qualified to conduct examinations designed to uncover improper practices that may be employed by holders to avoid reporting and delivering unclaimed property due to be remitted to Nevada. Based on these unique abilities, Verus believes that it is a qualified respondent which can provide the services called for by the RFP.

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Please contact me if you require any additional information in order to evaluate Verus' proposal or if you have any questions regarding the proposal. I thank you for your consideration of Verus as a contractor in response to this RFP.

Very truly yours,

James E. Hartley
Chief Executive Officer

JEH/sml
Enclosures

SECTION I – TITLE PAGE

PART IA – TECHNICAL PROPOSAL

Title: Response to Request for Proposal: 3527/05TO-S31 For Unclaimed Property Auditor Services
Submitted by: _____ James E. Hartley, Chief Executive Officer Verus Analytics LLC 500 Chase Parkway Waterbury, CT 06708 Tel: (888) 30-VERUS Fax: (203) 574-5555 E-mail: jhartley@verusfinancial.com
Time & Date of Proposal Opening: March 27, 2018; 2:00 P.M.

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Attachments

Attachment 1	Audit and Procedural Manual
Attachment 2	Sample – Work In Progress Report
Attachment 3	Organizational Chart

www.verusfinancial.com

SECTION III - VENDOR INFORMATION SHEET FOR RFP 3527

V1	Company Name	**Verus Analytics LLC**	
V2	Street Address	**500 Chase Parkway**	
V3	City, State, ZIP	**Waterbury, CT 06708**	
V4	Telephone Number		
	Area Code: **888**	Number: **308-3787**	Extension:
V5	Facsimile Number		
	Area Code: **203**	Number: **574-5555**	Extension:
V6	Toll Free Number		
	Area Code: **888**	Number: **308-3787**	Extension:
V7	***Contact Person for Questions/Contract Negotiations, including address if different than above***		
	Name: **Caroline Marshall**		
	Title: **General Counsel**		
	Address: **500 Chase Parkway, Waterbury, CT 06708**		
	Email Address: **cmarshall@verusfinancial.com**		
V8	Telephone Number for Contact Person		
	Area Code: **888**	Number: **308-3787**	Extension: **221**

V9	Facsimile Number for Contact Person		
	Area Code: **203**	Number: **574-5555**	Extension:
V10	***Name of Individual Authorized to Bind the Organization***		
	Name: **James E. Hartley**	Title: **Chief Executive Officer**	
V11	Signature ***(Individual must be legally authorized to bind the vendor per NRS 333.337)***		
	Signature:		Date: 3/27/2018

SECTION IV – STATE DOCUMENTS

Following:

A. ***The signature page from all amendments signed by an individual authorized to bind the organization: Not Applicable***

B. ***Attachment A – Confidentiality and Certification of Indemnification***

C. ***Attachment B – Vendor Certifications***

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

E. ***Copies of applicable certifications and/or licenses.***

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 I B 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 I B – Confidential Technical Information			
YES		NO	DEH
Justification for Confidential Status			

Part III – Confidential Financial Information			
YES	DEH	NO	
Justification for Confidential Status			
The financial information attached includes confidential financial information which constitutes a trade secret of Verus Analytics LLC and should not be publicly disclosed.			

www.verusfinancial.com

Verus Analytics LLC
Company Name

Signature

James E. Hartley, CEO
Print Name

3/27/2018
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.

Verus Analytics LLC
Vendor Company Name

Vendor Signature

James E. Hartley, CEO
Print Name

3/27/2018
Date

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

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

Verus does not have any vendor licensing agreements and/or hardware and software maintenance agreements as called for by the RFP.

Copies of Applicable Certifications and/or Licenses

Certificate of Existence with Status in Good Standing (To Follow)

SECRETARY OF STATE

STATE OF NEVADA

CERTIFICATE OF EXISTENCE WITH STATUS IN GOOD STANDING

I, Barbara K. Cegavske, the duly elected and qualified Nevada Secretary of State, do hereby certify that I am, by the laws of said State, the custodian of the records relating to filings by corporations, non-profit corporations, corporation soles, limited-liability companies, limited partnerships, limited-liability partnerships and business trusts pursuant to Title 7 of the Nevada Revised Statutes which are either presently in a status of good standing or were in good standing for a time period subsequent of 1976 and am the proper officer to execute this certificate.

I further certify that the records of the Nevada Secretary of State, at the date of this certificate, evidence, **VERUS ANALYTICS LLC**, as a limited liability company duly organized under the laws of Delaware and existing under and by virtue of the laws of the State of Nevada since February 23, 2010, and is in good standing in this state.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on March 16, 2018.

Barbara K. Cegavske

Barbara K. Cegavske
Secretary of State

Electronic Certificate
Certificate Number: C20180316-0067

SECTION V – SCOPE OF WORK

2.1 Qualifications

2.1.1 Vendor must possess knowledge and agree to comply with Nevada's unclaimed property law, NRS 120A, NAC 120A, and all federal legislation and court rulings regarding the Uniform Unclaimed Property Act of 1995 ***(See Attachment H)***.

Verus certifies that it possesses the requisite knowledge of the Nevada Revised Statutes 120A (NRS) and Nevada Administrative Code (NAC) 120A, and all federal legislation and court rulings regarding the Uniform Unclaimed Property Act of 1995. Verus agrees to comply with these statutes and regulations in performing the services called for by this RFP.

2.1.2 Vendor must possess previous experience providing unclaimed property auditing services for similar agencies. Provide documentation outlining previous experience, including at a minimum, the number of years providing these or similar services, average number of engagements per year and general qualifications of staff and supervisors performing audit functions.

As set forth herein, Verus is a firm established to perform unclaimed property audit services to state clients that is fully able to conduct examinations of companies in accordance with unclaimed property laws that are enforceable by Nevada. Verus has been performing unclaimed property examinations on behalf of state clients since 2009 and in the last five years has had over fifty engagements per year on average. Further, Verus has an exceptionally qualified team with years of cumulative experience in unclaimed property examination, legal analysis, and complex general ledger audit and has developed the technical capabilities necessary to perform the requested services, including the identification of unclaimed property in the possession of holders and the examination, processing, collection, reporting and delivery of such property to Nevada, where it may be held in custody until it is returned to its rightful owners.

If selected to perform services as a result of this RFP, Verus will assign all of its key employees and any additional employees as necessary to its engagement with Nevada. As outlined in Section VII – Proposed Staff Resumes, Verus' personnel have a wealth of experience in the identification, collection, and processing of abandoned property for state clients. Specifically, James Hartley, Jeffrey Drubner, Charles Hellman, Caroline Marshall, Edward Hall, and Steven Haley have been employed at Verus for over nine years providing identification, collection, and processing of abandoned property to Verus' state

clients. Each of these employees has direct involvement in and oversight of Verus' day-to-day performance of the services called for by the RFP. In addition, as outlined in Section VII, many of Verus' employees have substantial experience in the field of abandoned property auditing gained from employment at other entities doing similar audit work and working directly for the state itself. Specifically, Dennis Curnyn, Tara Mastroserio, and Shaun Kennedy have extensive previous experience in the identification, collection, and processing of abandoned property.

Verus believes that there are many holders who are not in compliance with Nevada's unclaimed property laws. Verus believes it is likely that these holders remain in possession of a substantial amount of unclaimed property that is owed to citizens of Nevada, and have prevented Nevada from acquiring the requisite information that would allow it to both identify the amount of unclaimed property due to be turned over to Nevada and attempt to locate the property owners. Verus is readily able to conduct examinations of these holders believed to be non-compliant and, thereby, assist in rectifying this situation.

Currently Verus has entered into contracts with forty-nine states representing over 97% of the overall population of the United States, to perform the same type of unclaimed property auditing services called for by its contract with Nevada. Verus has been performing the same type of services for its client states for over ten years. Verus is currently performing audits for the following client states: Alabama, Alaska, Arkansas, Arizona, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Iowa, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Massachusetts, Maryland, Maine, Michigan, Minnesota, Missouri, Montana, North Carolina, North Dakota, Nebraska, New Hampshire, New Jersey, New Mexico, New York, Nevada, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, Vermont, Washington, Wisconsin, West Virginia, and Wyoming. Pursuant to these contracts, Verus currently is in the process of conducting over fifty complex general ledger unclaimed property audits.

At the time of submission of this response, over fifty of Verus' active examinations have been resolved through agreements under which property will be reported to its contracted states. The majority of these agreements are effective and the identification and reporting processes pursuant to those agreements are ongoing. Many of Verus' examinations have been focused on the life insurance industry and the entities which have resolved the examinations to date represent significant insurers within that industry. As a result of these examinations, to date Verus has remitted property and state

clients have accepted over two and a half million properties with a value of nearly four billion dollars ($3.863B) in abandoned property related to these examinations.

Verus shall identify holders whose records shall be examined and determine the appropriate methods to be used in conducting the examinations. In addition to recovering unclaimed property, Verus' goal in conducting the examinations shall be to bring the holders into compliance with the requirements of Nevada's unclaimed property laws so that the holders will file future reports directly with Nevada and remit unclaimed property as required, without the need for further audits. Finally, in order to assist Nevada in its endeavor to return as much unclaimed property as possible to its rightful owners, the services provided by Verus will ensure that all property records are accurate and as detailed as possible, in order to increase the chances of successfully locating the property owners.

2.2 Scope of Work *(Response to §§ 2.2.1 – 2.11.5)*

Verus has fully read and informed itself of the requirements set forth in the Scope of Work and agrees to comply with these requirements in carrying out the services called for by this RFP. Following is an outline of the audit procedures that Verus would use in carrying out the Scope of Work for Nevada. In addition, please see the Verus Financial Audit and Procedural Manual (Attachment 1).

Proposed Work Plan
Verus has developed technical expertise and specialization in the realm of unclaimed property auditing. Verus does not simply offer standard auditing services that may be applied to conduct typical accounting reviews of records. Rather, Verus is qualified to conduct complex forensic investigations of holders. Verus' audits are specifically designed to uncover practices that may be employed by holders to avoid reporting and delivering unclaimed property due to be remitted to Nevada, and ensure that holders conduct themselves in compliance with the unclaimed property laws in the future. Additionally, Verus has the ability to conduct multiple examinations of holders simultaneously and can devote the resources of a team of highly experienced auditors.

Verus has engaged in extensive research and analysis of the unclaimed property laws of the various states, including Nevada. Verus' legal personnel have conducted a careful review of Nevada unclaimed property statutes, rules, and regulations and have gained a thorough understanding of the requirements contained therein. These statutes, rules and regulations have been fully integrated into Verus' computing system and procedures relevant to the services to be provided pursuant to this RFP. As a

result, in conducting examinations on behalf of Nevada, Verus has developed the requisite knowledge and has the appropriate personnel to ensure that all of its processes are fully compliant with applicable Nevada unclaimed property law and to provide the full scope of services called for by the RFP.

Approach
Verus has developed detailed work plans and audit procedures to be used in conducting examinations in connection with any contract awarded pursuant to this RFP. Verus' plans and procedures enable it to audit and process records of unclaimed property obtained from holders and/or their agents, prepare and submit unclaimed property reports in the appropriate format, demand that holders and/or their agents deliver all unclaimed property determined to be owed under Nevada law, and ensure that such property is forwarded to Nevada or its designee within the required timeframe.

Verus' policies are designed to ensure that all audits are conducted in a timely manner. As an initial matter, even before an audit is undertaken, Verus' systems are capable of compiling and analyzing massive volumes of information from multiple public and proprietary sources in order to identify specific property in the possession of certain holders believed to meet the statutory conditions to be presumed abandoned. The ability to perform this pre-audit analysis also enables Verus to clearly identify the scope of holder records that will need to be examined and streamline the actual audit process.

After obtaining authorization from Nevada to proceed with an audit, Verus shall take steps to begin the examination as soon as practicable. Verus' key personnel have significant experience dealing with entities in successfully resolving any disputes that may arise in connection with conducting the examinations contemplated by the RFP. As a result, Verus has the ability to engage in the necessary negotiations to obtain holders' cooperation to commence the audit process and address any disputes at any point in the audit process. Finally, Verus has the personnel and technical resources to provide the necessary staffing and support to ensure that once an audit is begun, it is completed accurately and expeditiously.

Verus has a sophisticated software platform that enables the company to input public and proprietary information, as well as information gathered by reviewing holders' electronic and paper files during the audit process in order to accurately identify the amount of unreported unclaimed property due to be remitted to Nevada. Verus is able to make an initial evaluation of the approximate potential amount of unclaimed property believed to be in the possession of certain holders before an audit has begun. Thereafter, Verus shall confirm the amount of unclaimed property due to be remitted to Nevada through appropriate audit procedures and an on-site review of the electronic and paper files of the holders. Finally, Verus shall maintain audit stream records for the purpose of supporting all determinations that identified property has been

abandoned, as well as all other relevant pieces of information necessary to establish that the property is due to be remitted to Nevada.

Further, Verus has undertaken appropriate measures to ensure that all information obtained in connection with the audit and reporting process is kept confidential and only authorized personnel have access to this information for appropriate purposes.

Procedures
The following is a brief outline of the processes that Verus shall follow in providing services called for by this RFP:

- ***Scope of Examinations - Verus shall undertake to identify and collect all types of abandoned property from holders that have either never reported or historically improperly reported or underreported abandoned property to Nevada. In performing any examination, Verus shall always act in the best interest of Nevada.***

- ***Pre-Examination Analysis – Verus shall work with Nevada to identify holders whose records are to be examined and the appropriate methods to be used in conducting the examinations. Subject to the State's approval, examinations may be undertaken on behalf of Nevada alone or in conjunction with one or more other states with similar unclaimed property laws, or Nevada may join as a participant in examinations initiated by other states.***

- ***Authorization Request – Verus shall submit in writing a request to conduct an unclaimed property audit of an identified holder.***

- ***Notice of Intent to Examine – After obtaining authorization from Nevada, Verus shall provide notice to each holder that it has been selected to have its records examined pursuant to Nevada's unclaimed property laws.***

- ***Initial Meeting with Holder – An opening meeting will be held between the holder subject to examination and Verus to discuss the examination procedures and document production requirements. The meeting shall be followed by a letter further outlining the scope of the procedures to be followed in connection with the examination.***

- ***Examination of Records – As soon as practicable, Verus shall commence the examination following the agreed upon procedures. During the examination, Verus shall analyze and review the holders' records to determine the type and amount of unclaimed property in the holders' possession due to be remitted to Nevada. It is anticipated that holder records will be in various storage media***

including paper, TIFF images, microfiche and electronic data, among others. An initial assessment of the state of the required documents and the quality of the information will be undertaken during the initial meeting. All data received will be catalogued, coded and indexed. Depending upon the volume of paper, TIFF or microfiche data, it may be necessary to convert the provided data to an electronic format by means of scanning, imaging, optical character recognition, and manual coding prior to the substantive analysis.

- ***Policy and Procedure Review - During the course of the examination, Verus will request detailed information and documentation from the holder regarding its policies and procedures surrounding both the identification and reporting of abandoned property as well as any documentation regarding any other processes which may identify that abandoned property exists but is not being characterized as such. Based on the responses received by holders, Verus may request additional documentation or clarification from the holder or schedule in-person walkthroughs of the processes by the employees which perform them.***

- ***Data Analysis – During the course of the examination, Verus will request information regarding and detailed records from the administrative systems of the holder. This will include data from those systems used to track abandoned property as well as administrative data from those systems used to administer the type of product which is the focus of the examination. Following receipt of data, Verus will perform detailed procedures, which may include testing sessions with the holder, to validate that the data received by Verus is complete and accurate. After data is validated, Verus performs detailed analysis using its patented proprietary systems that identifies those properties which meet the criteria for abandonment and have not yet been reported.***

- ***Priority of Escheatment and Disclosure of Findings - If Verus is requesting Nevada to join an audit initiated by another state or states, Verus agrees to initiate the examination process by providing written justification for conducting the examination to Nevada and that no audit shall be conducted absent the written authorization of Nevada. In processing records of holders of abandoned property, making findings in connection with the review of such records, and making demands for payment of abandoned property, Verus shall adhere to the holdings of the U.S. Supreme Court in Texas v. New Jersey, 379 US 674 (1965), and Pennsylvania v. New York, 407 US 206 (1972), as well as any other applicable Nevada statutes and regulations and any federal legislation regarding which state has the right to escheat property.***

- ***Uncooperative Holders – In the event that a holder is unwilling to provide appropriate access to its records, is uncooperative in an ongoing audit or refuses to***

remit payable property identified by the audit, Verus shall engage the holder in a process designed to identify the precise nature of the holder's reasons for its unwillingness to cooperate and try to resolve any legitimate concerns that the holder may have regarding the examination process. Verus believes that through this process, it will be able to obtain the holders' cooperation. However, in the event that Verus is unsuccessful, it shall provide Nevada with written notification of a holder's refusal to remit records to be reviewed or a holder's failure or refusal to report or deliver unclaimed property. Verus shall not initiate any further action unless advised otherwise in writing by Nevada.

- ***Monthly Reports – Verus shall provide monthly reports detailing the status of all examinations assigned, work in progress, and examinations completed. This shall include the name and FEIN of the holder and a status of all work. A sample Work in Progress Report is provided herein as Attachment 2.***

- ***Due Diligence Requirements and Subsequent Reporting – Verus shall inform holders of their statutory obligations to notify owners of unclaimed property and ensure that the holders have complied with all due diligence requirements before property is deemed unclaimed and delivered to Nevada. Upon conclusion of any audit, Verus will advise the holder in writing of its continuing obligation to report abandoned property directly to Nevada.***

- ***Closing Meeting – At the conclusion of the examination, Verus shall provide the holder with a written audit report informing the holder of the amount of unclaimed property that has been identified as due to be remitted to the State of Nevada and demand that it be delivered. Verus shall meet with the holder to reconcile and agree upon the report to be filed with the State of Nevada prior to the delivery of the property demanded. Further, upon completion of the initial examination of the holder's records, Verus shall instruct holder, or its agent, to file all future reports directly with the State pursuant to Nevada's unclaimed property laws. In doing so, Verus shall meet with the holder and/or its agents to go over the reporting requirements to ensure that the holder fully understands its reporting obligations on a going-forward basis.***

- ***Issuance of Final Report – A final report detailing the findings, quantifying the aggregate dollar amount due along with the detailed breakdown of individual unclaimed property, and the methodology for determining the amount of unclaimed property in the holder's possession will be submitted to Nevada. The final report shall include all information called for by the RFP and shall be submitted in electronic format conforming to the NAUPA standard or any other format specified by Nevada.***

- ***Custodial Procedures - Verus shall, pending delivery to Nevada, retain cash of Nevada in a separate bank account or accounts in the name of Verus for the account of Nevada, subject only to draft or order by Verus acting pursuant to the terms of the RFP. Verus shall receive delivery of securities through the DTC and register securities in the nominee name. Verus shall maintain in hard copy form for a period of not less than three years, records of all receipts, deliveries and locations of securities, together with a current inventory thereof.***

- ***Security Valuation - Verus shall determine the value of securities by the closing price on the applicable stock exchange, or in the pink sheets, on the third business day prior to delivery to Nevada. The value of an unlisted security, or other personal property, shall be determined by the generally accepted valuation method applicable to such property.***

- ***Delivery of Property – Verus shall ensure that holders deliver the unclaimed property identified during the review process and included in the report for remittance to Nevada. Verus shall ensure that property received from holders is delivered to the State of Nevada within 30 calendar days of Verus taking control of the property.***

In addition, Verus has undertaken appropriate measures to ensure that all information obtained in connection with the audit and reporting process is kept confidential and only authorized personnel have access to this information for appropriate purposes. In this regard, Verus applies industry-leading controls to protect unauthorized access to data, to eliminate internal and external threats and identify and proactively prevent system security breaches.

Identification
Verus shall work with Nevada to identify holders whose records are to be examined and the appropriate methods to be used in conducting the examinations. In connection with this process, Verus shall review any reports previously filed by particular holders and/or analyze available data regarding these holders to aid in determining whether there is reason to believe that they are in possession of unclaimed property due to be remitted to Nevada. Subject to Nevada's approval, examinations may be undertaken on behalf of Nevada alone or in conjunction with one or more other states with similar unclaimed property laws.

Examination of Records
As soon as practicable, Verus shall commence the examination following the agreed upon procedures. During the examination, Verus shall analyze and review the holders' records to determine the type and amount of unclaimed property in the holders' possession due to be remitted to Nevada. It is anticipated that holder records

will be in various storage media including paper, TIFF images, microfiche and electronic data, among others. An initial assessment of the state of the required documents and the quality of the information will be undertaken during the initial meeting. All data received will be catalogued, coded and indexed. Depending upon the volume of paper, TIFF or microfiche data, it may be necessary to convert the provided data to an electronic format by means of scanning, imaging, optical character recognition, and manual coding prior to the substantive analysis.

Reporting
A final report detailing the findings, quantifying the aggregate dollar amount due along with the detailed breakdown of individual unclaimed property, and the methodology for determining the amount of unclaimed property in the holder's possession will be submitted to Nevada. The final report shall be submitted in electronic format conforming to the NAUPA II standard or any other format specified by Nevada.

Collection and Delivery
If awarded a contract pursuant to this RFP, Verus shall seek to bring holders into compliance with Nevada unclaimed property law and all applicable federal legislation and court rulings: (1) examining holders to ensure past compliance, and; (2) including, as part of its examination processes, reviewing with holders and/or their agents the applicable unclaimed property laws and reporting requirements to ensure that holders fully understand their obligations going forward.

Verus shall ensure that holders deliver the unclaimed property identified during the review process and included in the report for remittance to Nevada. Verus shall make a demand from the holders and/or their agents of property for delivery of the property and payment of penalty deemed owing under Nevada unclaimed property law.

Quality Control
Verus audits are conducted under Generally Accepted Government Auditing Standards (GAGAS), as authored by the U.S. Government Accountability Office and which incorporates the A.I.C.P.A. and GAAS standards for fieldwork, ethical standards and reporting as well as Statements on Auditing Standards. Verus' auditors apply GAAP and GAAS in the identification, collection and delivery of unclaimed property, as well as any examination/auditing procedures promulgated under state and federal laws. Each of these standards incorporate strict ethical standards and Verus staff will adhere to these ethical standards during the course of any examination conducted on behalf of Nevada.

SECTION VI –COMPANY BACKGROUND AND REFERENCES

3.1 VENDOR INFORMATION

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

Question	Response
Company name:	***Verus Analytics LLC***
Ownership (sole proprietor, partnership, etc.):	***Limited Liability Company***
State of incorporation:	***Delaware***
Date of incorporation:	***04/07/2016***
# of years in business:	***10***
List of top officers:	***Jeffrey M. Drubner, James E. Hartley***
Location of company headquarters, to include City and State:	***Waterbury, CT***
Location(s) of the office that shall provide the services described in this RFP:	***CT, NY, MA, and CA***
Number of employees locally with the expertise to support the requirements identified in this RFP:	***Verus has no employees in Nevada.***
Number of employees nationally with the expertise to support the requirements in this RFP:	***Verus has 78 employees nationally.***
Location(s) from which employees will be assigned for this project:	***NY and CT***

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.

Verus is not a Nevada-based business and accordingly does not qualify for this preference.

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.

Verus is currently registered with the State of Nevada, Secretary of State's Office as a foreign corporation.

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:	***NV20101136695***
Legal Entity Name:	***Verus Analytics LLC***

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

Yes	X	No	

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

Yes	X	No	

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:	***Office of State Treasurer, Unclaimed Property Division***
State agency contact name:	***Ryan Merchant, Auditor III***
Dates when services were performed:	***6/8/2010 to Present***
Type of duties performed:	***Audit Services***
Total dollar value of the contract:	***$2,371,376.53***

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**

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**

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.***

Verus understands and will comply.

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.

Verus is a privately-held limited liability corporation organized under the laws of the State of Delaware. Established in 2007, Verus was created to perform unclaimed property audit services to state clients and is fully able to conduct examinations of companies in accordance with the terms of Nevada's unclaimed property law, NRS 120A, NAC 120A, and all federal legislation and court rulings regarding the Uniform Unclaimed Property Act of 1995), as called for by this RFP.

As set forth herein, Verus is a firm established to perform unclaimed property audit services to state clients that is fully able to conduct examinations of companies in accordance with unclaimed property laws that are enforceable by Nevada. Verus has an exceptionally qualified team with years of cumulative experience in unclaimed property

examination, legal analysis, and complex general ledger audit and has developed the technical capabilities necessary to perform the requested services, including the identification of unclaimed property in the possession of holders and the examination, processing, collection, reporting and delivery of such property to Nevada, where it may be held in custody until it is returned to its rightful owners.

Verus possesses the requisite expertise necessary to provide the full range of services called for by its contract with Nevada, including the identification and recovery of new or untapped categories of unclaimed property. At the time of this submission, Verus has entered into contracts with forty-nine states, including Nevada, to perform the same type of unclaimed property auditing services called for by this RFP. Verus is currently in the process of conducting over fifty complex general ledger unclaimed property audits for its client states pursuant to these contracts, including Nevada.

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.

As described in further detail in its proposal, Verus was expressly established to provide services related to the identification and collection of unclaimed property to state unclaimed property offices and divisions. Verus' mission is to conduct complex unclaimed property audits of national financial institutions, including insurance companies on behalf of Verus' client states. Verus began designing and building software and hardware systems for use in these exams in 2006 and has been under contract to conduct unclaimed property audits of holders since 2008.

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
Refer to Part III – Confidential Financial Information

3.1.11.2 Federal Tax Identification Number
Refer to Part III – Confidential Financial Information

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

Refer to Part III – Confidential Financial Information

3.2 SUBCONTRACTOR INFORMATION

3.2.1 Does this proposal include the use of subcontractors?

Yes		No	**X**

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.

The following is a list of references from states with which Verus has contracts to perform unclaimed property auditing services that may be contacted to verify Verus' ability to perform the services called for by the RFP:

Alabama

- ***Contact: Chad Wright, Director, Unclaimed Property***
- ***Phone: 334-353-3627***
- ***Email: cwright@treasury.alabama.gov***
- ***Years of service: January 2012 to Present***

Maryland

- ***Contact: Eric Eichler, Manager***
- ***Phone: 410-767-1812***
- ***Email: eeichler@comp.state.md.us***
- ***Years of service: July 2009 to Present***

South Dakota

- ***Contact: Lee Dejabet, Unclaimed Property Administrator***
- ***Phone: 605-773-3900***
- ***Email: lee.dejabet@state.sd.us***
- ***Years of service: October 2010 to Present***

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

Verus has submitted the Reference Questionnaire to its proposed 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.

Verus has confirmed with its business references that they have returned the Reference Questionnaire directly to the Purchasing Division.

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.

Verus acknowledges and agrees that the State may contact its references.

SECTION VII – PROPOSED STAFF RESUMES

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

Key Personnel

The key personnel of Verus have a wealth of experience that will be brought to bear in the examination process, and which unquestionably qualifies them to provide the services called for by this RFP. This experience includes forensic accounting, auditing, and investigative skills, technical proficiency in developing and maintaining large volumes of data, as well as expertise and practical skills in dealing and negotiating with a variety of large and small companies in law enforcement, legal and regulatory contexts.

The following is a description of the expertise, background and qualifications of Verus' executives who will be responsible for overseeing the services performed for Nevada under any contract awarded pursuant to this RFP, as well as the employees who will supervise teams and who will conduct examinations under the RFP.

James Hartley, Jr., Chief Executive Officer

Mr. Hartley is a co-founder of Verus. He is an experienced attorney who has represented a wide variety of clients including municipalities, corporations and businesses. He was lead counsel in the seminal Uniform Securities Act case of Connecticut National Bank v. Giacomi, as well as lead counsel in the matter of In re Colonial Realty Litigation Securities Fraud. Mr. Hartley has also worked with Attorneys General in various states prosecuting actions on behalf of businesses and citizens of those states.

Mr. Hartley is a 1972 graduate of Boston College. He received his Juris Doctorate degree in 1975 from Columbia University. Mr. Hartley is a member of the Connecticut bar, the United States District Court for the District of Connecticut, the United States Court of Appeals for the Second Circuit, and the United States Supreme Court.

<u>Specific Functions:</u> As Chief Executive Officer, Mr. Hartley heads the executive staff and is responsible for the overall management of the relationship and interactions between Verus and Nevada as well as the relationship and interactions between Verus and any holders to be audited under any contract issued pursuant to this RFP.

<u>Management Role:</u> Mr. Hartley manages the overall direction and performance of the company as a whole, including direct management over the President and department heads.

Jeffrey Drubner, President

Mr. Drubner is a former Special Agent with the Federal Bureau of Investigation. During his almost ten years at the Bureau, Mr. Drubner investigated international organized crime, fraud and global money laundering, in addition to other financial crimes. During the investigation and prosecution of these cases, Mr. Drubner was responsible for reviewing voluminous bank, financial and corporate records, as well as conducting large scale audits of large repositories of said financial records. In addition to the above investigative duties, Mr. Drubner served as a certified FBI Legal Instructor and Advisor. He has lectured on money laundering at the FBI Academy in Quantico, Virginia, Fordham University Law School, among other forums.

Specific Functions: ***Mr. Drubner is responsible for the day-to-day operations of Verus and the areas of the company involved in providing services under any contract issued pursuant to this RFP.***

Management Role: ***Mr. Drubner is responsible for direct management of the day-to-day operations of the company, including direct management over departmental heads.***

Charles Hellman, Executive Vice President

Mr. Hellman is an attorney with over fifteen years experience representing clients in a variety of commercial business and litigation matters. Many of the cases Mr. Hellman has worked on have involved significant analysis and application of accounting and auditing principles as well as regulatory rules and procedures. Mr. Hellman is a graduate of Bard College. He received his Juris Doctorate degree in 1996 from New York Law School (summa cum laude) and began his career as an associate at Weil Gotshal & Manges LLP. Mr. Hellman has been associated with Verus since the company's inception.

Specific Functions: ***Mr. Hellman advises Verus regarding its auditing services and all activity relating to the examination process and audit staff.***

Management Role: ***Mr. Hellman is responsible for advising management on the day-to-day operations of the company.***

Caroline Marshall, General Counsel and Chief Operating Officer

Ms. Marshall is an attorney with over twenty years experience. She began her career as a prosecutor at the New York County District Attorney's office and more recently has been litigating complex civil actions. In the course of her career, Ms. Marshall has represented a wide variety of clients, including state pension funds and other institutional investors. As a result, Ms. Marshall has extensive experience working closely with auditing experts and forensic accountants. Additionally, Ms. Marshall has been responsible for overseeing teams

of attorneys conducting detailed reviews of large volumes of corporate and financial records. Ms. Marshall is a 1988 graduate of Dartmouth College. She received her Juris Doctorate degree in 1992 from Fordham Law School.

Specific Functions: ***Ms. Marshall is responsible for direct management of the Audit and Legal departments.***

Management Role: ***Ms. Marshall is responsible for direct management of the Audit and Legal departments.***

Edward Hall, Associate General Counsel, Chief Compliance Officer and Managing Director

Mr. Hall is an attorney with over ten years experience in unclaimed property compliance and examinations. Mr. Hall has been with Verus since the company's inception. Mr. Hall began his career in complex litigation and at Verus has had extensive experience performing legal analysis of issues related to unclaimed property compliance, review of the internal policies and procedures of holders under examination, and developing unclaimed property auditing procedures and processes. Additionally, Mr. Hall is responsible for overseeing teams of examiners conducting detailed reviews of holder records.

Specific Functions: ***Mr. Hall oversees all non-data aspects of Verus' auditing services and manages activities relating to the examination process and audit staff.***

Management Role: ***Mr. Hall manages all non-data operations of the Audit Department.***

Steven Haley, Managing Director

Mr. Haley has over fifteen years of experience in providing unclaimed property related services, including identification and quantification of unclaimed property liabilities, analysis of various accounting transactions, general ledger accounts, unclaimed property reserve, and policies and procedures, voluntary disclosure agreements, resolution of unclaimed property liabilities, review of and implementation of best practices, audit defense, and preparation of annual compliance reports.

Prior to joining Verus, Mr. Haley was a member of KPMG's National Unclaimed Property Practice, where he was employed since 2006, advising clients on their unclaimed property procedures and reporting obligations. Prior to joining KPMG, Mr. Haley was a Senior Client Service Officer at ACS Unclaimed Property Clearinghouse, Inc., where he was employed for approximately nine years.

Specific Functions: ***Mr. Haley oversees all data related aspects of Verus' auditing services and manages activities relating to the examination process and audit staff.***

Management Role: ***Mr. Haley manages all data operations of the Audit Department.***

Marc Posner, Managing Director

Mr. Posner is an attorney with fifteen years' experience. After a clerkship in the Federal District Court in Manhattan, Mr. Posner joined the litigation department of Davis Polk & Wardwell, where he focused on complex corporate and securities litigation. Mr. Posner's background also includes extensive corporate transactional experience as Of Counsel to Stratos Global, an international telecommunications provider.

Mr. Posner is a 1985 graduate of the University of Pennsylvania. He received his Juris Doctorate degree in 1992 from the University of Pennsylvania Law School (magna cum laude, Order of the Coif).

Specific Functions: ***Mr. Posner oversees Verus' auditing services and manages activities relating to the examination process and audit staff.***

Management Role: ***Mr. Posner manages operations of the Audit Department.***

Felecia Stern, Managing Director

Ms. Stern is an attorney with more than twenty years experience. Following a clerkship on the United States Court of Appeals for the Second Circuit, Ms. Stern spent almost a decade at Simpson Thacher & Bartlett where she worked on a broad array of complex civil litigation, including multiple securities fraud actions. She was also extensively involved in all aspects of various corporate internal investigations and investigations conducted by state and federal regulatory agencies. Ms. Stern then spent over 13 years representing plaintiffs in similar complex civil litigations, including multiple securities and consumer fraud class actions. Most recently, she served as the co-head of the firm's mass tort division, focusing on investigating and litigating pharmaceutical and medical device cases. Ms. Stern's background also includes extensive experience with mediation.

Ms. Stern is a 1985 graduate of Cornell University and received her Juris Doctorate degree in 1992 from the University of Pennsylvania Law School (cum laude), where she served as a Notes Editor on the University of Pennsylvania Law Review.

Specific Functions: ***Ms. Stern oversees Verus' auditing services and manages activities relating to the examination process and audit staff.***

Management Role: ***Ms. Stern manages operations of the Audit Department.***

Dennis Curnyn, Director of Forensic Analysis/Audit Supervisor

Mr. Curnyn is a Certified Public Accountant (inactive) with over twenty five years of internal audit experience in the insurance industry. For sixteen of these years, Mr. Curnyn

was with Internal Audit for two top 20 Life and Annuity insurers, through the officer level, where he provided internal audit management over teams within various corporate financial areas, including controller, accounts payable, treasury, investor relations, administrative units, stand alone insurance subsidiaries, life and annuity policy service centers, retirement, annuity, and investment products. While auditing these areas, Mr. Curnyn frequently identified abandoned property risks and evaluated applicable escheatment controls. In addition to his tenure at the above referenced life insurers, for many years Mr. Curnyn provided internal audit and Sarbanes-Oxley regulatory compliance services to a number of other major insurance enterprises on a consulting basis as a Senior Manager with "big 4" internal audit services practices. Mr. Curnyn is also a Certified Anti-Money Laundering Specialist and has held prior registrations as a General Securities Registered Representative (Series 7) and a General Securities Principal (Series 24).

Specific Functions: ***Mr. Curnyn oversees the review of company files and other aspects of Verus' auditing services.***

Management Role: ***Mr. Curnyn manages all file review operations of the Audit Department.***

James DeAngelis, Executive Vice President and Chief Financial Officer

Prior to joining Verus, Mr. DeAngelis served as the senior financial officer in a variety of public and private companies which designed and delivered technical and financial solutions for leading edge technology driven businesses. Mr. DeAngelis was responsible for and/or assisted in $83+ million of financing, including private placements, IPO financing, Regulation D, hybrid debt/equity placements, equity credit lines, receivables and equipment financing facilities.

Specific Functions: ***Mr. DeAngelis oversees all company accounting practices, direct company financial strategy, and establishes and optimizes day-to-day operations in the company.***

Management Role: ***Mr. DeAngelis directly manages the Finance department.***

Peter Lee, Chief Technology Officer

Mr. Lee has more than twenty years of experience in providing business process and information technology services to insurance and financial service industries, among others. Prior to joining Verus, Mr. Lee served as an outsourced lead project manager for a variety of public and private entities, assisting them in developing and implementing sophisticated data systems. Some of these data system implementations over the past five years include, but are not limited to: Los Angeles County Dept. of Health Services, Toyota Financial Service, Rockwell Collins Passenger Systems Division and PacifiCare Health Systems, Inc.

Specific Functions: ***As the Director of Technical Services, Mr. Lee is responsible for designing, implementing and maintaining Verus' entire technical framework, including proprietary company software.***

Management Role: ***Mr. Lee directly manages the Information Technology department.***

Joseph Marcelonis, Client Relations Manager

Mr. Marcelonis has over sixteen years of unclaimed property experience. While employed at the ACS Unclaimed Property Clearinghouse, Mr. Marcelonis was involved in day-to-day operation and audit workflow processes as well as acted as client liaison for state clients. Mr. Marcelonis developed and improved workflow efficiencies, ensured proper delivery of unclaimed property to clients, conducted webinars, provided internal training, and communicated regularly with clients on new developments, important unclaimed property issues, and new initiatives.

Specific Functions: ***Mr. Marcelonis oversees Verus' relationships with state clients.***

Non-Key Personnel

The expertise of its personnel enables Verus to readily identify those holders whose records should be subjected to examination as well as the identity of property records that should be examined. As a result, Verus believes that it will be able to expeditiously identify and recover substantial amounts of unclaimed property from holders in a manner that is unmatched by other unclaimed property auditors. An organizational chart, outlining all the employees of Verus that will perform services under any contract awarded pursuant to this RFP is included as Attachment 3. Further, at the end of this Section VII are the Proposed Staff Resumes for personnel who will be directly responsible for performing audits under the RFP.

Similar to the experience of our key personnel, the personnel of Verus have a variety of experience qualifying them to provide the services called for by this RFP. This experience includes auditing, forensic accounting, technical skills, and legal expertise.

The audit personnel of Verus have decades of combined experience in identifying, auditing, and processing reports of unclaimed property. Verus employees have aided holders in determining appropriate application of states' dormancy criteria, reviewed accounting documentation to determine unclaimed property reporting liabilities and advised holders on all issues regarding abandoned property compliance and reporting requirements. The experience of Verus' employees ranges from providing services on behalf of unclaimed property auditing firms to providing services on behalf of financial service firms advising holders of their requirements under unclaimed property laws.

Our personnel are also experienced in working directly in unclaimed property transfer agent services or securities divisions. This experience has involved reviewing millions of shareholder records on behalf of client states, analyzing demutualization terms, and managing unclaimed property departments. Employees of Verus have experience reviewing the records of transfer agents and brokerage houses in positions at both unclaimed property auditing firms and financial services firms advising transfer agents and brokerage houses of their requirements under unclaimed property laws. Additionally, Verus personnel have decades of additional experience with securities and mutual funds, including decades of diverse experience conducting examinations, including examinations which address financial investments and securities and years of experience reviewing records of transfer agents or brokerage houses.

In addition, our audit personnel have substantial experience in reviewing automated data for large corporations. Our staff is experienced in using standard general ledger, policy administrative, and profile management applications used by large corporations. Our staff also possesses an intimate knowledge of the proprietary applications used in holder industries, which is necessary as many corporations use custom software that is tailored to their specific procedures.

The legal staff of Verus has engaged in extensive research and analysis of the unclaimed property laws of the various states, including Nevada. Currently, Verus has twelve bar licensed attorneys on staff and Verus' legal personnel have conducted a careful review of Nevada's unclaimed property statutes, rules, and regulations and have gained a thorough understanding of the requirements contained therein. These statutes, rules and regulations have been fully integrated into Verus' procedures relevant to the services to be provided pursuant to this RFP. Additionally, at least one attorney is assigned and involved in each audit being performed. As a result, in conducting examinations on behalf of Nevada, Verus has developed the requisite knowledge and has the appropriate personnel to ensure that all of its processes are fully compliant with applicable Nevada unclaimed property law and to provide the full scope of services called for by the RFP.

Accordingly, Verus does not simply offer standard auditing personnel and services that may be applied to conduct ministerial reviews of records. Further, Verus guarantees that sufficient resources are available and will be utilized by Verus to successfully comply with the terms and conditions set forth in this RFP and any contract resulting from an award. Verus further guarantees that it possesses and will use the required number of skilled personnel, sufficient resources to complete the contract and sufficient expertise, qualifications, and resources necessary to perform the work set forth in this RFP. Furthermore, Verus will perform the services outlined in the RFP in a highly professional manner and with utmost integrity.

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:	*Verus Analytics 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:	*James E. Hartley*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title			
# of Years in Classification:	*10*	**# of Years with Firm:**	*10*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

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

Mr. Hartley is a co-founder of Verus. He is an experienced attorney who has represented a wide variety of clients including municipalities, corporations and businesses. He was lead counsel in the seminal Uniform Securities Act case of Connecticut National Bank v. Giacomi as well as lead counsel in the matter of In re Colonial Realty Litigation Securities Fraud. Mr. Hartley has also worked with Attorneys General in various states prosecuting actions on behalf of businesses and citizens of those states.

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.

- *Verus Analytics LLC: Chief Executive Officer*
- *Drubner Hartley & Hellman LLC: Partner*

EDUCATION

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

- *Columbia University, New York, New York: Juris Doctorate, 1975*
- *Boston College, Boston, MA: 1972*

CERTIFICATIONS

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

Connecticut Bar: Member
United States District Court, District of Connecticut: Member
United States Court of Appeals for the Second Circuit, and the United States Supreme Court: Member

REFERENCES

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

Chad Wright, Director, Unclaimed Property
Alabama State Treasury
600 Dexter Avenue
Montgomery, AL 36104
Phone: 334-353-3627
Email: cwright@treasury.alabama.gov

Eric Eichler, Manager
Compliance Division, Unclaimed Property Unit
301 W Preston Street, Room 310
Baltimore, MD 21201
Phone: 410-767-1812
Email: eeichler@comp.state.md.us

Lee Dejabet, Unclaimed Property Administrator
South Dakota Office of State Treasurer
500 E Capitol Avenue
Pierre, SD 57501
Phone: 605-773-3900
Email: lee.dejabet@state.sd.us

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:	*Verus Analytics 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:	*Jeffrey Drubner*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*President*		
# of Years in Classification:	*10*	**# of Years with Firm:**	*10*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

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

Mr. Drubner is a former Special Agent with the Federal Bureau of Investigation. During his almost ten years at the Bureau, Mr. Drubner investigated international organized crime, fraud and global money laundering, in addition to other financial crimes. During the investigation and prosecution of these cases, Mr. Drubner was responsible for reviewing voluminous bank, financial and corporate records, as well as conducting large scale audits of large repositories of said financial records.

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.

- *Verus Analytics LLC: President*
- *Drubner Hartley & Hellman LLC: Partner*
- *Federal Bureau of Investigation: Special Agent*

EDUCATION

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

- *Boston College Law School, Boston, MA: Juris Doctorate, 1990*
- *Emory University, Atlanta, GA: 1987*

CERTIFICATIONS

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

Massachusetts Bar: Member

REFERENCES

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

Chad Wright, Director, Unclaimed Property
Alabama State Treasury
600 Dexter Avenue
Montgomery, AL 36104
Phone: 334-353-3627
Email: cwright@treasury.alabama.gov

Eric Eichler, Manager
Compliance Division, Unclaimed Property Unit
301 W Preston Street, Room 310
Baltimore, MD 21201
Phone: 410-767-1812
Email: eeichler@comp.state.md.us

Lee Dejabet, Unclaimed Property Administrator
South Dakota Office of State Treasurer
500 E Capitol Avenue
Pierre, SD 57501
Phone: 605-773-3900
Email: lee.dejabet@state.sd.us

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:	*Verus Analytics 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:	*Charles S. Hellman*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Executive Vice President*		
# of Years in Classification:	*10*	**# of Years with Firm:**	*10*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

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

Mr. Hellman is an attorney with over fifteen years experience representing clients in a variety of commercial business and litigation matters. Many of the cases Mr. Hellman has worked on have involved significant analysis and application of accounting and auditing principles as well as regulatory rules and procedures.

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.

- ***Verus Analytics LLC: Executive Vice President***
- ***Drubner Hartley & Hellman LLC: Partner***
- ***Milberg LLP: Partner***
- ***Weil Gotshal & Manges LLP: Associate***

EDUCATION

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

- ***New York Law School, New York, NY: Juris Doctorate, 1996***
- ***Bard College, Annandale-on-Hudson, NY: Bachelor of Arts, 1986***

CERTIFICATIONS

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

New York Bar: Member

REFERENCES

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

Chad Wright, Director, Unclaimed Property
Alabama State Treasury
600 Dexter Avenue
Montgomery, AL 36104
Phone: 334-353-3627
Email: cwright@treasury.alabama.gov

Eric Eichler, Manager
Compliance Division, Unclaimed Property Unit
301 W Preston Street, Room 310
Baltimore, MD 21201
Phone: 410-767-1812
Email: eeichler@comp.state.md.us

Lee Dejabet, Unclaimed Property Administrator
South Dakota Office of State Treasurer
500 E Capitol Avenue
Pierre, SD 57501
Phone: 605-773-3900
Email: lee.dejabet@state.sd.us

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:	*Verus Analytics 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:	*Caroline Marshall*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*General Counsel and Chief Operating Officer*		
# of Years in Classification:	*8.5*	**# of Years with Firm:**	*8.5*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

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

Ms. Marshall is an attorney with over twenty years experience. She began her career as a prosecutor at the New York County District Attorney's office and more recently has been litigating complex civil actions. In the course of her career, Ms. Marshall has represented a wide variety of clients, including state pension funds and other institutional investors. As a result, Ms. Marshall has extensive experience working closely with auditing experts and forensic accountants. Additionally, Ms. Marshall has been responsible for overseeing teams of attorneys conducting detailed reviews of large volumes of corporate and financial records.

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.

- *Verus Analytics LLC: General Counsel and Chief Operating Officer*
- *Bernstein Leibhard LLP: Of Counsel*
- *Milberg LLP: Senior Associate*
- *Deloitte & Touche: Senior Associate, Business Intelligence Unit*
- *New York City District Attorneys Office: Assistant District Attorney*

EDUCATION

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

- *Fordham Law School: Juris Doctorate, 1992*
- *Dartmouth College, Bachelor of Arts, 1988*

CERTIFICATIONS

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

New York Bar: Member

REFERENCES

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

Chad Wright, Director, Unclaimed Property
Alabama State Treasury
600 Dexter Avenue
Montgomery, AL 36104
Phone: 334-353-3627
Email: cwright@treasury.alabama.gov

Eric Eichler, Manager
Compliance Division, Unclaimed Property Unit
301 W Preston Street, Room 310
Baltimore, MD 21201
Phone: 410-767-1812
Email: eeichler@comp.state.md.us

Lee Dejabet, Unclaimed Property Administrator
South Dakota Office of State Treasurer
500 E Capitol Avenue
Pierre, SD 57501
Phone: 605-773-3900
Email: lee.dejabet@state.sd.us

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:	*Verus Analytics 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:	*Edward Hall*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Associate General Counsel, Chief Compliance Officer & Managing Director*		
# of Years in Classification:	*10*	**# of Years with Firm:**	*10*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

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

Mr. Hall is an attorney with over ten years experience in unclaimed property compliance and examinations and has been with Verus since the company's inception. Mr. Hall began his career in complex litigation and at Verus has had extensive experience performing legal analysis of issues related to unclaimed property compliance, review of the internal policies and procedures of holders under examination, and developing unclaimed property auditing procedures and processes. Addiitionally, Mr. Hall has been responsible for overseeing teams of examiners conducting detailed reviews of holder records.

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.

- ***Verus Analytics LLC: Associate General Counsel, Chief Compliance Officer & Managing Director, Waterbury, CT (2007 to present)***
- ***Drubner and Hartley LLC: Associate, Waterbury, CT (2006-2007)***
- ***Welk Music Group: Production Manager, Santa Monica, CA (1998-2005)***

EDUCATION

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

- ***Loyola Law School, Los Angeles, CA: Juris Doctorate (2005)***
- ***University of South Florida, Tampa, FL: Bachelor of Arts, Criminology (1998)***

CERTIFICATIONS

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

Certified Insurance Examiner (CIE) (2012), Fellow Life Management Institute (FLMI) (2012), Associate in Regulatory Compliance (AIRC) (2012) and Market Conduct Management (MCM) (2013)

REFERENCES

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

Chad Wright, Director, Unclaimed Property
Alabama State Treasury
600 Dexter Avenue
Montgomery, AL 36104
Phone: 334-353-3627
Email: cwright@treasury.alabama.gov

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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:	*Verus Analytics 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:	*Steven Haley*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Managing Director*		
# 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.

Mr. Haley has over seventeen years of experience in providing unclaimed property related services, including identification and quantification of unclaimed property liabilities, analysis of various accounting transactions, general ledger accounts, unclaimed property reserve, and policies and procedures, voluntary disclosure agreements, resolution of unclaimed property liabilities, review of and implementation of best practices, audit defense, and preparation of annual compliance reports.

Prior to joining Verus, Mr. Haley was a member of KPMG's National Unclaimed Property Practice, where he was employed since 2006, advising clients on their unclaimed property procedures and reporting obligations. Prior to joining KPMG, Mr. Haley was a Senior Client Service Officer at ACS Unclaimed Property Clearinghouse, Inc., where he was employed for approximately nine years.

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.

- *Verus Analytics LLC: Managing Director (2008 to Present)*
- *KPMG LLP: Senior Associate New York, NY (May 2006-August 2007) Senior Associate Boston, MA (September 2007-September 2008)*
- *Affiliated Computer Services Inc./State Street Bank: Senior Client Service Officer Boston, MA (May 1997-April 2006)*

EDUCATION

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

Salve Regina Univerity, Newport, RI: Bachelor of Science, Business Administration

CERTIFICATIONS

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

REFERENCES

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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:	*Verus Analytics 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:	*Marc Posner*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Managing Director*		
# of Years in Classification:	*7*	**# of Years with Firm:**	*7*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

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

Mr. Posner is an attorney with fifteen years experience. After a clerkship in the Federal District Court in Manhattan, Mr. Posner joined the litigation department of Davis Polk & Wardwell, where he focused on complex corporate and securities litigation. Mr. Posner's background also includes extensive corporate transactional experience as Of Counsel to Stratos Global, an international telecommunications provider.

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.

- *Verus Analytics LLC: Managing Director, New York, NY, 2011-Present*
- *Stratos Global: Of Counsel, New York, NY, 2003-2010*
- *Davis Polk & Wardwell: Associate, New York, NY 1993-96*
- *Southern District of New York: Judicial Clerk, New York, NY, 1993-93*

EDUCATION

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

- *University of Pennsylvania Law School, Philadelphia, PA: Juris Doctorate, 1992*
- *University of Pennsylvania, Philadelphia, PA: Bachelor of Arts, 1985*

CERTIFICATIONS

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

New York Bar: member

REFERENCES

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

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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:	*Verus Analytics 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:	*Felecia Stern*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Managing Director*		
# 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.

Ms. Stern is an attorney with more than twenty years experience. Following a clerkship on the United States Court of Appeals for the Second Circuit, Ms. Stern spent almost a decade at Simpson Thacher & Bartlett where she worked on a broad array of complex civil litigation, including multiple securities fraud actions. She was also extensively involved in all aspects of various corporate internal investigations and investigations conducted by state and federal regulatory agencies. Ms. Stern then spent over 13 years representing plaintiffs in similar complex civil litigations, including multiple securities and consumer fraud class actions.

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.

- *Verus Analytics LLC: Managing Director*
- *Bernstein Liebhard LLP: Partner*
- *Simpson Thacher & Bartlett: Associate*
- *United States Court of Appeals, Second Circuit: Judicial Clerk*

EDUCATION

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

- *University of Pennsylvania Law School: Juris Doctorate, 1992*
- *Cornell University, Bachelor of Science, School of Industrial & Labor Relations, 1985*

CERTIFICATIONS

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

New York Bar: member

REFERENCES

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

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Email: lee.dejabet@state.sd.us

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:	*Verus Analytics 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:	*Dennis Curnyn*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Director of Forensic Analysis/Audit Supervisor*		
# 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.

Mr. Curnyn is a Certified Public Accountant (inactive) with over 25 years of audit and risk consulting experience in the insurance industry. For 16 of these years, Mr. Curnyn was with Internal Audit for two top 20 Life and Annuity insurers, through the officer level, where he provided internal audit management over teams within various corporate financial areas including: controller's, accounts payable, treasury, investor relations, and product administrative units including: stand alone insurance subsidiaries, life and annuity policy service centers, retirement, annuity, and investment products. While auditing these areas, Mr. Curnyn frequently identified abandoned property risks and evaluated applicable escheatment controls.

In addition to his tenure at the above referenced life insurers, for 6 years Mr. Curnyn provided internal audit, Sarbanes-Oxley and anti-money laundering regulatory compliance services to a number of other major insurance enterprises on a consulting basis as a Senior Manager with "big 4" internal audit services practices.

Mr. Curnyn is also a Certified Anti-Money Laundering Specialist and has held prior registrations as a General Securities Registered Representative (Series 7) and a General Securities Principal (Series 24).

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.

- *5/09-Present-Verus Analytics LLC: Director of Forensic Analysis/Audit Supervisor; Director Audit Services, unclaimed property audits, NY, NY*
- *4/09-5/09-Independent Consultant: AML system risk assessment and system tuning for a global commercial bank for BDO USA, LLP*
- *6/08-3/09- Exzac, LLC: Subject Matter Expert, AML risk and AML system evaluations, banking and securities industries, Jersey City, NJ*
- *8/03-2/08-Ernst & Young LLP: Senior Manager; Anti-Money Laundering Services-(insurance, banking and securities industries; Business Risk Services-internal audit co-sourcing and outsourcing services, insurance industry, NY, NY*
- *11/02-7/03-Accume Partners: Manager, Independent Consultant, internal audit co-sourcing and outsourcing services, insurance and securities industries, Moorestown, NJ*
- *8/00-11/02-KPMG LLP: Senior Manager; internal audit co-sourcing and outsourcing services, insurance industry, NY, NY*
- *9/93-8/00-AXA Financial: Assistant Vice President Internal Audit; Audit Manager, NY, NY*
- *2/84-9/93-The New York Life Insurance Company: Director Internal Audit; Senior Auditor; Senior Real Estate Analyst, NY, NY*

EDUCATION

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

Villanova University, Villanova, PA: Bachelor of Science in Accounting, 1979

CERTIFICATIONS

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

Certified Public Accountant, New Jersey 1984-2011, Inactive 2012
Certified Anti-Money Laundering Specialist 2007-present
NASD General Securities Registered Representative Series 7 (approx. 1988 until expired 2002)
NASD General Securities Principal Series 24 (approx. 2005 until expired 2002)

REFERENCES

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

Chad Wright, Director, Unclaimed Property
Alabama State Treasury
600 Dexter Avenue
Montgomery, AL 36104
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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:	*Verus Analytics 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:	*James M. DeAngelis*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Executive Vice President and Chief Financial Officer*		
# of Years in Classification:	*6.5*	**# of Years with Firm:**	*6.5*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

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

Prior to joining Verus, Mr. DeAngelis served as the senior financial and operating officer in a variety of public and private companies which designed and delivered technical and financial solutions for leading edge technology driven businesses. Mr. DeAngelis was responsible for and/or assisted in $83+ million of financing, including private placements, IPO financing, Regulation D, hybrid debt/equity placements, equity credit lines, receivables and equipment financing facilities.

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.

- *Verus Analytics LLC: Executive Vice President and Chief Financial Officer*
- *MyTriggers.com, Inc.: Chief Financial Officer, Treasurer, Secretary, and Director*
- *Putnam Partners - Cellceutix, Inc..: Corporate Development and Strategist*
- *Putnam Partners - Plasmet, LLC: Corporate Development and Strategist*
- *Putnam Partners - OPEM, LLC.: Chief Financial Officer and Treasurer*
- *Commodore Applied Technologies: Chief Financial Officer, Treasurer and Secretary, and Director*
- *Commodore Separation Technologies, Inc.: Senior Vice President, Sales and Marketing, and Director*
- *Commodore CFC Technologies, Inc.: President*
- *Commodore Environmental Services, Inc.: Vice President, Business Development, and Market Analyst*

EDUCATION

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

- *American Graduate School of International Business Administration (Thunderbird), Glendale, AZ: Master, Business Administration, 1992 (honors)*
- *University of Connecticut, Storrs, CT: Bachelor of Science, Biology; Bachelor of Science, Animal Physiology, 1983*

CERTIFICATIONS

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

REFERENCES

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

Chad Wright, Director, Unclaimed Property
Alabama State Treasury
600 Dexter Avenue
Montgomery, AL 36104
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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:	*Verus Analytics 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:	*Peter Lee*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Chief Technology Officer*		
# of Years in Classification:	*9.5*	**# of Years with Firm:**	*9.5*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

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

Mr. Lee has more than twenty years of experience in providing business process and information technology services to insurance and financial service industries, among others.

Prior to joining Verus, Mr. Lee served as an outsourced lead project manager for a variety of public and private entities, assisting them in developing and implementing sophisticated data systems.

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.

- *Verus Analytics LLC: Chief Technology Officer (7/08 to present)*
- *Los Angeles County Department of Health Services: Solution Architect and Project Manager(6/07 to present)*
- *Toyota Financial Services: System Architect and Technical Liaison to Senior Management (10/06 – 5/07)*
- *Rockwell Collins Passenger Systems Division: Systems Architect and Technical Lead (8/04-10/07)*
- *Pacificare Health Systems, Inc.: Systems Architect and Technical Lead 6/03-8/04))*
- *HealthCare Partners: Acting Senior Vice President/CIO (12/00 – 9/01)*
- *Certus Corporation: Lead Consultant for Systems Integration(3/99 – 11/00)*
- *ARCO Termination Information System: System Integrator (5/94 – 12/99)*
- *AirTouch Cellular (Verizon Wireless): System Integrator (1/96 – 6/98)*
- *Friendly Hills Medical Group: Consultant (5/96 – 8/96)*
- *UNOCAL – Wilmington Refinery: Consultant (6/95 – 12/96)*
- *Four Corners Pipe Line Company: Consultant (7/92 – 3/94)*

EDUCATION

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

- *Master of Science: Computer Science*
- *Bachelor of Science: Electrical Engineering*

CERTIFICATIONS

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

REFERENCES

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

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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:	*Verus Analytics 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:	*Joseph Marcelonis*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Client Relations Manager*		
# of Years in Classification:	*16*	**# of Years with Firm:**	*7*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

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

Mr. Marcelonis has over sixteen years of unclaimed property experience. While employed at the ACS Unclaimed Property Clearinghouse, Mr. Marcelonis was involved in day-to-day operation and audit workflow processes as well as acted as client liaison for state clients. Mr. Marcelonis developed and improved workflow efficiencies, ensured proper delivery of unclaimed property to clients, conducted webinars, provided internal training, and communicated regularly with clients on new developments, important unclaimed property issues, and new initiatives

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.

- *Verus Analytics LLC: Client Relations Manager*
- *Affiliated Computer Services, Inc: Senior Account Manager (2/08 – 9/10)*
- *Affiliated Computer Services, Inc: Assistant Vice President (11/05 -1/08)*
- *Affiliated Computer Services, Inc: Senior Operations Officer (9/03- 10/05)*
- *Affiliated Computer Services, Inc: Operations Officer (6/01 - 8/03)*
- *Affiliated Computer Services, Inc: First Line Manager (4/99 - 5/01)*
- *Affiliated Computer Services, Inc: Senior Account Administrator (3/98 - 3/99)*
- *Affiliated Computer Services, Inc: Account Administrator (3/97 - 2/98)*
- *Financial Strategies of John Hancock: Consultant (8/96 - 3/97)*

EDUCATION

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

- *Boston College, Boston, MA: Bachelor of Arts, Political Science, 1996*

CERTIFICATIONS

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

REFERENCES

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

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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:	*Verus Analytics 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:	*Jason Steinberg*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Assistant Managing Director/Audit Director*		
# of Years in Classification:	*4.5*	**# of Years with Firm:**	*7.5*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

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

Mr. Steinberg is an annuity specialist with experience in process design and improvement, project management and innovation training. During almost 12 years at AXA Equitable, Mr. Steinberg gained extensive knowledge in annuity operations including policies and procedures from departments such as new business, commissions, disbursements and death claims. He was instrumental in AXA's successful implementation of Regulation 2330 including monitoring and establishing controls for suitability with all new variable annuity sales. Mr. Steinberg has vast experience with annuity related SEC and FINRA Regulations and also has 5 years experience in banking including branch compliance operations and branch 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.

- *Verus Analytics LLC: Asst. Managing Director/Audit Director– 2010 - Current, New York, NY*
- *AXA Equitable: Project Manager – 2009 – 2010, Secaucus, NJ*
- *AXA Equitable: Six Sigma Black Belt – 2006 – 2009, New York, NY*
- *AXA Equitable: Commissions Manager – 2005, Secaucus, NJ*
- *AXA Equitable: Inforce Manager – 1999 – 2005, Secaucus, NJ*
- *AXA Equitable: New Business Manager – 1998 – 1999, Secaucus, NJ*
- *Fleet Bank: Assistant Branch Manager – 1998, Long Island, NY*
- *Fleet Bank: Branch Operations Manager – 1997, Long Island, NY*
- *Fleet Bank: Customer Service Representative – 1996, Long Island, NY*
- *Fleet Bank: Head Teller – 1995, Long Island, NY*

EDUCATION

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

State University of New York at Oneonta, Oneonta, NY: Bachelor of Science in Business and Economics, May 1995

CERTIFICATIONS

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

REFERENCES

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

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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:	*Verus Analytics 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:	*Tara Mastroserio*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Senior Audit Manager*		
# of Years in Classification:	*5*	**# of Years with Firm:**	*7*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

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

Ms. Mastroserio is a licensed CPA who has worked in unclaimed property auditing for more than five years. Prior to joining Verus, Ms. Mastroserio worked as State Tax Manager for Brother International Corporation. A previous employee of KPMG, Ms. Masteroserio has extensive experience preparing unclaimed property diagnostic reviews and analyzing systems and controls to determine unclaimed property exposure.

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.

- *Verus Analytics LLC: Senior Audit Manager – January 2011 through current*
- *Brother International Corporation: Tax Manager – State- August 2009 through January 2011*
- *KPMG LLP: State and Local Tax Manager – June 2004 through August 2009*

EDUCATION

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

- *St. John's University, Queens, NY: Master of Science Taxation, May 2005*
- *St. John's University, Queens, NY: Bachelor of Science Accounting, May 2004, Summa Cum Laude*

CERTIFICATIONS

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

- *Active New York State Certified Public Accountant – 2006*

REFERENCES

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

Chad Wright, Director, Unclaimed Property
Alabama State Treasury
600 Dexter Avenue
Montgomery, AL 36104
Phone: 334-353-3627
Email: cwright@treasury.alabama.gov

Eric Eichler, Manager
Compliance Division, Unclaimed Property Unit
301 W Preston Street, Room 310
Baltimore, MD 21201
Phone: 410-767-1812
Email: eeichler@comp.state.md.us

Lee Dejabet, Unclaimed Property Administrator
South Dakota Office of State Treasurer
500 E Capitol Avenue
Pierre, SD 57501
Phone: 605-773-3900
Email: lee.dejabet@state.sd.us

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:	*Verus Analytics 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:	*Samantha Zois*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Audit Manager*		
# of Years in Classification:	*7+*	**# of Years with Firm:**	*7+*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

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

In her seven years at Verus Ms. Zois has served in a variety of roles related to ongoing holder examinations, gaining experience and knowledge in auditing procedures, unclaimed property procedures and practices, and life insurance operations and compliance. In addition, Ms. Zois has extensive experience in the detailed review of life insurance policy files and administrative data.

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.

- ***Verus Analytics LLC: New York, NY***
  - ***Audit Manager - July 2013 through present***
  - ***Analyst - September 2010 through June 2013***

EDUCATION

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

- ***Tulane University, New Orleans, LA: Master of Arts, 2010***
- ***Tulane University, New Orleans, LA: Bachelor of Arts, 2009***

CERTIFICATIONS

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

REFERENCES

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

Chad Wright, Director, Unclaimed Property
Alabama State Treasury
600 Dexter Avenue
Montgomery, AL 36104
Phone: 334-353-3627
Email: cwright@treasury.alabama.gov

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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:	*Verus Analytics 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:	*David Welch*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Assistant Managing Director/Senior Counsel*		
# of Years in Classification:	*7.75*	**# of Years with Firm:**	*7.75*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

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

Mr. Welch is an experienced attorney specializing in securities litigation and the representation of financial services industry professionals. He has litigated cases based on the Securities Acts, SEC Rules, corporate accounting practices, and GAAP.

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.

- *Verus Anlytics LLC: Asst. Managing Director/ Sr. Counsel, April 2010 – present, New York, NY*
- *Winget, Spadafora, Schwartzberg, LLP: February 2009 – April 2010, Associate, New York, NY*
- *Bernstein Liebhard, LLP: Associate, January 2006 – February 2009, New York, NY*

EDUCATION

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

- *Hofstra University School of Law, Hempstead, NY: Juris Doctorate, Cum Laude, 2005*
- *Ohio State University, Columbus, OH: 2002*

CERTIFICATIONS

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

- *New York State Bar: member since 2006*
- *United States District Courts for the Southern & Eastern Districts of New York: member since 2009*

REFERENCES

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

Chad Wright, Director, Unclaimed Property
Alabama State Treasury
600 Dexter Avenue
Montgomery, AL 36104
Phone: 334-353-3627
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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:	*Verus Analytics 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:	*Shaun Kennedy*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Manager of Unclaimed Property Operations*		
# 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.

Mr. Kennedy has previously served as a Senior Audit and Compliance Analyst and as a Client Service and Operations Officer for ACS Unclaimed Property Clearing House. For more than five years, Mr. Kennedy was responsible for applying consistently evolving unclaimed property laws to distinct property types and for ensuring that all unclaimed property in the possession of UCPH was identified and reported. Mr. Kennedy was instrumental in handling the Insurance Company Demutualization project at UCPH.

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.

- *Verus Analytics LLC (Braintree, MA): Manager of Unclaimed Property Operations; October 2008 – Present*
- *ACS Unclaimed Property Clearinghouse (Boston, MA): Senior Client Services Officer/Operations Officer; April 2007 – October 2008*
- *ACS Unclaimed Property Clearinghouse (Boston, MA): Senior Audit/Compliance Analyst; June 2002 – December 2005*
- *Hollister Staffing (Boston, MA): Staffing Consultant; December 2005 – April 2007*

EDUCATION

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

- *Saint Anselm College, Manchester, NH: Bachelor of Arts, 2000*
- *Curry College, Milton, MA: Master of Business Administration, 2012*

CERTIFICATIONS

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

REFERENCES

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

Chad Wright, Director, Unclaimed Property
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600 Dexter Avenue
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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:	*Verus Analytics 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:	*Lili R. Sabo*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Senior Counsel*		
# of Years in Classification:	*4.5*	**# of Years with Firm:**	*4.5*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

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

Ms. Sabo is an attorney experienced in litigating commercial and federal securities class actions, as well as actions brought under the Racketeer Influenced and Corrupt Organizations Act (RICO), antitrust and consumer fraud laws. During the course of her practice, Ms. Sabo has represented institutional investors, including state pension funds, in actions involving the application of accounting principles.

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.

- ***Verus Analytics LLC: Senior Counsel***
- ***Whatley Drake & Kallas LLC: Associate***
- ***Milberg LLP: Associate***

EDUCATION

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

- ***Brooklyn Law School: Juris Doctorate, 2002***
- ***State University of New York at Albany: Bachelor of Arts, 1997***

CERTIFICATIONS

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

New York Bar: member

REFERENCES

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

Chad Wright, Director, Unclaimed Property
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Montgomery, AL 36104
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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:	*Verus Analytics 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:	*Jeffrey D. Lerner*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Senior Counsel*		
# 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.

Mr. Lerner is an attorney experienced in litigating securities class actions, as well representing individual investors in NASD arbitrations. During the course of his practice, Mr. Lerner has represented institutional investors, including state pension funds, in actions involving the application of accounting principles.

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.

- ***Verus Analytics LLC: Senior Counsel***
- ***Bernstein Liebhard LLP: Senior Associate***
- ***Miller Faucher and Cafferty LLP: Associate***
- ***United States District Court for the Eastern District of Pennsylvania: Law Clerk***
- ***Pennsylvania Court of Common Pleas, Family Division: Law Clerk***

EDUCATION

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

- ***Temple Law School: Juris Doctorate, 2003***
- ***Franklin & Marshall College: 1998***

CERTIFICATIONS

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

New York Bar: member

REFERENCES

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

Chad Wright, Director, Unclaimed Property
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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:	*Verus Analytics 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:	*Lindsay Butler*	**Key Personnel: (Yes/No)**	*Yes*
Individual's Title	*Compliance Counsel*		
# 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.

Ms. Butler earned a Bachelor of Music from James Madison University in 2011, and a J.D. from Quinnipiac University School of Law in 2014. At Verus, Ms. Butler reviews internal policies and procedures and records of holders under examination in support of unclaimed property and market conduct examinations.

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.

- ***Verus Analytics LLC: Compliance Counsel***
- ***The Juilliard School: Assistant to Alan D. Marks Center for Career Services and Entrepreneurship***
- ***Carroll, Guido & Groffman, LLP: Law Clerk***
- ***DIAGEO North America, Inc., Intellectual Property Group: Legal Intern***
- ***The Bernard Law Group: Law Clerk***

EDUCATION

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

Quinnipiac University School of Law: Juris Doctorate, 2014
James Madison University: Bachelor of Music, Major: Music Industry, Minor: Art History, 2011

CERTIFICATIONS

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

New York Bar: member

REFERENCES

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

Chad Wright, Director, Unclaimed Property
Alabama State Treasury
600 Dexter Avenue
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Lee Dejabet, Unclaimed Property Administrator
South Dakota Office of State Treasurer
500 E Capitol Avenue
Pierre, SD 57501
Phone: 605-773-3900
Email: lee.dejabet@state.sd.us

SECTION VIII – OTHER INFORMATIONAL MATERIAL

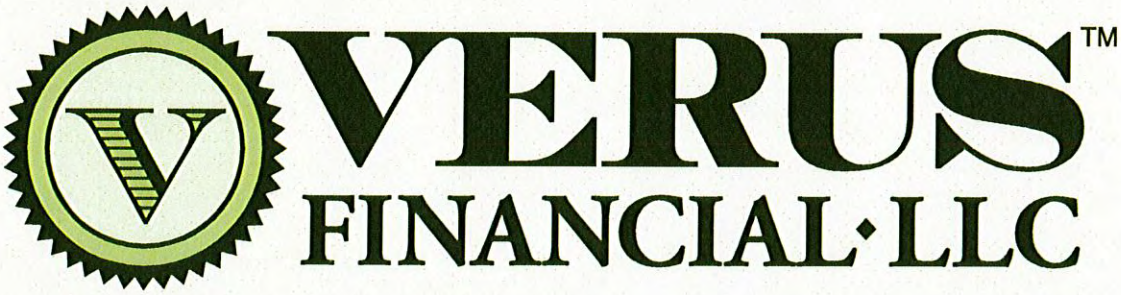
Attachment 1 - Audit Procedure Manual

Attachment 2 – Work In Progress Report

Attachment 3 – Organizational Chart

ATTACHMENT 1

AUDIT AND PROCEDURE MANUAL



AUDIT AND PROCEDURE MANUAL:

UNCLAIMED PROPERTY

THIS MANUAL IS CONFIDENTIAL AND PROPRIETARY
Not for Public Release

Effective: June 1, 2010

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INTRODUCTION TO THE AUDIT AND PROCEDURE MANUAL

This Audit and Procedure Manual is a compilation of the current audit policies, procedures and guidelines of Verus Financial LLC ("Verus").

The objective of this manual is to serve as the primary reference source during the audit process for Verus auditors, to assist new auditors in their professional development and to provide auditors with concrete guidelines for applying audit techniques.

Primary Audit Objectives

Audits performed by Verus have the following basic objectives:

1. To enforce the unclaimed property laws in an equitable manner.
2. To ensure proper reporting of the holders being audited.
3. To identify any unreported unclaimed property due to the states that are Verus' clients (hereinafter, "clients").
4. To promote accuracy in future reporting by holders after they have been audited.
5. To promote voluntary compliance of holders with regard to the unclaimed property laws.

THE AUDIT PROCESS

Professional Standards

Verus requires that its auditors maintain the highest possible level of professionalism during all aspects of the audit process. The goal of these standards is to ensure that audits are performed correctly and with the least intrusion into the operations of holders as possible and to provide both the holder and Verus' clients with confidence in the competence and accuracy of the work being performed. These standards should be applied regardless of whether an auditor is working at the holder's place of business, within the Verus offices or in any other location.

- Auditors must always be arrive at set times and meet all established timelines.
- Auditors must be well versed in the applicable unclaimed property statutes, regulations and case law and apply all relevant laws in their work.
- Auditors are to treat all records of the holder as privileged and confidential.
- Auditors must not disclose any information gained in the course of the audit process to any outside source, except as required by law.
- Auditors must treat all records of the holder with care and ensure that any records provided by the holder are returned and filed correctly.
- Auditors must limit communication with employees of the holder or with any other persons contacted during the audit process to the subject matter of the audit.
- Auditors should take the opportunity during the audit to inform holders of applicable unclaimed property law and make themselves available for any questions the holders may have on the subject.
- When working at the holders' place of business, auditors shall conform to any general policies and procedures set forth by the holder to the extent the policies do

not prevent the auditors from completing their audit functions. This may include, but is not limited to, working hours, manner of dress, and location of work.

Verus requires that all audit staff must be properly trained to perform their activities. This is accomplished through a thorough process of in-house training which ensures that the auditors have a complete understanding of all applicable unclaimed property statutes and regulations, the interrelation of these laws, the contents of the Audit and Procedure Manual, Generally Accepted Auditing Standards (GAAS) set forth by the American Institute of Certified Public Accountants (AICPA), Generally Accepted Accounting Principles (GAAP) and any other relevant materials that may be necessary in completing an audit. Periodic evaluation of auditors by Verus management is performed to verify that proper training has been completed and proper auditing techniques are being applied.

Work Papers

As the primary supporting basis for the information contained in the final audit report, thorough documentation must be made during all points of the auditing process. As these papers will be referenced by the auditors in creating a final report and may be cited within, all work papers must include the name of the holder, the name of the auditor creating the work paper, the specific task or subject matter the work paper relates to and the date the paper was created. All work papers created should be clearly marked with a reference to the work (by date, subject or task) and a page number. A legend should be included on the first page of each work paper that explains the audit procedures performed and represented by particular tick marks or notations. Auditors must make every effort to ensure that their work papers are maintained in a neat and orderly manner.

AUDIT PLAN

Selection of Audit Candidates

Verus Financial LLC shall research holders and identify those who are believed to be in possession of unclaimed property that is due to be remitted to the states that are Verus' clients.

Identification of holders to be audited is accomplished through a variety of means. Many factors and sources of information may be considered by Verus before choosing a candidate to be audited. These may include, but are not limited to:

- A review of past holder reports for inconsistencies, omissions or a lack of detail;
- A comparison of a holder's past reports to the reports of similar holders within the same industry and of the same approximate size;
- Any information available from the client, such as holder reporting and compliance history;
- Available public data regarding the holder, including annual company reports, press materials, and expert opinion;
- The knowledge and/or experience of Verus personnel regarding the holder; and
- Direct audit requests from the client.

Once potential audit candidates are selected, Verus auditors will examine all available background materials related to the selected holders to verify that an audit is appropriate and viable from a cost and recovery perspective.

Verus will then inform its clients of the holders selected to be audited, providing them with the identity of the holder's state of incorporation and principal place of business and any

background information or findings that the clients may require in order for them to decide whether they believe the holders should be subjected to the audit process. In addition to factual information regarding the holder, Verus shall provide, among other things, information regarding the scope of the audit to be conducted.

Verus shall obtain all required authorizations from its clients before proceeding with an audit of a particular holder's records. Verus shall also certify that it has not had a business relationship with any holder it seeks to audit within the previous three years of the audit as well as any other certifications required by statute or Verus' contracts.

Initial Contact, Opening Conference and Examination Schedule

As soon as possible after receiving written authorization from a client to go forward with an audit, Verus shall contact the holder to schedule an opening conference. Verus shall notify the client of the date and location of this conference.

At the opening conference or immediately following, Verus shall:

a. Identify the time period to be covered by the audit and the estimated length of time for the audit to be completed.

b. Describe the purpose, scope, components and objectives of the audit. Verus shall describe the general audit methods to be employed, including any sampling and estimation techniques and when they shall be employed.

c. Identify the client liaison to whom Verus is accountable and advise the holder of its right to discuss anything related to the audit directly with the liaison at any time, including any allegations of misconduct, unethical behavior or significant disagreement relating to legal authority.

d. Identify the name of each client participating in the audit with whom Verus has a contract.

e. Identify all of the senior employees, representatives and agents who will participate in the audit.

f. Explain any applicable right of the holder to dispute the audit findings.

g. Arrange for an on-site or off-site audit of records.

h. Fully disclose to the holder Verus' fee arrangement with the client.

i. Explain that the holder shall deliver any unclaimed property identified during the audit as owing to Verus' clients within the timeframe and manner called for by applicable statutes, regulations or contract provisions.

j. Work with the holder to come to an agreement on a schedule for the examination.

Verus will communicate the results of the opening conference to the client, including any schedule agreed upon between Verus and the holder. Efforts shall be made on the part of Verus to minimize any inconvenience to the operations of the holder that the audit may impose.

Verus send a document to the holder shortly following the opening conference outlining the type of property to be examined, the time period to be covered by the examination, the start date and time of the examination, the estimated completion date of the examination, the number of auditors expected to be on site and the clients represented in the audit. In connection with this process, Verus shall discuss and agree upon with the holder any specific holder policies or practices that the auditors may need to follow when performing audits on-site. Verus will contact the holder within two weeks of the scheduled date to confirm the date and time, as well as to discuss any questions or concerns that the holder may have regarding the examination or the audit process.

Verus shall promptly communicate to its clients any refusal by the holder to either set a schedule for or comply with the reasonable requests of Verus during the audit process in

accordance with the requirements of any applicable statutes, regulations or contract provisions.

Pre-Audit Analysis

Before commencement of the audit, Verus shall request from the holder any documentation that would be helpful for the auditors to review. Analysis of these documents will assist the auditors by providing them with a foundation and familiarity with the holder with which to begin their audit and assist the holder by minimizing the amount of time the auditors need to spend on site.

These records may include, but are not limited to:

- Internal work papers relating to past unclaimed property reports;
- Internal work papers, memorandums or legal opinions regarding unclaimed property compliance in general;
- Any internal unclaimed property policies and procedures;
- Holder electronic record and general document retention policies and schedules;
- Any document giving an overview of holder's document storage locations and procedures, as well as electronic record locations, limitation and backup schedules; and
- Accounting documents such as annual reports, general ledger entries and details on unclaimed property general ledger accounts.
- Copies of relevant contracts and documents.
- Database extracts containing information relevant to the examination and determination of potential unclaimed property.

AUDITING STANDARDS

General Auditing Standards

Verus auditors must adhere to the following general auditing standards:

- **Independence** - In order for the results of an audit to be relied upon by holders and the client, the auditor must maintain independence. Independence is generally discussed in two parts, "independence in appearance" and "independence in fact." Both are necessary to defend against the criticism that the audit process may be biased.
  - "Independence in appearance" means an auditor is free from financial interests in the holder being audited; is not employed by the holder; does not have close personal ties with the holder; and does not have any relationship with the holder that a third party would consider an impairment of the auditor's judgment. Verus performs conflicts checks on employees to determine if any financial interest or conflict is present. If at any time an auditor believes that he or she does not possess the requisite degree of independence, the auditor must inform Verus management and request to be removed from the audit.
  - "Independence in fact" is the auditor's objectivity and integrity in carrying out the audit function. The auditor must evaluate evidence in a manner that treats all holders equally. The auditor must be able to make judgments with respect to the holder without any interference in objectivity.
  - During the audit, the auditor is encouraged to develop a cooperative working relationship with the holder and its employees. However, the auditor must not develop any relationship that would endanger the auditor's independence.

- **Due Professional Care** - Due professional care is usually defined as the care that a reasonable person in the same profession and the same situation would exercise to achieve the desired results. During the audit, the auditor must conform to the accepted and appropriate methods for such an audit. The auditor should use due professional care in applying audit procedures to obtain accurate and fair results. The auditor must be adequately trained and prepared to do the job assigned. This includes adequate knowledge of the holder's industry and knowledge of the applicable statutes and regulations involved.
  - The audit is to be performed by a person or persons having adequate technical training and proficiency as an auditor. This includes knowledge of the general areas of accounting and auditing, as well as knowledge of the specific unclaimed property statutes and regulations applicable to the holder. One of the primary tools of the auditor in this respect is the Audit and Procedure Manual. Therefore, a large portion of the auditor's responsibility for due professional care is to comply with the audit guidelines as set forth in this manual and any other relevant statutes, regulations or case law.
  - Generally, auditors must ensure that all of their actions comply with the most recent Generally Accepted Auditing Standards (GAAS) and Generally Accepted Accounting Principles (GAAP).
- **Confidentiality** - The auditor must always protect the confidentiality of the holder's information. Auditors must take all reasonable measures to ensure that the audit is a confidential matter between the holder and the client. The auditor should not discuss the audit with anyone at the holder's business other than employees designated by the holder.
  - Auditors are forbidden from using any information obtained as the result of their employment for any purpose other than in the performance of their duties.
  - Auditors must handle information consistent with statutory confidentiality provisions.

- **Supervision** - All auditors must be properly supervised. The level of supervision will be dependent upon the auditor's experience and expertise. Therefore, supervision will vary based on the auditor and the circumstances of the audit. It is the auditor's responsibility, in conjunction with Verus management, to make sure that the auditor follows all Audit and Procedure Manual guidelines and adheres to any applicable statutes, regulations or case law.
- **Completeness** - Completeness of the audit report is to be ensured. The auditor must continue performing the audit until the auditor is satisfied that no further unclaimed property exists that is not included in the final report. Additionally, the auditor must make all efforts to keep an accurate set of work papers, detailing the actions taken by the auditor in arriving at the conclusions included in the final report.
- **Holder Education** - Each audit should result in holder education on the reporting requirements applicable to the holder's business activities. If the holder is not able to use the results of the audit to correctly self-assess its obligations in the future, then the auditor has not met his or her goal. Achieving this goal may be effected during the closing conference and by maintaining exceptional work papers.

General Audit Conduct

- All audits shall be supervised by a qualified member of Verus' full time staff.
- Verus shall provide the client with monthly work-in-progress reports for all audits.
- Audits shall be designed to obtain from holders, to the extent possible, the following information regarding the property determined to be unclaimed: the name, address and taxpayer identification number of the property owner, the date of birth of the property owner, the date of last contact with the property owner, any account number information regarding the property. If any of this

information is not available, the auditor shall document the efforts he or she undertook to obtain the information and describe those efforts in the audit work papers.

- The auditor shall inform the holder of its obligation to perform any required due diligence and instruct the holder to file all future reports directly with the client pursuant to applicable reporting requirements.
- Unclaimed property, by its nature, is vulnerable to both intentional and unintentional misappropriation and therefore should be an area of strong internal control. Internal control must be constantly evaluated and appropriate comments included in the audit program.
- The auditor shall devise an audit program and provide the holder with an initial written document request seeking documents that will be utilized to identify the accounts that will be included in the audit.
- The holder shall be given a mutually agreed upon time to respond to the initial written document request, not to exceed a reasonable amount of time in accordance with applicable statutes, regulations or contract provisions.
- The auditor shall provide the holder with an additional written document request seeking documents for detailed testing that will be either be sent to the auditor or made available at a site visit within a reasonable amount of time in accordance with applicable statutes, regulations or contract provisions.
- The auditor shall review all responses to the initial written document request and the additional written document request and choose selected items for detailed testing. The holder shall be given up a reasonable amount of time in accordance with applicable statutes, regulations or contract provisions to produce the documentation supporting its accounting for the selected items.
- After detailed testing of selected items, the auditor shall arrange with the holder to conduct a site visit, as required, on a mutually agreeable date.
- The auditor shall perform testing procedures and request additional selected items, as required, to support the accounting for selected items. If necessary, the

auditor shall conduct an additional site visit after receiving the additional selected items.

Audit Scope

The time frame of an audit shall only be limited to the extent directed by the client or required by the statutes and regulations of the state that are applicable to the audit proceeding. Auditors should make every effort to ensure that the examination covers the broadest time period in accordance with applicable statutes, regulations and case law and note all findings. This may be accomplished through examination of holder document retention policies and dating of all available holder records.

Result Categories

In providing the results of an audit, the auditor shall use the categories of Payable Property or Reportable Property, as defined below.

Payable Property shall be defined as property identified as immediately due and payable to the state under applicable statutes and regulations. These properties would consist primarily of property for which the dormancy period has elapsed that should have been reported and paid to the state in previous years that is discovered through the audit process. A detailed list of all Payable Property shall be provided to both the holders and the clients.

Reportable Property shall be defined as property identified during the audit process that should be reported to the holder in subsequent years. A detailed list of all Reportable Property shall be provided to the holders so that they can ensure future compliance.

Neither of these categories should include property that has been paid or given to the owner by the holder.

Nonexistent Addresses

In examining the records of the holder, auditors may identify property for which there is not sufficient records to determine the client to which the property should be reported. This may be due to the insufficient recordkeeping of the holder, destroyed records or the failure of the holder to collect this information from the owner.

Once the auditor has determined that a property record does not have an address attached to it, the auditor must:

- Determine what address information is available relating the specific property.
- Examine the records of the holder to determine if there are any other property or customer records, which include address information, where the owner can be reasonably identified as the same owner of the unclaimed property.
- Examine the records of the holder to determine if there are any other records, such as employee records or alternate customer records, which may include address information for the owner.
- If additional records reveal an address, details of the process of locating and selecting the address records should be documented in the Work Papers and reflected as such in the final audit report. If this process is applied to many records, contact with the clients involved may be necessary to obtain further direction.
- If no records are available, follow the rules set forth in *Texas v. New Jersey,* 380 U.S. 518 (1965), *Pennsylvania v. New York,* 92 S. Ct. 2880 (1972) and *Delaware v. New York,* 507 U.S. 490 (1993) applicable state unclaimed property laws, uniform unclaimed property acts or any other applicable case law.

Undated Property

In examining the records of the holder, auditors may identify property which does not have sufficient records to determine when the property should have been presumed abandoned. This may be due to the insufficient recordkeeping of the holder, destroyed records or the failure of the holder to collect this information from the owner.

In this instance, the auditor shall use the following techniques to attempt to correctly age the property:

- Determine what date information is available relating to this specific property.
- Evaluate any identification numbers relating to either the owner or the property to determine if the date the property should be presumed abandoned can be reasonably arrived at based upon this information.
- Evaluate operational criteria such as record type, presence in historical records, account type, location of last holder contact or location of property to determine if the date the property should be presumed abandoned can be reasonably arrived at from this data.
- Evaluate the reporting history of the holder to determine if the property has been reported previously.

Provided that the above procedures have been followed and documented, in the event that the auditor is unable to estimate a date associated with the property, the auditor shall treat the property as reportable to the client subject to any additional information provided by the holder establishing that the property has not been abandoned.

Underlying Shares of Stock

When the actual stock certificates are presumed to be in the possession of the missing owner, stock shares can be deemed to be abandoned if the holder has failed in its attempts to deliver distributions to the shareholder. In evaluating this type of property, the auditor must first

analyze the stock history of the security in question to determine any events that may have resulted in the creation of additional unclaimed property (such as stock splits or dividends). The auditor must request any additional records from the holder or its stock transfer agent identifying stock certificates that have either not been exchanged or delivered. The auditor must perform additional research and document any the successive periods of uncashed dividend checks or undelivered shares to determine if these actions will result in a presumption of abandonment for either these underlying shares or the parent stock shares themselves. The auditor must take additional care to document the underlying shareholder accounts by noting the standard owner reporting information, including social security number, and the issue name and type of the underlying accounts. This property must be reported in accordance with the unclaimed property statutes and regulations for the applicable clients.

Bankruptcy

If at any time during the audit process, the auditor receives notice, either formal or informal, that the holder is in any stage of a bankruptcy proceeding, immediate action will be taken to notify the client in accordance with applicable statutes, regulations or contract provisions. In such a circumstance, Verus will consult with the client to determine whether the audit should be suspended. In the event of a bankruptcy, Verus shall provide the client with a proof of claim to the extent required by statute, regulation or contract provision and/or confer with the client to determine if any further claims should be made via the bankruptcy proceeding.

Out-of-Proof Records

During the auditing process, there may be instances where it is revealed that the holder's records reflect more accounts than may actually exist. In such situations, it is possible that the holder's records will be inadequate to determine whether or not the owners of all accounts have been paid. In this event, after discussion with the client, the holder may be

permitted to file an "out-of-proof" report, where the value of the property to be remitted is less than that reflected on the report. The auditor will verify any such variance to be reflected in an out-of-proof report and notify the client of this amount.

Out-of-proof reports shall only be accepted in the event that (1) the client agrees to accept such a report; (2) the report is clearly marked as "out-of-proof" and the reasons for filing such a report are noted and certified by the holder; and (3) the holder provides a written assurance that the balance due will be provided if the owners come forward.

Estimation Techniques

In the event that the records of the holder are unavailable for any portion of the audit scope, the auditor may determine it is necessary to estimate the value of payable and reportable property.

When adequate records are only unavailable for a portion of the audit scope, those records for the periods that are available should be used to estimate the amounts of unclaimed property due for the period in question. The auditor shall utilize any additional information available in arriving at his or her estimation, such as previous unclaimed property reports filed by the holder, accounting or customer data or any amounts delineated in the aggregate for the period in question.

If insufficient records are available for the entire audit scope from the holder, the auditor may perform a sampling on a portion of those records that are available and apply it to the entire audit scope. In this event, the auditor must inform the holder that a sampling technique is being used to arrive at findings.

Additionally, when the holder has adequate recordkeeping, but records are not electronically accessible and are too voluminous to be digitized or analyzed by the auditor in a cost-

effective manner, the auditor may, after obtaining the approval of the client, seek to reach an agreement with the holder under which property will be estimated for all or a portion of the scope of the examination.

If property subject to estimation is due to multiple states, the auditor must confer with the states involved and receive their approval on any apportionment of names and addresses when records are unavailable.

The auditor and holder shall mutually agree upon a specific method for estimation and the holder must sign the agreed upon method. If the auditor and holder do not agree upon a specific estimation method, the client will decide which method shall be used. The auditor must also obtain the holder's signature on any method of apportionment agreed to between states.

Any estimation made shall be done in compliance with all applicable unclaimed property statutes and regulations, as well as any agreed upon procedures with the client and/or holder.

Multi-State Audits

Verus may contract with multiple states to perform unclaimed property audit and identification services. Verus may elect to perform an audit of one holder on behalf of multiple states simultaneously. If a multi-state audit is performed by Verus, the auditor must take special care to ensure that records and final reports are segregated by state and that the holder is made aware of all states for which the auditor is working.

In conducting a multi-state audit, the auditor must explicitly follow the rules set forth in *Texas v. New Jersey,* 380 U.S. 518 (1965), *Pennsylvania v. New York,* 92 S. Ct. 2880 (1972) and *Delaware v. New York,* 507 U.S. 490 (1993) along with any applicable unclaimed property laws, uniform unclaimed property acts or any other applicable case law.

Inter-audit Conflicts

Before commencing an audit, Verus will inquire with the holder regarding any other pending audits of the holder or any of its subsidiaries.

If Verus becomes aware of another conflicting audit, it will first attempt to resolve the matter with the other auditor before bringing this matter to the attention of the client, unless directed to follow a different procedure by statute, regulation or contract provision. In evaluating a conflict with another auditor, Verus will consider an involuntary audit to take precedence over a voluntary audit. In dealing with the client regarding another auditor, Verus assumes that the involuntary auditor who contacted the holder first is entitled to the proceeds from any proceeding holder audit. Additionally, if a holder or third-party reports unclaimed property during the course of an audit by Verus, any funds which would not have been reported routinely will be considered the result of the audit.

AUDIT RESULTS

Draft Audit Report

Once an auditor has completed his or her evaluation of records obtained from the holder, records examined on-site and the audit work papers, the auditor shall prepare a document outlining the draft audit report. A draft audit report should be submitted to the holder.

This report shall include:

- A statement of findings, documenting the findings of the audit and summarizing the procedures conducted during the audit, with attached schedules as necessary and categorizing the property identified during the audit process according to the result categories;
- A letter directed to holder management noting any significant account flaws detected during the audit and providing recommendations for future unclaimed property handling; and
- Either a non-compliance letter or compliance letter to the holder depending on the results of the audit.

Closing Conference

After submission of the draft audit report, the auditor shall schedule a closing conference with the holder. The auditor shall notify the client of the date and location of the conference before it takes place. During the closing conference, the auditor and the holder shall discuss the findings of the audit and the remaining steps in the audit process. Special attention should be made by the auditor to explain in detail not only the findings of the audit, but also the specific statutory and regulatory authority behind the findings as well as steps that can be taken by the holder in the future to ensure compliance with the applicable laws.

Additionally, during the conference the auditor shall provide the holder with a time period to respond to the draft report.

Final Audit Report

After receiving the holder's response to the draft audit report, the auditor shall engage in discussions with the holder to finalize the findings to be included in the report. This shall be done in conjunction with a detailed examination by Verus of the draft audit report to generate the final audit report.

The process of draft audit report examination shall ensure that the final audit report complies with the Verus Audit and Procedure Manual, all applicable unclaimed property statutes and regulations and any applicable case law. This process shall include review of the audit findings by senior audit staff, as well as Verus legal staff if deemed necessary.

Thereafter, Verus shall provide the client and holder with a final audit report summarizing the procedures performed and the conclusions reached, containing copies of the original annual unclaimed property reports for the audit scope and detailing the amount deliverable to the client under the revised report.

Amendment of Findings

After being provided with the draft audit report, holders may provide to the auditors any documentation in their possession which they believe refutes the findings outlined in the draft report. If auditors amend any of their findings based on any documentation provided by the holder after the draft audit report, they shall document and note these amended findings and include them in their final audit report.

If further information is either discovered or provided to the auditor after the submission of a final audit report to both the client and the holder, they shall amend the final audit report as necessary and submit an Amended Final Audit Report to both parties. Additionally, if remittances have been made to either the client or Verus, these shall be adjusted in accordance with the amended final audit report.

Compliance

The auditor shall include in the final audit report a date by which the holder must comply with the findings of the report. Reasonable extensions to this date may be granted by Verus to this date in accordance with all applicable statutes, regulations or contract provisions. Verus shall immediately communicate to the client any notice by a holder of its intent not to comply with the final audit report. At that time, Verus may confer with the client, Verus legal staff and the client's legal staff to determine what further steps need to be taken to ensure compliance with the audit findings.

If the client chooses to bring an action against the holder to compel compliance, Verus will comply with any requests for information regarding the audit process by the client's attorneys.

Remittance

All property received by Verus as a result of the audit shall be turned over to the client within the timeframe prescribed by prescribed by applicable statute, regulation or contract provisions. Prior to being turned over to the client, all property received by Verus shall be deposited in an interest-bearing account earning current market rates or in an account where earnings credits will be calculated at a market rate which is not less than that which would be earned in an interested bearing account. All interest earned shall be paid to the client when the unclaimed property is remitted.

The remittance of any securities requires that the security must first be registered in the name of the state, if possible, after which point the securities can be transferred to the client by Verus.

Remittance of property shall be accompanied by a final unclaimed property report, a copy of the original unclaimed property reports for the periods in question and any owner data received from the holder.

The submission of the final unclaimed property report shall be in the format required by the statutes and regulations of the client and shall include any supplemental documentation required.

Verus will make all reasonable efforts to ensure that the owner data will contain the following, if available: the name, address and taxpayer identification number of the property owner, the date of birth of the property owner, the date of last contact with the property owner, and any account number information regarding the property. Verus shall work with the client and holder to ensure that this data is submitted in a format compatible with the unclaimed property data processing systems of the client (such as the NAUPA standard format).

These reports and remittances will be forwarded to the appropriate client personnel.

Record Maintenance

Verus shall ensure that all records generated during the audit process are preserved and maintained properly.

Verus shall preserve all originals and maintain digital image backups of the following information: audit work papers, monthly or quarterly reports, progress reports, the draft audit report, the final audit report, the final unclaimed property report, all owner data, any memorandums generated by Verus regarding the audit, any records of communication between either Verus and the holder, Verus and the client or between the client and the owner. These records shall be segregated to the specific holder audit and will be preserved for the minimum period following the close of the audit process as prescribed by applicable statutes, regulations or contract provisions.

Release of Liability and Indemnification

To the extent requested by the client, Verus will draft and negotiate release of liability and indemnification agreements between the client and the Holder covering the property reported as a result of Verus' examination. Execution and final approval of any release and/or indemnification agreements will be at the sole discretion of the client.

ATTACHMENT 2

SAMPLE – WORK IN PROGRESS REPORT

VERUS FINANCIAL·LLC

Work In Progress (WIP) Report

Total Reported to Date	**$0**
Properties Reported to Date	**0**

Name - Address - FEIN - State of Inc	Subsidiaries	Verus ID Number	Authorization Request	Authorization Received	Notification Sent	Initial Call	Initial Documents Requested	Initial Documents Received	Fieldwork Commenced	# Document Requests	# Responses Received	# Outstanding Requests	Reporting Commenced	No. Reports	No. Properties Reported	Total Value Reported

CONFIDENTIAL IN-PROCESS AUDIT INFORMATION
DO NOT PUBLICLY DISCLOSE

ATTACHMENT 3

ORGANIZATIONAL CHART

VERUS

Effective 11/3/2017

James E. Hartley, Jr
Chief Executive Officer

Charles Hellman
Executive Vice President

Jeffrey M. Drubner
President

Jonas Lee
Managing Director

Peter Lee
Chief Technology Officer

Caroline Marshall
General Counsel and Chief Operating Officer

James DeAngelis
Executive VP and Chief Financial Officer

John Lew
Principal Data Analyst

Erik Pabst
Manager of Data Analysis

Paul Lee
Director of IT Operations
Choi Yan
Manager of IT Infrastructure
Richard Krumm
Manager of IT Infrastructure

Chin-Han Chen, Production Manager
Saurabh Gandhi, Sr. Data Analyst
Lisa Pergram, Sr. Data Analyst
Ryan Concepcion, Data Integration
Robin Fajatin, Data Analysis Support Lead
Christian Guillermo, Data Analysis Support Lead
Valen Vysosias, Data Analysis Support
Jorge Medina, Data Analysis Support
Cedric Ernst, Data Analysis Support
Fabian Nava, Data Analysis Support
Laura Zanic, Office Administrator
James Chang, System & Database Administrator
Jenny Luk, Systems Programmer
Sima Staav, Documentation & Training Specialist

Artur Sokolowski, IT Support Analyst
Ivy Wong, Data Analyst
Jennifer Luft, Data Analyst
Francesca Amparo, Data Analyst
Dennis Lau, Operations Specialist
Ben Thach, System Development Manager
Stephen Douglas, Sr. Application Developer
Vincent Lai, Sr. Database Administrator
Chin-Han Chen, Data Integration Specialist
Cheng Goh, Quality Stage Analyst
William Chang, Quality Stage Developer
Christopher Ting, Sr. Application Developer
Seth Cody, Oracle Database Developer II
Jesse Coral, Sr. Oracle Developer

Edward Hall
Managing Dir, Assoc General Counsel, Chief Compliance Officer

Dennis Curnyn
Dir. Of Forensic Analysis/ Audit Supervisor

Lindsay Butler
Compliance Counsel

Rebecca Belsky
Compliance Examiner

Nikolas Karam
Compliance Analyst

Marc Posner
Managing Director

Felecia Stern
Managing Director

David Welch
Asst Managing Director/Senior Counsel

Jeffrey D. Lerner, *Senior Counsel*

Lili Sabo, *Senior Counsel*

Christina Bedor, *Counsel*

John Ogden, *Oil and Gas Analyst*

Clifford Reiss, *Bond Analyst*

Steven Haley
Managing Director

Jason Steinberg
Asst Managing Director/Audit Director

Tara Mastroserio
Sr Audit Manager

Samantha Zois
Audit Manager

John Masters
Senior Analyst

Margaret Grimes
Audit Associate

Joseph Marcelonis
Asst Managing Director/Client Relations Manager

Devon Richards
Analyst

Benno Schmidt Investigation/Media Director

Shaun Kennedy
Mgr of UP Operations

Diane Tribanas
Account Manager

Robert Lydon
Reconciliation Admin.

Pawel Janucik
Junior Analyst

Jacob Robinson
Analyst

Susan Linstrum
Admin Asst/Contract Mgr

Kathy Ross
HR Manager