STATE OF MICHIGAN PROCUREMENT

Department Technology, Management and Budget
Central Procurement Services
320 S Walnut Street Lansing, MI 48933
P.O. Box 30026, Lansing, MI 48909

CONTRACT CHANGE NOTICE

Change Notice Number **3**
to
Contract Number **MA220000000120**

CONTRACTOR	
	BAKER TILLY US, LLP
	2000 Town Center, Ste 900
	Southfield MI 48075
	Vicki Hellenbrand
	608-240-2387
	Vicki.hellenbrand@bakertilly.com
	CV0049553

STATE			
	Program Manager	Jordan Sherlock	DTMB
		517-897-1973	
		SherlockJ@michigan.gov	
	Contract Administrator	Colleen West	DTMB
		517-730-8430	
		westc6@michigan.gov	

CONTRACT SUMMARY			
SW Financial Auditing and Accounting Prequal Program			
INITIAL EFFECTIVE DATE	**INITIAL EXPIRATION DATE**	**INITIAL AVAILABLE OPTIONS**	**EXPIRATION DATE BEFORE**
November 1, 2021	October 31, 2024	3 - 1 Year	October 31, 2027
PAYMENT TERMS		**DELIVERY TIMEFRAME**	
Net 45		N/A	
ALTERNATE PAYMENT OPTIONS			**EXTENDED PURCHASING**
☐ P-Card ☐ Direct Voucher (PRC) ☐ Other			☒ Yes ☐ No
MINIMUM DELIVERY REQUIREMENTS			
N/A			

DESCRIPTION OF CHANGE NOTICE				
OPTION	**LENGTH OF OPTION**	**EXTENSION**	**LENGTH OF EXTENSION**	**REVISED EXP. DATE**
☐		☐	0 Years	
CURRENT VALUE	**VALUE OF CHANGE NOTICE**		**ESTIMATED AGGREGATE CONTRACT VALUE**	
$63,025.00	$0.00		$63,025.00	

DESCRIPTION
Please note the Program Manager or Contract Administrator may have changed, and are reflected on this Change Notice. Effective December 15, 2025, this Contract is amended to reflect updated accessibility requirements. All prior references to ADA, Accessibility, and/or WCAG 2.0 are replaced and superseded with the following language: Accessibility Requirements: The State is required to comply with the Americans with Disabilities Act of 1990 (ADA) and has adopted standards and procedures regarding accessibility requirements for websites, applications, content, and electronic documents. Due to a change in the law, the State is required to comply with specific accessibility standards for websites, applications, content and documents. Starting 04/24/2026, throughout the Term, all websites, applications, software, content, and electronic documents, including but not limited to mobile applications, text, images, sounds, videos, controls, animations, links, and documents (including files in the following formats: PDF, word processing, presentation, and spreadsheet), created, provided, or made available by the Contractor under this Contract, must comply with WCAG 2.1 Level AA. All other terms, conditions, specifications and pricing remain the same. Per contractor and agency agreement, and DTMB Central Procurement approval.

STATE OF MICHIGAN
ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **2**
to
Contract Number **MA220000000120**

CONTRACTOR	
	BAKER TILLY US, LLP
	2000 Town Center, Ste 900
	Southfield MI 48075
	Vicki Hellenbrand
	608-240-2387
	Vicki.hellenbrand@bakertilly.com
	CV0049553

STATE			
	Program Manager	Various	SW
	Contract Administrator	Susan Watt-Smith	DTMB
		517-230-0535	
		wattsmiths@michigan.gov	

CONTRACT SUMMARY			
SW Financial Auditing and Accounting Prequal Program			
INITIAL EFFECTIVE DATE	**INITIAL EXPIRATION DATE**	**INITIAL AVAILABLE OPTIONS**	**EXPIRATION DATE BEFORE**
November 1, 2021	October 31, 2024	3 - 12 Months	October 31, 2024
PAYMENT TERMS		**DELIVERY TIMEFRAME**	
Net 45		N/A	
ALTERNATE PAYMENT OPTIONS		**EXTENDED PURCHASING**	
☐ P-Card ☐ Direct Voucher (PRC) ☐ Other		☒ Yes ☐ No	
MINIMUM DELIVERY REQUIREMENTS			
N/A			

DESCRIPTION OF CHANGE NOTICE				
OPTION	**LENGTH OF OPTION**	**EXTENSION**	**LENGTH OF EXTENSION**	**REVISED EXP. DATE**
☒	36 Months	☐		October 31, 2027
CURRENT VALUE	**VALUE OF CHANGE NOTICE**	**ESTIMATED AGGREGATE CONTRACT VALUE**		
$63,000.00	$0.00	$63,000.00		

DESCRIPTION

Effective October 14, 2024, all 3 option years available on this contract are hereby exercised. The revised contract expiration date is October 31, 2027.

All other terms, conditions, specifications and pricing remain the same. Per contractor and agency agreement, and DTMB Central Procurement approval.

STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
Department of Technology, Management, and Budget

320 S. WALNUT ST., LANSING, MICHIGAN 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **1a and 1b, Revised**

to

Contract Number **220000000120**

CONTRACTOR	
	BAKER TILLY US, LLP
	2000 Town Center, Ste 900
	Southfield, MI 48075
	Vicki Hellenbrand
	608-240-2387
	vicki.hellenbrand@bakertilly.com
	CV0049553

STATE			
	Program Manager	Various	SW
	Contract Administrator	Susan Watt-Smith	DTMB
		517-230-0535	
		wattsmiths@michigan.gov	

CONTRACT SUMMARY			
SW FINANCIAL AUDITING AND ACCOUNTING PREQUAL PROGRAM			
INITIAL EFFECTIVE DATE	**INITIAL EXPIRATION DATE**	**INITIAL AVAILABLE OPTIONS**	**EXPIRATION DATE BEFORE**
November 1, 2021	October 31, 2024	3 - 1 Year	October 31, 2024
PAYMENT TERMS		**DELIVERY TIMEFRAME**	
NET 45		N/A	
ALTERNATE PAYMENT OPTIONS			**EXTENDED PURCHASING**
☐ P-Card	☐ PRC ☐ Other		☒ Yes ☐ No
MINIMUM DELIVERY REQUIREMENTS			
N/A			

DESCRIPTION OF CHANGE NOTICE				
OPTION	**LENGTH OF OPTION**	**EXTENSION**	**LENGTH OF EXTENSION**	**REVISED EXP. DATE**
☐		☐		N/A
CURRENT VALUE	**VALUE OF CHANGE NOTICE**		**ESTIMATED AGGREGATE CONTRACT VALUE**	
$0.00	$63,000.00		$63,000.00	

DESCRIPTION

Effective 7/27/22, the attached Federal Provisions Addendum, ***revised*** CN-1a Schedule A - Statement of Work, and respective Schedule B - Pricing, and ***revised*** CN-1b Schedule A - Statement of Work, and respective Schedule B - Pricing (adding $63,000.00 to CN-1b only) are hereby added to the Contract.

Please note, the State's Contract Administrator is changed to Susan Watt-Smith, 517-230-0535, wattsmiths@michigan.gov.

All other terms, conditions, specifications and pricing remain the same. Per contractor and agency agreement, and DTMB Central Procurement approval.

FEDERAL PROVISIONS ADDENDUM

This addendum applies to purchases that will be paid for in whole or in part with funds obtained from the federal government. The provisions below are required, and the language is not negotiable. If any provision below conflicts with the State's terms and conditions, including any attachments, schedules, or exhibits to the State's Contract, the provisions below take priority to the extent a provision is required by federal law; otherwise, the order of precedence set forth in the Contract applies. Hyperlinks are provided for convenience only; broken hyperlinks will not relieve Contractor from compliance with the law.

1. **Equal Employment Opportunity**

If this Contract is a "**federally assisted construction contract**" as defined in 41 CFR Part 60-1.3, and except as otherwise may be provided under 41 CFR Part 60, then during performance of this Contract, the Contractor agrees as follows:

> (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
>
> Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
>
> (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
>
> (3) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or

applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

(4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

> Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such

direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

2. **Davis-Bacon Act (Prevailing Wage)**

If this Contract is a **prime construction contracts** in excess of $2,000, the Contractor (and its Subcontractors) must comply with the Davis-Bacon Act (40 USC 3141-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”), and during performance of this Contract the Contractor agrees as follows:

(1) All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.

(2) Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.

(3) Additionally, contractors are required to pay wages not less than once a week.

3. Copeland "Anti-Kickback" Act

If this Contract is a contract for construction or repair work in excess of $2,000 where the Davis-Bacon Act applies, the Contractor must comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"), which prohibits the Contractor and subrecipients from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled, and during performance of this Contract the Contractor agrees as follows:

(1) Contractor. The Contractor shall comply with 18 U.S.C. §874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

(2) Subcontracts. The Contractor or Subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA or the applicable federal awarding agency may by appropriate instructions require, and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

(3) Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a Contractor and Subcontractor as provided in 29 C.F.R. § 5.12.

4. Contract Work Hours and Safety Standards Act

If the Contract is **in excess of $100,000** and **involves the employment of mechanics or laborers**, the Contractor must comply with 40 USC 3702 and 3704, as supplemented

by Department of Labor regulations (29 CFR Part 5), as applicable, and during performance of this Contract the Contractor agrees as follows:

(1) Overtime requirements. No Contractor or Subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the Contractor and any Subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and Subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of $27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The State shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or Subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts. The Contractor or Subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The prime contractor

shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

5. **Rights to Inventions Made Under a Contract or Agreement**

If the Contract is funded by a federal "funding agreement" as defined under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

6. **Clean Air Act and the Federal Water Pollution Control Act**

If this Contract is **in excess of $150,000,** the Contractor must comply with all applicable standards, orders, and regulations issued under the Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Control Act (33 USC 1251-1387), and during performance of this Contract the Contractor agrees as follows:

Clean Air Act

1. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The Contractor agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency or the applicable federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.
3. The Contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA or the applicable federal awarding agency.

Federal Water Pollution Control Act

1. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The Contractor agrees to report each violation to the State

and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency or the applicable federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.

3. The Contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA or the applicable federal awarding agency.

7. Debarment and Suspension

A "contract award" (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (51 FR 6370; February 21, 1986) and 12689 (54 FR 34131; August 18, 1989), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(1) This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by the State. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

8. **Byrd Anti-Lobbying Amendment**

Contractors who apply or bid for an award of **$100,000 or more** shall file the required certification in Exhibit 1 – Byrd Anti-Lobbying Certification below. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

9. **Procurement of Recovered Materials**

Under 2 CFR 200.322, Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—

   a. Competitively within a timeframe providing for compliance with the contract performance schedule.

   b. Meeting contract performance requirements; or

   c. At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site: https://www.epa.gov/smm/comprehensive- procurement-guideline-cpg-program.

(3) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

10. **Additional FEMA Contract Provisions.**

The following provisions apply to purchases that will be paid for in whole or in part with funds obtained from the Federal Emergency Management Agency (FEMA):

(1) Access to Records. The following access to records requirements apply to this contract:

   a. The Contractor agrees to provide the State, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any

books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

c. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

d. In compliance with the Disaster Recovery Act of 2018, the State and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

(2) Changes.

See the provisions regarding modifications or change notice in the Contract Terms.

(3) DHS Seal, Logo, And Flags

The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

(4) Compliance with Federal Law, Regulations, and Executive Orders

This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The Contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

(5) No Obligation by Federal Government

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the State, Contractor, or any other party pertaining to any matter resulting from the Contract."

(6) Program Fraud and False or Fraudulent Statements or Related Acts

The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements)

applies to the Contractor’s actions pertaining to this contract.

CN 1a - SCHEDULE A - STATEMENT OF WORK CONTRACT ACTIVITIES

Financial Accounting, Integrity Oversight Monitoring or Auditing Services – COVID-19 Stimulus Management Projects Prequalification Program

BACKGROUND

The federal government has now passed several major pieces of legislation designed to support the response and recovery related to the COVID-19 crisis including the CARES Act, FEMA and on March 3, 2021 the President signed the American Rescue Plan Act (ARPA) related to infrastructure and other additional pandemic relief funding to address affects from the pandemic. We also anticipate additional new major federal funded programs to be deployed such as Infrastructure and Investments Job Act (IIJA).

The State Budget Office (SBO) has implemented a COVID-19 Federal Stimulus Program Management Organization (PMO) to oversee the funding and implementation of programs associated with COVID federal funding. Additionally, Governor Whitmer, through executive directive 2020-05, established a COVID-19 Office of Accountability (OOA). Both the COVID-19 PMO and COVID-19 OOA work closely to implement and establish compliance oversight over the myriad of programs funded by these federal funds.

Many of the designated uses of CRF, CRRSA, and ARPA programs involve grants to subrecipients, involving all local units of Michigan government, K-12 educational districts, Community Colleges, other Higher Education institutions, and a myriad of other subrecipients. For the State's CRF, CRRSA, and ARPA related programs, SOM agencies/program staff are required to establish appropriate internal controls and subrecipient monitoring processes in accordance with uniform administrative requirements issued by the U.S. Office of Management and Budget, commonly referred to as 2 CFR 200, which includes subpart F related Audit requirements.

The State currently has resource capacity limitations with program administration and grant management and matters necessary to implement programs associated with the CRF CARES Act, FEMA, and ARPA funded programs to ensure compliance with federal and state requirements. Although there is no immediate need requiring this contract, there may be a need in the future with urgent timeframes associated with program implementation timelines. This subset of prequalified Contracts specifically for COVID-19 Stimulus Management projects will be engaged via 3rd Tier DS when the need is identified.

SCOPE

The Contractor will provide the State with service resources associated with administering grant programs. These services are needed to address resource capacity limitations and urgent timeframes associated with program implementation timelines. Services rendered under this contract will be associated with, and funded by, COVID-19 Pandemic Relief funds and potential additional new major federal funds.

Contractor resources must be experienced to provide the services outlined in this SOW. It is expected that the staffing resources proposed will be deployed in the timeframe provided by the State. The State will consider the following information when evaluating Contractor's resources/experience:

Leadership team, including the Engagement Partner, Engagement Director/Manager, and Supervisors, with hands-on experience including but not limited to:

- Experience with distribution of Federal and State dollars to recipients and subrecipients through grants, contracts, and other forms of distribution (including awarding/contracting, reporting, compliance of subrecipients/contractors). Specific expertise involved in advising or auditing requirements in 2 CFR 200 and Single Audit requirements should be explicitly described
- Experience with working with leadership across State or local governments.
- Experience with working with leadership across State of Michigan government, Michigan local governments, or Michigan K-12 and Higher Education units.
- Expertise of Federal and State compliance reporting and compliance requirements and practical experience in addressing and resolving technical issues
- Direct knowledge and experience with Federal funded programs, in particular FRF funds/requirements
- National federal support for existing and new Federal funding and regulations
- Supervisors/managers
    - Coordination of staff planning scheduling and coordination with POCs and subrecipients
    - Oversee and review monitoring work for quality

Provide any necessary services for the administration of a grant program including, but not limited to, detailed program design, developing grant agreements, communication, outreach, application processing, fund distribution processing, reporting and compliance oversight with applicable Federal and State requirements, and implementation of technology solutions, as determined necessary.

The contractor is expected to perform all tasks to support the identified programs as determined during initial scoping of the services to be rendered in conjunction with program staff.

a) The Contractor may be responsible for leading, advising, and supporting the agency in developing grant administration procedures, developing grant agreements, reporting methods, and processes to ensure appropriate internal controls and monitoring procedures.

b) The Contractor may be responsible for the development of an application workflow and application review process in accordance with legislation. This includes but is not limited to:
    i. developing and posting an application website for program recipients to apply for the grant in accordance with prescribed SOM IT security standards. The application website must be reviewed and approved by DTMB IT Agency Services.
    ii. developing a workflow to manage all aspects of the applications
    iii. developing and posting Frequently Asked Questions (FAQ's) related to the grant program
    iv. providing for a program application period window
    v. providing outreach for potential recipients
    vi. providing an application method requiring applicant information needed to confirm program eligibility. The application method must be secure and ensure proper privacy controls to protect applicants' information.
    vii. providing a call center to staff answering phone and email inquiries related to the grant program
    viii. providing weekly program metrics to track the status of the program

c) **The Contractor may be responsible for providing *staff augmentation to the agency to review all grant applications*** for proof of eligibility of the program. This involves ensuring the submitted grant applications are complete, accurate, and address all federal and state requirements associated with the grant program. This review process will determine the applicants meeting program eligibility in accordance with legislation and selected to receive the program award. The application review process must include proper internal controls to identify duplicate, fraudulent, inaccurate, and ineligible applications. In addition, it will include calculating, and if applicable proration calculations of the grant award amount of each eligible applicant. It will also include notifying all eligible applicants of the approved award by a predetermined date and notifying all ineligible applicants that their application has been rejected by a predetermined date. Contractor will consult with the agency on the eligibility process.

d) the Contractor may be responsible for transmitting in a manner prescribed by agency the listing of all approved program applicants, including the following required data necessary to issue payments by a predetermined date:
    i. Applicant name
    ii. Applicant address
    iii. Applicant full federal employer identification number (FEIN), employer identification number (EIN), or social security number (SSN).
    iv. Award amount for each applicant
    v. W-9 form auto filled with the applicant's information including electronic signature

e) **The Contractor may be responsible for** providing all staff necessary to administer the program according to legislation which may include but is not limited to:
    i. Staff to operate a Call center
    ii. Staff to develop all IT applications, including website and system applications necessary to administer the program – this must follow all requirements the Master Agreement, including Section 1.3 and any development of IT applications must be reviewed and approved by DTMB IT Agency Services.
    iii. Staff to Audit applications
    iv. Staff to provide agency with information needed to re-issue checks after original payments have been distributed. This staffing need would end three months after original checks are issued for the program.
    v. Staff to research questions directed to agency regarding program within one day of receiving the request.

f) The Contractor must provide to agency in a manner prescribed by agency all records supporting the application and review process for a period by a predetermined date. Upon providing these records, provide agency with an attestation that all program records have been deleted from the contractor's possession.

g) The Contractor must complete program monitoring procedures and provide agency with a report of these procedures by a predetermined date, approved by the Program Manager.

h) Reporting: **The Contractor must** provide agency a final direct cost expense listing of actual costs and supporting documentation of those expenses by a predetermined date; and provide federal quarterly expenditure reports to the agency through a predetermined date. Also provide to agency the legislative reports required in accordance with legislation by a predetermined date. In addition, Provide the agency

a copy of the contractor's most recent and subsequent SINGLE audit reports. Also comply with all program requirements, IRS reporting requirements, federal guideline requirements, and agency Nondisclosure requirements.

i) In the event the proration is necessary administrative costs will be added to grant available funds. The methodology to determine the administrative costs will be determined by agency.

The State will have access to the full range of the Contractor's knowledge, tools and resources (designed for this Contract) and will be updated daily on progress. The State expects the Contractor to have federal compliance, grant management expertise, and experience with the ARPA, CRF, CARES Act and other grant management activities and associated federal requirements.

j) The State acknowledges that bidders for this Contract may have conflicts of interest issues associated with specific grant programs of State ARPA, CRF and CRF/FEMA and other federally funded programs. Those conflicts must be disclosed in the bidder's proposal and will be considered in the Contractor selection. The State reserves the right to either disqualify a bidder from this SOW, limit the scope of Contractor's work to avoid conflicts, and/or create multiple contracts with multiple bidders to meet the State's overall need due to the extent of conflicts of interest. In addition to explicitly describing the Contractor's actual or potential conflicts of interest, the Contractor should propose alternatives to mitigate the conflict of interest so that the State can evaluate the related risks and limits in the services provided by the Contractor.

1. REQUIREMENTS AND DELIVERABLES

1.1. General Requirements

The Contractor must provide the services/deliverables to assist the State with the Project as outlined in scope items a – j.

General Services/Deliverables may include, at a minimum, all of the following activities/tasks:

a) Establish effective communication and decision-making mechanisms to facilitate action
b) Assist the State in removing and overcoming obstacles
c) Identify and develop guidance for SOM staff to follow related to monitoring activities.
d) Maintain communication and engagement

e) Serve as an expert resource to key State personnel (e.g., OOA, PMO, SBO and other Department leaders) regarding federal compliance issues associated with ARPA, CRF, CRF/FEMA funded, CARES Act funded, and ARPA funded programs enacted by the State.
f) Other activities as deemed beneficial for the outcomes and mutually agreed to be the State and the Contractor

1.2. High Level Project Approach and Activities

The work being performed will support the agency with establishing procedures to lead, support and execute aspects of processing grant applications, establishing monitoring procedures, and following federal compliance. Immediate deployment of Contractor staff is necessary, and the ability of the Contractor to add resources quickly as needs are identified and prioritized will be considered as essential criteria in evaluating Contractor proposals.

A. **Individual Action Plans for Each federal program**

The Contractor will lead, support and participate in the execution of Federal Compliance and Grant Management procedures for CRF, CRF/FEMA, and ARPA funded programs in scope. For the program, an action plan format will be utilized to establish activities and measuring progress of various activities and related outcomes. The action plan is analogous to a project plan and design of a consistent format should include base elements that would typically be included in a project plan.

The Contractor will maintain the standard approach/contents for all action plans. Each action plan describes the CRF, CRF/FEMA funded, and ARPA program, the activities and tasks, measurements, and progress reporting to ensure the action plan is executed consistently and in accordance with requirements and deadlines.

B. **Final Report: Roadmap and Recommendations**

Prior to closing the contract, the Contractor will provide to agency by a predetermine date a report which includes a roadmap and recommendations for continued performance of the internal control and monitoring activities and other compliance related activities associated with this Contract. A report will be for use by agency leadership, the PMO and other department leaders to who the Contractor provided service. Other relevant information may also be included in the report if it can help the State successfully execute its responsibilities associated with the APRA, CRF and CRF/FEMA funding. The report will provide a roadmap and recommendations for continued use of tracking and reporting

tools, and any other knowledge transfer to key State personnel to successfully complete in progress tasks/outcomes.

C. **Other Considerations or Success Factors**
Contractor should describe any other factors or considerations they believe the State should consider in executing this contract and achieving the outcomes outlined above for SCOPE a-j activities.

2. Acceptance

The Deliverables will be provided after contractor quality assurance and review/acceptance by the State.

2.1. Acceptance

The State will review all plans, documents, and to determine acceptance of the Contract Activities:

2.2. Final Acceptance

The State will deem completing all duties outlined by a predetermine date and delivering the final report to the State by a predetermine date, to be the Final Acceptance.

3. Staffing

3.1. Contractor Representative

The Contractor must appoint individuals, specifically assigned to State of Michigan accounts, that will respond to State inquiries regarding the Contract Activities, answering questions related to ordering and delivery, etc. (the “Contractor Representative”).

3.2. Work Hours

The Contractor must provide Contract Activities during the State’s normal working hours Monday – Friday, 7:00 a.m. to 6:00 p.m. ET, and possible night and weekend hours depending on the requirements of the project. Working remotely during the initial phase of the contract period is expected. Upon the State’s return to physical work locations, the Contractor may work at on-site facilities and remotely as agreed upon between the Contract Administrator and the Contractor Representative.

3.3. Key Personnel

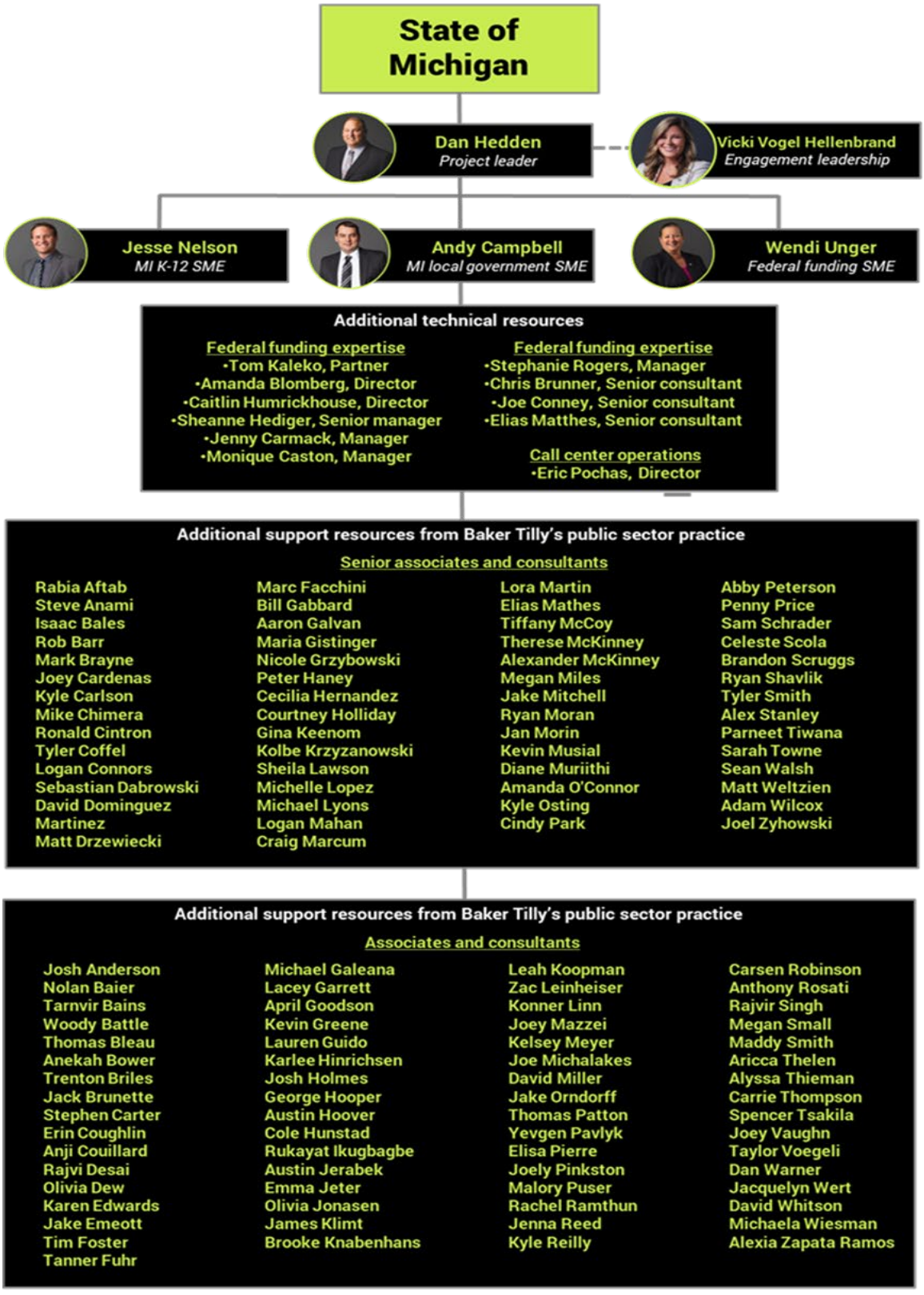
See master contract section 4.4

However, due to the urgent nature of this SOW, should the State request replacement Key Personnel, the required timeframe for replacement will be two (2) – three (3) business days, with a maximum of five (5) business days.

3.4. Organizational Chart

The Contractor must provide an overall organizational chart that details its leaders and staff augmentation resources (for application review/monitoring activities). Only name,

title and role of leader positions (Partners, directors, managers, senior staff, and



supervisors) should be explicitly listed, and use of subcontractors.

3.5. Security
The Contractor will be subject to the following security procedures:

- When on premises, wearing clearly identifying uniforms or identification card.
- Signing any required agency security forms for access to agency systems.
- Completing the agency Disclosure training before being granted access to agency information.
- Completing the Vendor, Contractor, or Subcontractor Confidentiality Agreement (Form 3337)

The Contractor must explain any additional security measures in place to ensure the security of State information.

3.6. Access to Tax Information
The Contractor must comply with the requirements of agency Safeguard Requirements of Confidential Tax Data.

4. Project Management
4.1. Meetings
The Contractor must attend the meetings based on standard frequencies agreed to by the Contractor and the State.

The State may request other meetings, as it deems appropriate.

4.2. Reporting
The Contractor must submit a detailed report of the work done for each hour billed while working under this contract to the State as requested.

5. Pricing
Pricing is firm for the entire length of this SOW.

6. Authorizing Document
The appropriate authorizing documents for the Contract will be a signed Master Agreement (MA) as well as an Agency Issued Delivery Order (DO) and Project Plan.

7. Invoice and Payment
7.1. Invoice Requirements
All invoices submitted to the State must include: (a) date; (b) purchase order; (c) quantity; (d) description of the Contract Activities; (e) unit price; (f) shipping cost (if any); and (g) total price. Overtime, holiday pay, and travel expenses will not be paid.

7.2. Payment Methods

The State will make payment for Contract Activities by Electronic Fund Transfer (EFT). Electronic transfer of funds is required for payments on State contracts. The Contractor must register with the State electronically at http://www.cpexpress.state.mi.us. Payments will be made on a monthly basis and the remaining amount, up to 20%, will be paid upon completion of activities.

The State will make payment for Contract Activities EFT.

8. Liquidated Damages

See master contract section 9.

9. Services Levels

All Contract Activities must be delivered during the contract period, with individual activities/milestone dates agreed to by the State's Contract administrator and the "Contractor Representative" director. The receipt of order date is pursuant to Section 2, Notices, of the Standard Contract Terms.

CN 1a - SCHEDULE B PRICING

Financial Accounting, Integrity Oversight Monitoring or Auditing Services – COVID-19 Stimulus Management Projects Prequalification Program

1. Price proposals include all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing). Only Contractor hourly rates and other administrative costs allowable by federal guidelines are eligible for invoice and payment. All other Contractor costs, including travel and other incidental costs, cannot be invoiced to the State.

2. The Contractor certifies that the prices were arrived at independently, and without consultation, communication, or agreement with any other Contractor.

3. Pricing must not exceed rates provided in current Contract.

4. Pricing must be provided for each of the designated titles/functions, as follows:
   - Engagement Partner
   - Engagement Director/Manager
   - Senior Manager
   - Senior staff/supervisor
   - Staff designed to perform review of grant applications (include related title of staff classification)
   - Staff designated for monitoring procedures (include related title of staff classification)
   - Call center
   - Any other costs associated with this project, for example but not limited to IT allowable by federal guidelines

The scope of services needed in for this project includes potential grant programs funded by Federal COVID stimulus funds. Immediate deployment of contractor staff to agency and the PMO will be necessary, and other Contractor staff added as needs are determined. Accordingly, the following pricing information is an estimate, with additional information for the State to evaluate the Contract costs as additional programs are added to scope. The estimate below is based on initial assessment of need for grant program administration.

For estimated hours, present in a manner that the State can calculate the scalable increase as more ARPA, CRF and CRF/FEMA funded programs are

added to the scope. It is assumed that all project staff will work 40 hours a week, except for Partner/Director resources. Assume a start date of to be determined based on need, and a minimum team makeup up as follows:

(1) engagement partner – immediate engagement
(1) engagement director/manager – immediate engagement
(1-3) senior managers – immediate engagement
(1-3) senior staff/supervisors – immediate engagement
(10) staff designated for grant application reviews – after initial need analysis (likely within a week)
(15) staff designated for monitoring procedures – likely within two – four weeks

Contract Pricing			
Staff Level/Position	**Number of People**	**Estimated Hours/ Per week**	**Hourly Rate/person**
Engagement Partner	1	8	$475
Engagement Director/Manager	1	12	$275
Senior Manager(s)	1-3	40	$250
Senior Staff/Supervisors	1-3	40	$175
Staff designated for Grant Application Reviews	10	40	$140
Staff designated for Monitoring Procedures	15	40	$125

Project Pricing	
Scope 6	**Total Fixed Price**
Call Center staff and Administration	$15,000 per week (to be invoiced monthly as work progresses)
IT Application Website and other IT applications	$50,000 to $250,000 (agreed upon fee to be invoiced monthly as work progresses)
Audit Application Review Staff	$500 to $1,000 per application (to be invoiced monthly as work progresses)

CN 1b - SCHEDULE A – STATEMENT OF WORK CONTRACT ACTIVITIES

Independent Evaluation of Self-Assessment in Conformance with IIA Standards

BACKGROUND

The State of Michigan established an internal audit function in 1986 (PA 272 of 1986, Michigan Compiled Laws Sections 18.1486-18.1487). Michigan Compiled Laws (MCL) Section 18.46 transferred the authority, power, duties and responsibilities contained within Sections 18.1486 and 18.1487 to the Office of State Budget Director. The Institute of Internal Auditors' (IIA) International Professional Practices Framework (IPPF) provides the most-recognized, authoritative guidance regarding the practice of internal auditing. IPPF Standard 1000 includes three mandatory elements:

- The Definition of Internal Auditing states the fundamental purpose, nature, and scope of internal auditing.
- The Code of Ethics states the principles and expectations governing behavior of individuals and organizations in the conduct of internal auditing. It describes the minimum requirements for conduct, and behavioral expectations rather than specific activities.
- The International Standards for the Professional Practice of Internal Auditing (Standards) are principle-focused and provide a framework for performing and promoting internal auditing. The Standards include statements of basic requirements and interpretations, which clarify terms or concepts within the statements.

OIAS performs assurance and consulting engagements of the Executive Branch operations and has adopted the IIA's *Definition of Internal Auditing* as its mission. OIAS staff shall conduct themselves in accordance with the *Code of Ethics, Standards,* and applicable *Michigan Compiled Laws* and regulations. These codes, standards, laws and regulations shall govern OIAS' operating procedures. OIAS will adhere to the *Position Papers*, *Practice Advisories, and Practice Guides* as applicable in the circumstances.

OIAS has developed and maintained a Quality Assurance and Improvement Program (QAIP) under IPPF Standard 1300 and is designed to enable internal and external assessments of the internal audit activity's conformance with the Definition of Internal Auditing and the Standards and whether internal auditors apply the Code of Ethics. The QAIP also assesses the efficiency and effectiveness of the internal audit activities and identifies opportunities for improvement.

OIAS' operations are located within the Capital Complex Lansing Michigan. OIAS consists of approximately 30 professionals, including the Chief Audit Executive, which reports functionally to the Risk Committee of the Governor's Executive Office and

administratively to the State Budget Director. OIAS prepares annual audit plans as the result of a detailed risk assessment process.

SCOPE

OIAS needs a Contractor to provide:

1. An independent validation of the Office of Internal Audit Services Self-Assessment. A self-assessment with independent validation (SAIV) involves the completion of a rigorous self-assessment by the internal audit activity, followed by an assessment conducted by an external, qualified validator. In addition to reviewing the self-assessment, the validator substantiates some of the work completed by the self-assessment team, may be required to conduct some work onsite, and interviews senior management. The validator issues a separate report on any disparities.
2. Two training sessions related to the assessment:
   a. Pre-assessment session provided to 5-10 OIAS staff, focusing on how to perform an internal assessment in conformity with Standards.
   b. Post-assessment session to include presentation of independent validation results and training for OIAS to perform the annual quality assurance program

As interpreted in the Standards, a qualified reviewer or review team consists of individuals who are competent in the professional practice of internal auditing and the external assessment process. An independent reviewer or review team means not having either a real or an apparent conflict of interest and not being part of, or under the control of, the State Budget Office or any of the principal State departments.

The Contractor may be required to attend certain meetings including:

1. Kick-off meeting at commencement of project
2. Regular status meetings, timing to be mutually agreed at commencement of project
3. Draft report review meeting
4. Closing meeting to discuss findings and recommendations and to review final report
5. Risk Committee meeting
6. Other meetings, as appropriate.

1. Requirements

1.1. General Requirements

The Contractor will perform an assessment of or validate the work of the internal assessment team as set forth below:

A. Assess the conformance conclusions reported by the OIAS internal assessment team.

B. Identify opportunities to enhance the internal audit activity's management of resources and work processes, as well as its value to the State of Michigan.
C. Use the IIA's Quality Assurance Manual, or a comparable of guidance and tools, as the basis for the assessment or independent validation.

The Contractor will issue a separate report if there are any disparities. If a separate report is issued, it must include the results of the evaluation prescribed by items a-d. The final report is due by August 31, 2022.

1.2. Training

The Contractor must provide the following training:

Two training sessions related to the assessment:
a. Pre-assessment session provided to 5-10 OIAS staff, focusing on how to perform an independent self-assessment in conformity with Standards.
b. Post-assessment session to include presentation of independent validation results and training for OIAS to perform the annual quality assurance program

The Contractor must provide documentation and training materials.

2. Service Requirements

2.1. Timeframes

All Contract Activities must be completed by August 31, 2022. Work on the assessment must commence within two weeks of contract execution. The receipt of order date is pursuant to the **Notices** section of the Standard Contract Terms.

3. Staffing

1. Name/Title	2. Years of Experience	3. Role(s) / Responsibilities
Kyle O'Rourke, MPA, CIA,CRMA, CGAP – Principal	9	Kyle will oversee our relationship with the OIAS to make sure timeliness, quality standards and expectations are met or exceeded. He will also provide the OIAS with access to our firm's best resources and top specialists to deliver actionable strategies, leading practices and seamless collaboration.
Mark Laccetti, CPA, CGMA – Partner	25	Mark has extensive experience in leading quality assurance engagements, and will provide strategies and insights to support the evaluation of the State's self-assessment.

1. Name/Title	2. Years of Experience	3. Role(s) / Responsibilities
Adrienne Larmett, CRA, MBA – Principal	17	Adrienne's focus is on internal audit and quality assurance services for public and not-for-profit organizations, especially in higher education. She is deeply familiar with public entity operations and will support the team with perspectives on common compliance and regulatory concerns.
Michael Brennan, CPA – Director	35	Mike will provide day-to-day oversight of the independent validation activities and project management to ensure timely, valuable deliverables for the State.
Adriane McCoy, CIA, CISA, CFE, CAMS, CFSA, CGAP, CRP, CSOE – Director	25	Adriane focuses on business procedures, compliance, and operations effectiveness. She is a public sector services professional with more than 25 years of experience as a trusted business partner to staff and management, consulting on ways to strengthen and improve operations to reduce risk and improve process efficiencies

3.1. Organizational Chart

The Contractor must provide an overall organizational chart that details staff members, by name and title, and subcontractors.

3.2. Security

The Contractor may be subject the following security procedures:
Any information shared with the vendor is confidential and should not be shared with anyone outside of the engagement team specified, and shall not be saved in the vendor's IT environment.

The Contractor must explain any additional security measures in place to ensure the security of State facilities. The State may require the Contractor's personnel to wear State issued identification badges.

The Contractor's staff may be required to make deliveries to or enter State facilities. The Contractor must: (a) explain how it intends to ensure the security of State facilities, (b) whether it uses uniforms and ID badges, etc., (c) identify the company that will perform background checks, and (d) the scope of the background checks.

Contractor team members abide by professional standards of conduct and ethics, which include maintaining strict confidentiality around clients' information and data. If required by the State, we can use the State's preferred file sharing and collaboration methods/platforms (for example, OneDrive, Box or DropBox) to ensure that the State's information is not stored in our IT environment.

If required by the State, team members visiting State facilities will comply with all applicable security measures, including wearing State-issued ID badges. Contractor's professionals will restrict their activities to the performance of the requested services and will at all times act with the State's best interests and the security of the State's facilities in mind.

Contractor does not issue uniforms or ID badges; however, members of your engagement team can wear polo shirts embroidered with the Contractor logo while visiting State offices, if desired.

Contractor uses an outside vendor, First Advantage, to complete background checks on all employees prior to their start date and on rehires if they are returning after more than six months. Offers are contingent upon the successful completion of the background check. If the check does not meet minimum requirements, the offer is rescinded.

Checks vary by position, but include, at a minimum education verification, the national criminal record locator and "also known as" checks. We will attest to the completion of criminal checks, if requested the State.

4. Project Management

4.1. Project Plan

The Contractor **must** describe the overall approach on how they will participate and oversee their company's work on this project. The Contractor **must** explain their overall approach, timeline, and provide a project plan for determining how they intend to conduct benchmark activities and communicate recommendations regarding internal control evaluation leading or best practices.

4.2. Meetings

The Contractor may attend the following meetings:

1. Kick-off meeting at commencement of project
2. Regular status meetings, timing to be mutually agreed at commencement of project
3. Draft report review meeting
4. Closing meeting to discuss findings and recommendations and to review final report
5. Risk Committee meeting
6. Other meetings, as appropriate.

The State may request other meetings, as it deems appropriate.

4.3. Approach

a. Contractor **must** describe how their firm can provide the best advice for the internal audit quality assurance and improvement program project. The approach **must** describe the Contractors methods for identifying other leading and best practices, and their use of leading practice information the Contractor has experience with (in the conduct of their business), the source (organizations adopting the practice or an authoritative source that has completed similar best practice reviews, e.g., AICPA, IIA, ISACA) of the leading practice, and how the Contractor intends to evaluate the State's process, tools/methods and recommend improvements to adopt leading practices.

b. Contractor must recommend the professional standards under which they will perform this project.

c. Contractor to provide any other recommendations related to how the State should utilize the services of the Contractor in relation to the Contractor's reporting responsibilities (as described above) or how best to prioritize the Contractor's participation relative to aspects of the internal control reengineering project.

4.4. Reporting

The Contractor must submit to the OIAS Director the following written reports:

- Final engagement report. The engagement report will substantiate some of the work completed by the self-assessment team and include recommended leading and best practices regarding the Office of Internal Audit Services Quality Assurance and Improvement Program.
- The Contractor will also prepare a written summary of activities completed and preliminary recommendations to the OIAS in support of the first two payments and it will be the basis for payment, as described below.
- Materials presented in training sessions.

5. Pricing

5.1. Price Term

Pricing is firm for the entire length of the Contract.

6. Ordering

6.1. Authorizing Document

The appropriate authorizing document for the Contract will be delivery order.

7. Invoice and Payment

7.1. Invoice Requirements

All invoices submitted to the State must include: (a) date; (b) purchase order; (c) quantity; (d) description of the Contract Activities; (e) unit price; (f) shipping cost (if any); (g) vendor-generated invoice number and (h) total price. Overtime, holiday pay, and travel expenses will not be paid.

7.2. Payment Methods

The State will make payment for Contract Activities via EFT. The Contractor will be paid a 25% of total contract value after 1 month from the engagement commencement, and another 25% after 2 months from engagement commencement. The remaining value will be paid upon satisfactory submission of all Contract deliverables prescribed above. Final deliverables are due by August 31, 2022.

STATE OF MICHIGAN
PROCUREMENT
Michigan.gov/MiProcurement

CN 1b - SCHEDULE B – PRICING

Independent Evaluation of Self-Assessment in Conformance with IIA Standards

1. The Contractor must provide a pricing schedule (firm-fixed) for the proposed Contract Activities as outlined in the Statement of Work, Schedule A. The pricing schedule should be submitted in a modifiable format (e.g. Microsoft Word or Excel); however, you may also submit an additional pricing schedule in a non-modifiable format (e.g., PDF). Failure to complete the pricing schedule as requested may result in disqualification of your proposal.
2. Price proposals must include all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).
3. The Contractor is encouraged to offer quick payment terms. The number of days must not include processing time for payment to be received by the Contractor's financial institution. Quick payment terms: 0% discount off invoice if paid within n/a days after receipt of invoice.
4. By submitting its proposal, the Contractor certifies that the prices were arrived at independently, and without consultation, communication, or agreement with any other Contractor.

Resource Title	Hours	Hourly Rate $	Total $
Partner	20	375	$7,500
Director	40	300	$12,000
Manager	60	200	$12,000
Total Services (firm-fixed) Amount $	120		$31,500

Training	Total $
Pre-assessment activities as highlighted in our approach	$9,000
Post-assessment activities as highlighted in our approach	$22,500
Total Training (firm-fixed) Amount $	$31,500

STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
Department of Technology, Management, and Budget
320 S. WALNUT ST., LANSING, MICHIGAN 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **1**

to

Contract Number **220000000120**

CONTRACTOR	
	BAKER TILLY US, LLP
	2000 Town Center, Ste 900
	Southfield, MI 48075
	Vicki Hellenbrand
	608-240-2387
	vicki.hellenbrand@bakertilly.com
	CV0049553

STATE			
	Program Manager	Various	SW
	Contract Administrator	Susan Watt-Smith	DTMB
		517-241-7000	
		wattsmiths@michigan.gov	

CONTRACT SUMMARY			
SW FINANCIAL AUDITING AND ACCOUNTING PREQUAL PROGRAM			
INITIAL EFFECTIVE DATE	**INITIAL EXPIRATION DATE**	**INITIAL AVAILABLE OPTIONS**	**EXPIRATION DATE BEFORE**
November 1, 2021	October 31, 2024	3 - 1 Year	October 31, 2024
PAYMENT TERMS		**DELIVERY TIMEFRAME**	
NET 45		N/A	
ALTERNATE PAYMENT OPTIONS			**EXTENDED PURCHASING**
☐ P-Card	☐ PRC	☐ Other	☒ Yes ☐ No
MINIMUM DELIVERY REQUIREMENTS			
N/A			

DESCRIPTION OF CHANGE NOTICE				
OPTION	**LENGTH OF OPTION**	**EXTENSION**	**LENGTH OF EXTENSION**	**REVISED EXP. DATE**
☐		☐		N/A
CURRENT VALUE	**VALUE OF CHANGE NOTICE**		**ESTIMATED AGGREGATE CONTRACT VALUE**	
$0.00	$63,000.00		$63,000.00	

DESCRIPTION

Effective 7/27/22, the attached Schedule A - Statements of Work, respective Schedule B - Pricing, and Federal Provisions Addendum are hereby added to the Contract. Please note, the State's Contract Administrator is changed to Susan Watt-Smith. All other terms, conditions, specifications and pricing remain the same. Per contractor and agency agreement, and DTMB Central Procurement
approval.

FEDERAL PROVISIONS ADDENDUM

This addendum applies to purchases that will be paid for in whole or in part with funds obtained from the federal government. The provisions below are required, and the language is not negotiable. If any provision below conflicts with the State's terms and conditions, including any attachments, schedules, or exhibits to the State's Contract, the provisions below take priority to the extent a provision is required by federal law; otherwise, the order of precedence set forth in the Contract applies. Hyperlinks are provided for convenience only; broken hyperlinks will not relieve Contractor from compliance with the law.

1. **Equal Employment Opportunity**

If this Contract is a "**federally assisted construction contract**" as defined in 41 CFR Part 60-1.3, and except as otherwise may be provided under 41 CFR Part 60, then during performance of this Contract, the Contractor agrees as follows:

> (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
>
> Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
>
> (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
>
> (3) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or

applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

(4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

> Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such

direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

2. **Davis-Bacon Act (Prevailing Wage)**

If this Contract is a **prime construction contracts** in excess of $2,000, the Contractor (and its Subcontractors) must comply with the Davis-Bacon Act (40 USC 3141-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”), and during performance of this Contract the Contractor agrees as follows:

(1) All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.

(2) Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.

(3) Additionally, contractors are required to pay wages not less than once a week.

3. Copeland "Anti-Kickback" Act

If this Contract is a contract for construction or repair work in excess of $2,000 where the Davis-Bacon Act applies, the Contractor must comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"), which prohibits the Contractor and subrecipients from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled, and during performance of this Contract the Contractor agrees as follows:

(1) Contractor. The Contractor shall comply with 18 U.S.C. §874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

(2) Subcontracts. The Contractor or Subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA or the applicable federal awarding agency may by appropriate instructions require, and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

(3) Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a Contractor and Subcontractor as provided in 29 C.F.R. § 5.12.

4. Contract Work Hours and Safety Standards Act

If the Contract is **in excess of $100,000** and **involves the employment of mechanics or laborers**, the Contractor must comply with 40 USC 3702 and 3704, as supplemented

by Department of Labor regulations (29 CFR Part 5), as applicable, and during performance of this Contract the Contractor agrees as follows:

(1) Overtime requirements. No Contractor or Subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the Contractor and any Subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and Subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of $27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The State shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or Subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts. The Contractor or Subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The prime contractor

shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

5. **Rights to Inventions Made Under a Contract or Agreement**

If the Contract is funded by a federal "funding agreement" as defined under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

6. **Clean Air Act and the Federal Water Pollution Control Act**

If this Contract is **in excess of $150,000,** the Contractor must comply with all applicable standards, orders, and regulations issued under the Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Control Act (33 USC 1251-1387), and during performance of this Contract the Contractor agrees as follows:

Clean Air Act

1. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The Contractor agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency or the applicable federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.
3. The Contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA or the applicable federal awarding agency.

Federal Water Pollution Control Act

1. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The Contractor agrees to report each violation to the State

and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency or the applicable federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.

3. The Contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA or the applicable federal awarding agency.

7. Debarment and Suspension

A "contract award" (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (51 FR 6370; February 21, 1986) and 12689 (54 FR 34131; August 18, 1989), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(1) This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by the State. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

8. **Byrd Anti-Lobbying Amendment**

Contractors who apply or bid for an award of **$100,000 or more** shall file the required certification in Exhibit 1 – Byrd Anti-Lobbying Certification below. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

9. **Procurement of Recovered Materials**

Under 2 CFR 200.322, Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—

   a. Competitively within a timeframe providing for compliance with the contract performance schedule.

   b. Meeting contract performance requirements; or

   c. At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site: https://www.epa.gov/smm/comprehensive- procurement-guideline-cpg-program.

(3) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

10. **Additional FEMA Contract Provisions.**

The following provisions apply to purchases that will be paid for in whole or in part with funds obtained from the Federal Emergency Management Agency (FEMA):

(1) Access to Records. The following access to records requirements apply to this contract:

   a. The Contractor agrees to provide the State, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any

books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

c. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

d. In compliance with the Disaster Recovery Act of 2018, the State and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

(2) Changes.

See the provisions regarding modifications or change notice in the Contract Terms.

(3) DHS Seal, Logo, And Flags

The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

(4) Compliance with Federal Law, Regulations, and Executive Orders

This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The Contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

(5) No Obligation by Federal Government

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the State, Contractor, or any other party pertaining to any matter resulting from the Contract."

(6) Program Fraud and False or Fraudulent Statements or Related Acts

The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements)

applies to the Contractor’s actions pertaining to this contract.

CN 1 - SCHEDULE A - STATEMENT OF WORK CONTRACT ACTIVITIES

Financial Accounting, Integrity Oversight Monitoring or Auditing Services – COVID-19 Stimulus Management Projects Prequalification Program

BACKGROUND

The federal government has now passed several major pieces of legislation designed to support the response and recovery related to the COVID-19 crisis including the CARES Act, FEMA and on March 3, 2021 the President signed the American Rescue Plan Act (ARPA) related to infrastructure and other additional pandemic relief funding to address affects from the pandemic. We also anticipate additional new major federal funded programs to be deployed such as Infrastructure and Investments Job Act (IIJA).

The State Budget Office (SBO) has implemented a COVID-19 Federal Stimulus Program Management Organization (PMO) to oversee the funding and implementation of programs associated with COVID federal funding. Additionally, Governor Whitmer, through executive directive 2020-05, established a COVID-19 Office of Accountability (OOA). Both the COVID-19 PMO and COVID-19 OOA work closely to implement and establish compliance oversight over the myriad of programs funded by these federal funds.

Many of the designated uses of CRF, CRRSA, and ARPA programs involve grants to subrecipients, involving all local units of Michigan government, K-12 educational districts, Community Colleges, other Higher Education institutions, and a myriad of other subrecipients. For the State's CRF, CRRSA, and ARPA related programs, SOM agencies/program staff are required to establish appropriate internal controls and subrecipient monitoring processes in accordance with uniform administrative requirements issued by the U.S. Office of Management and Budget, commonly referred to as 2 CFR 200, which includes subpart F related Audit requirements.

The State currently has resource capacity limitations with program administration and grant management and matters necessary to implement programs associated with the CRF CARES Act, FEMA, and ARPA funded programs to ensure compliance with federal and state requirements. Although there is no immediate need requiring this contract, there may be a need in the future with urgent timeframes associated with program implementation timelines. This subset of prequalified Contracts specifically for COVID-19 Stimulus Management projects will be engaged via 3rd Tier DS when the need is identified.

SCOPE

The Contractor will provide the State with service resources associated with administering grant programs. These services are needed to address resource capacity limitations and urgent timeframes associated with program implementation timelines. Services rendered under this contract will be associated with, and funded by, COVID-19 Pandemic Relief funds and potential additional new major federal funds.

Contractor resources must be experienced to provide the services outlined in this SOW. It is expected that the staffing resources proposed will be deployed in the timeframe provided by the State. The State will consider the following information when evaluating Contractor's resources/experience:

Leadership team, including the Engagement Partner, Engagement Director/Manager, and Supervisors, with hands-on experience including but not limited to:

- Experience with distribution of Federal and State dollars to recipients and subrecipients through grants, contracts, and other forms of distribution (including awarding/contracting, reporting, compliance of subrecipients/contractors). Specific expertise involved in advising or auditing requirements in 2 CFR 200 and Single Audit requirements should be explicitly described
- Experience with working with leadership across State or local governments.
- Experience with working with leadership across State of Michigan government, Michigan local governments, or Michigan K-12 and Higher Education units.
- Expertise of Federal and State compliance reporting and compliance requirements and practical experience in addressing and resolving technical issues
- Direct knowledge and experience with Federal funded programs, in particular FRF funds/requirements
- National federal support for existing and new Federal funding and regulations
- Supervisors/managers
    - Coordination of staff planning scheduling and coordination with POCs and subrecipients
    - Oversee and review monitoring work for quality

Provide any necessary services for the administration of a grant program including, but not limited to, detailed program design, developing grant agreements, communication, outreach, application processing, fund distribution processing, reporting and compliance oversight with applicable Federal and State requirements, and implementation of technology solutions, as determined necessary.

The contractor is expected to perform all tasks to support the identified programs as determined during initial scoping of the services to be rendered in conjunction with program staff.

a) The Contractor may be responsible for leading, advising, and supporting the agency in developing grant administration procedures, developing grant agreements, reporting methods, and processes to ensure appropriate internal controls and monitoring procedures.

b) The Contractor may be responsible for the development of an application workflow and application review process in accordance with legislation. This includes but is not limited to:
    i. developing and posting an application website for program recipients to apply for the grant in accordance with prescribed SOM IT security standards. The application website must be reviewed and approved by DTMB IT Agency Services.
    ii. developing a workflow to manage all aspects of the applications
    iii. developing and posting Frequently Asked Questions (FAQ's) related to the grant program
    iv. providing for a program application period window
    v. providing outreach for potential recipients
    vi. providing an application method requiring applicant information needed to confirm program eligibility. The application method must be secure and ensure proper privacy controls to protect applicants' information.
    vii. providing a call center to staff answering phone and email inquiries related to the grant program
    viii. providing weekly program metrics to track the status of the program

c) **The Contractor may be responsible for providing *staff augmentation to the agency to review all grant applications*** for proof of eligibility of the program. This involves ensuring the submitted grant applications are complete, accurate, and address all federal and state requirements associated with the grant program. This review process will determine the applicants meeting program eligibility in accordance with legislation and selected to receive the program award. The application review process must include proper internal controls to identify duplicate, fraudulent, inaccurate, and ineligible applications. In addition, it will include calculating, and if applicable proration calculations of the grant award amount of each eligible applicant. It will also include notifying all eligible applicants of the approved award by a predetermined date and notifying all ineligible applicants that their application has been rejected by a predetermined date. Contractor will consult with the agency on the eligibility process.

d) the Contractor may be responsible for transmitting in a manner prescribed by agency the listing of all approved program applicants, including the following required data necessary to issue payments by a predetermined date:
    i. Applicant name
    ii. Applicant address
    iii. Applicant full federal employer identification number (FEIN), employer identification number (EIN), or social security number (SSN).
    iv. Award amount for each applicant
    v. W-9 form auto filled with the applicant's information including electronic signature

e) **The Contractor may be responsible for** providing all staff necessary to administer the program according to legislation which may include but is not limited to:
    i. Staff to operate a Call center
    ii. Staff to develop all IT applications, including website and system applications necessary to administer the program – this must follow all requirements the Master Agreement, including Section 1.3 and any development of IT applications must be reviewed and approved by DTMB IT Agency Services.
    iii. Staff to Audit applications
    iv. Staff to provide agency with information needed to re-issue checks after original payments have been distributed. This staffing need would end three months after original checks are issued for the program.
    v. Staff to research questions directed to agency regarding program within one day of receiving the request.

f) The Contractor must provide to agency in a manner prescribed by agency all records supporting the application and review process for a period by a predetermined date. Upon providing these records, provide agency with an attestation that all program records have been deleted from the contractor's possession.

g) The Contractor must complete program monitoring procedures and provide agency with a report of these procedures by a predetermined date, approved by the Program Manager.

h) Reporting: **The Contractor must** provide agency a final direct cost expense listing of actual costs and supporting documentation of those expenses by a predetermined date; and provide federal quarterly expenditure reports to the agency through a predetermined date. Also provide to agency the legislative reports required in accordance with legislation by a predetermined date. In addition, Provide the agency

a copy of the contractor's most recent and subsequent SINGLE audit reports. Also comply with all program requirements, IRS reporting requirements, federal guideline requirements, and agency Nondisclosure requirements.

i) In the event the proration is necessary administrative costs will be added to grant available funds. The methodology to determine the administrative costs will be determined by agency.

The State will have access to the full range of the Contractor's knowledge, tools and resources (designed for this Contract) and will be updated daily on progress. The State expects the Contractor to have federal compliance, grant management expertise, and experience with the ARPA, CRF, CARES Act and other grant management activities and associated federal requirements.

j) The State acknowledges that bidders for this Contract may have conflicts of interest issues associated with specific grant programs of State ARPA, CRF and CRF/FEMA and other federally funded programs. Those conflicts must be disclosed in the bidder's proposal and will be considered in the Contractor selection. The State reserves the right to either disqualify a bidder from this SOW, limit the scope of Contractor's work to avoid conflicts, and/or create multiple contracts with multiple bidders to meet the State's overall need due to the extent of conflicts of interest. In addition to explicitly describing the Contractor's actual or potential conflicts of interest, the Contractor should propose alternatives to mitigate the conflict of interest so that the State can evaluate the related risks and limits in the services provided by the Contractor.

1. REQUIREMENTS AND DELIVERABLES

1.1. General Requirements

The Contractor must provide the services/deliverables to assist the State with the Project as outlined in scope items a – j.

General Services/Deliverables may include, at a minimum, all of the following activities/tasks:

a) Establish effective communication and decision-making mechanisms to facilitate action
b) Assist the State in removing and overcoming obstacles
c) Identify and develop guidance for SOM staff to follow related to monitoring activities.
d) Maintain communication and engagement

e) Serve as an expert resource to key State personnel (e.g., OOA, PMO, SBO and other Department leaders) regarding federal compliance issues associated with ARPA, CRF, CRF/FEMA funded, CARES Act funded, and ARPA funded programs enacted by the State.
f) Other activities as deemed beneficial for the outcomes and mutually agreed to be the State and the Contractor

1.2. High Level Project Approach and Activities

The work being performed will support the agency with establishing procedures to lead, support and execute aspects of processing grant applications, establishing monitoring procedures, and following federal compliance. Immediate deployment of Contractor staff is necessary, and the ability of the Contractor to add resources quickly as needs are identified and prioritized will be considered as essential criteria in evaluating Contractor proposals.

A. **Individual Action Plans for Each federal program**

The Contractor will lead, support and participate in the execution of Federal Compliance and Grant Management procedures for CRF, CRF/FEMA, and ARPA funded programs in scope. For the program, an action plan format will be utilized to establish activities and measuring progress of various activities and related outcomes. The action plan is analogous to a project plan and design of a consistent format should include base elements that would typically be included in a project plan.

The Contractor will maintain the standard approach/contents for all action plans. Each action plan describes the CRF, CRF/FEMA funded, and ARPA program, the activities and tasks, measurements, and progress reporting to ensure the action plan is executed consistently and in accordance with requirements and deadlines.

B. **Final Report: Roadmap and Recommendations**

Prior to closing the contract, the Contractor will provide to agency by a predetermine date a report which includes a roadmap and recommendations for continued performance of the internal control and monitoring activities and other compliance related activities associated with this Contract. A report will be for use by agency leadership, the PMO and other department leaders to who the Contractor provided service. Other relevant information may also be included in the report if it can help the State successfully execute its responsibilities associated with the APRA, CRF and CRF/FEMA funding. The report will provide a roadmap and recommendations for continued use of tracking and reporting

tools, and any other knowledge transfer to key State personnel to successfully complete in progress tasks/outcomes.

C. **Other Considerations or Success Factors**
Contractor should describe any other factors or considerations they believe the State should consider in executing this contract and achieving the outcomes outlined above for SCOPE a-j activities.

2. Acceptance

The Deliverables will be provided after contractor quality assurance and review/acceptance by the State.

2.1. Acceptance

The State will review all plans, documents, and to determine acceptance of the Contract Activities:

2.2. Final Acceptance

The State will deem completing all duties outlined by a predetermine date and delivering the final report to the State by a predetermine date, to be the Final Acceptance.

3. Staffing

3.1. Contractor Representative

The Contractor must appoint individuals, specifically assigned to State of Michigan accounts, that will respond to State inquiries regarding the Contract Activities, answering questions related to ordering and delivery, etc. (the “Contractor Representative”).

3.2. Work Hours

The Contractor must provide Contract Activities during the State’s normal working hours Monday – Friday, 7:00 a.m. to 6:00 p.m. ET, and possible night and weekend hours depending on the requirements of the project. Working remotely during the initial phase of the contract period is expected. Upon the State’s return to physical work locations, the Contractor may work at on-site facilities and remotely as agreed upon between the Contract Administrator and the Contractor Representative.

3.3. Key Personnel

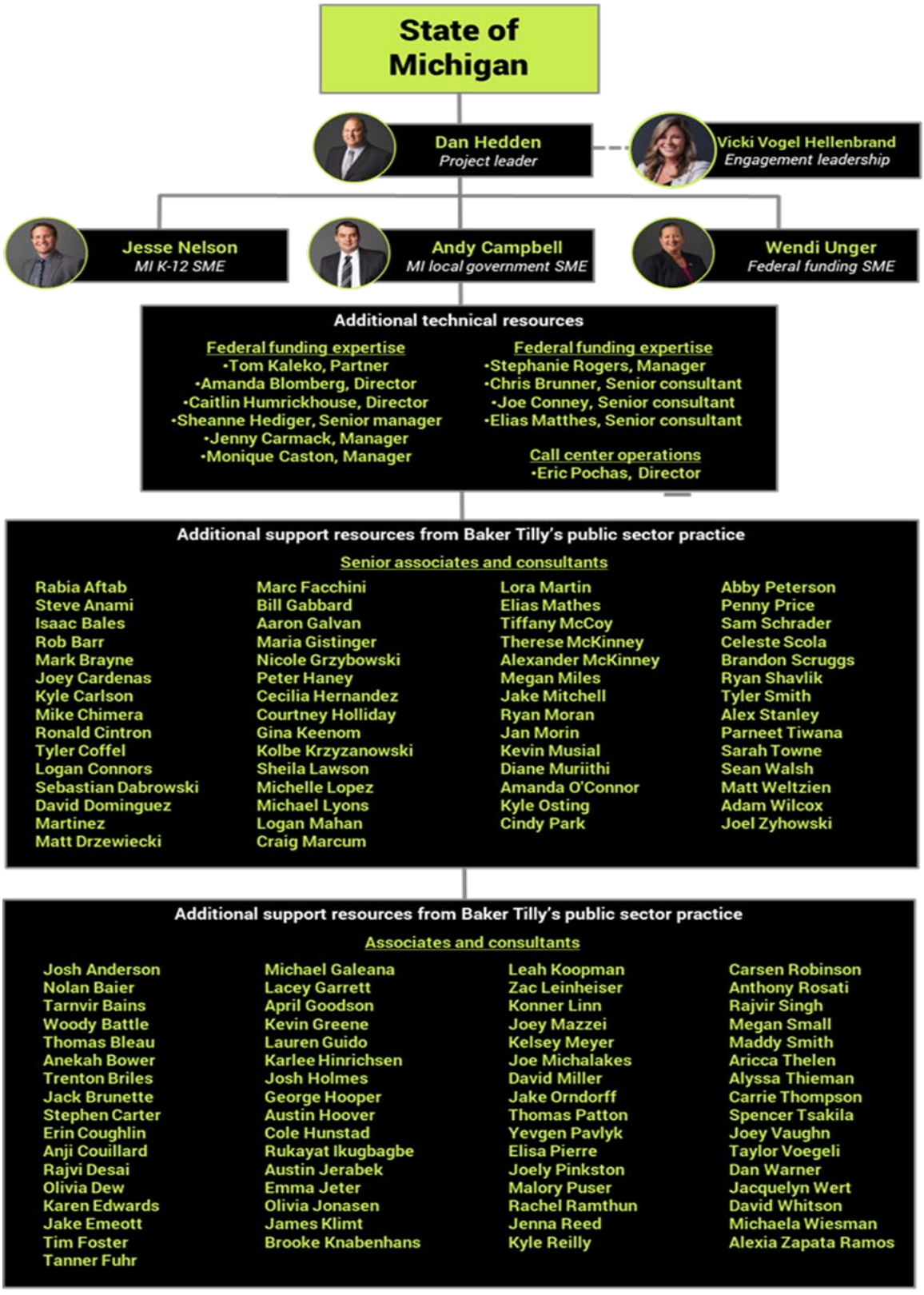
See master contract section 4.4

However, due to the urgent nature of this SOW, should the State request replacement Key Personnel, the required timeframe for replacement will be two (2) – three (3) business days, with a maximum of five (5) business days.

3.4. Organizational Chart

The Contractor must provide an overall organizational chart that details its leaders and staff augmentation resources (for application review/monitoring activities). Only name,

title and role of leader positions (Partners, directors, managers, senior staff, and



supervisors) should be explicitly listed, and use of subcontractors.

3.5. Security
The Contractor will be subject to the following security procedures:

- When on premises, wearing clearly identifying uniforms or identification card.
- Signing any required agency security forms for access to agency systems.
- Completing the agency Disclosure training before being granted access to agency information.
- Completing the Vendor, Contractor, or Subcontractor Confidentiality Agreement (Form 3337)

The Contractor must explain any additional security measures in place to ensure the security of State information.

3.6. Access to Tax Information
The Contractor must comply with the requirements of agency Safeguard Requirements of Confidential Tax Data.

4. Project Management
4.1. Meetings
The Contractor must attend the meetings based on standard frequencies agreed to by the Contractor and the State.

The State may request other meetings, as it deems appropriate.

4.2. Reporting
The Contractor must submit a detailed report of the work done for each hour billed while working under this contract to the State as requested.

5. Pricing
Pricing is firm for the entire length of this SOW.

6. Authorizing Document
The appropriate authorizing documents for the Contract will be a signed Master Agreement (MA) as well as an Agency Issued Delivery Order (DO) and Project Plan.

7. Invoice and Payment
7.1. Invoice Requirements
All invoices submitted to the State must include: (a) date; (b) purchase order; (c) quantity; (d) description of the Contract Activities; (e) unit price; (f) shipping cost (if any); and (g) total price. Overtime, holiday pay, and travel expenses will not be paid.

7.2. Payment Methods

The State will make payment for Contract Activities by Electronic Fund Transfer (EFT). Electronic transfer of funds is required for payments on State contracts. The Contractor must register with the State electronically at http://www.cpexpress.state.mi.us. Payments will be made on a monthly basis and the remaining amount, up to 20%, will be paid upon completion of activities.

The State will make payment for Contract Activities EFT.

8. Liquidated Damages

See master contract section 9.

9. Services Levels

All Contract Activities must be delivered during the contract period, with individual activities/milestone dates agreed to by the State's Contract administrator and the "Contractor Representative" director. The receipt of order date is pursuant to Section 2, Notices, of the Standard Contract Terms.

CN 1 - SCHEDULE B PRICING

Financial Accounting, Integrity Oversight Monitoring or Auditing Services – COVID-19 Stimulus Management Projects Prequalification Program

1. Price proposals include all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing). Only Contractor hourly rates and other administrative costs allowable by federal guidelines are eligible for invoice and payment. All other Contractor costs, including travel and other incidental costs, cannot be invoiced to the State.

2. The Contractor certifies that the prices were arrived at independently, and without consultation, communication, or agreement with any other Contractor.

3. Pricing must not exceed rates provided in current Contract.

4. Pricing must be provided for each of the designated titles/functions, as follows:
   - Engagement Partner
   - Engagement Director/Manager
   - Senior Manager
   - Senior staff/supervisor
   - Staff designed to perform review of grant applications (include related title of staff classification)
   - Staff designated for monitoring procedures (include related title of staff classification)
   - Call center
   - Any other costs associated with this project, for example but not limited to IT allowable by federal guidelines

The scope of services needed in for this project includes potential grant programs funded by Federal COVID stimulus funds. Immediate deployment of contractor staff to agency and the PMO will be necessary, and other Contractor staff added as needs are determined. Accordingly, the following pricing information is an estimate, with additional information for the State to evaluate the Contract costs as additional programs are added to scope. The estimate below is based on initial assessment of need for grant program administration.

For estimated hours, present in a manner that the State can calculate the scalable increase as more ARPA, CRF and CRF/FEMA funded programs are

added to the scope. It is assumed that all project staff will work 40 hours a week, except for Partner/Director resources. Assume a start date of to be determined based on need, and a minimum team makeup up as follows:

(1) engagement partner – immediate engagement
(1) engagement director/manager – immediate engagement
(1-3) senior managers – immediate engagement
(1-3) senior staff/supervisors – immediate engagement
(10) staff designated for grant application reviews – after initial need analysis (likely within a week)
(15) staff designated for monitoring procedures – likely within two – four weeks

Contract Pricing			
Staff Level/Position	**Number of People**	**Estimated Hours/ Per week**	**Hourly Rate/person**
Engagement Partner	1	8	$475
Engagement Director/Manager	1	12	$275
Senior Manager(s)	1-3	40	$250
Senior Staff/Supervisors	1-3	40	$175
Staff designated for Grant Application Reviews	10	40	$140
Staff designated for Monitoring Procedures	15	40	$125

Project Pricing	
Scope 6	**Total Fixed Price**
Call Center staff and Administration	$15,000 per week (to be invoiced monthly as work progresses)
IT Application Website and other IT applications	$50,000 to $250,000 (agreed upon fee to be invoiced monthly as work progresses)
Audit Application Review Staff	$500 to $1,000 per application (to be invoiced monthly as work progresses)

CN 1 - SCHEDULE A – STATEMENT OF WORK CONTRACT ACTIVITIES

Independent Evaluation of Self-Assessment in Conformance with IIA Standards

BACKGROUND

The State of Michigan established an internal audit function in 1986 (PA 272 of 1986, Michigan Compiled Laws Sections 18.1486-18.1487). Michigan Compiled Laws (MCL) Section 18.46 transferred the authority, power, duties and responsibilities contained within Sections 18.1486 and 18.1487 to the Office of State Budget Director. The Institute of Internal Auditors' (IIA) International Professional Practices Framework (IPPF) provides the most-recognized, authoritative guidance regarding the practice of internal auditing. IPPF Standard 1000 includes three mandatory elements:

- The Definition of Internal Auditing states the fundamental purpose, nature, and scope of internal auditing.
- The Code of Ethics states the principles and expectations governing behavior of individuals and organizations in the conduct of internal auditing. It describes the minimum requirements for conduct, and behavioral expectations rather than specific activities.
- The International Standards for the Professional Practice of Internal Auditing (Standards) are principle-focused and provide a framework for performing and promoting internal auditing. The Standards include statements of basic requirements and interpretations, which clarify terms or concepts within the statements.

OIAS performs assurance and consulting engagements of the Executive Branch operations and has adopted the IIA's *Definition of Internal Auditing* as its mission. OIAS staff shall conduct themselves in accordance with the *Code of Ethics, Standards,* and applicable *Michigan Compiled Laws* and regulations. These codes, standards, laws and regulations shall govern OIAS' operating procedures. OIAS will adhere to the *Position Papers*, *Practice Advisories, and Practice Guides* as applicable in the circumstances.

OIAS has developed and maintained a Quality Assurance and Improvement Program (QAIP) under IPPF Standard 1300 and is designed to enable internal and external assessments of the internal audit activity's conformance with the Definition of Internal Auditing and the Standards and whether internal auditors apply the Code of Ethics. The QAIP also assesses the efficiency and effectiveness of the internal audit activities and identifies opportunities for improvement.

OIAS' operations are located within the Capital Complex Lansing Michigan. OIAS consists of approximately 30 professionals, including the Chief Audit Executive, which reports functionally to the Risk Committee of the Governor's Executive Office and

administratively to the State Budget Director. OIAS prepares annual audit plans as the result of a detailed risk assessment process.

SCOPE

OIAS needs a Contractor to provide:

1. An independent validation of the Office of Internal Audit Services Self-Assessment. A self-assessment with independent validation (SAIV) involves the completion of a rigorous self-assessment by the internal audit activity, followed by an assessment conducted by an external, qualified validator. In addition to reviewing the self-assessment, the validator substantiates some of the work completed by the self-assessment team, may be required to conduct some work onsite, and interviews senior management. The validator issues a separate report on any disparities.
2. Two training sessions related to the assessment:
   a. Pre-assessment session provided to 5-10 OIAS staff, focusing on how to perform an internal assessment in conformity with Standards.
   b. Post-assessment session to include presentation of independent validation results and training for OIAS to perform the annual quality assurance program

As interpreted in the Standards, a qualified reviewer or review team consists of individuals who are competent in the professional practice of internal auditing and the external assessment process. An independent reviewer or review team means not having either a real or an apparent conflict of interest and not being part of, or under the control of, the State Budget Office or any of the principal State departments.

The Contractor may be required to attend certain meetings including:

1. Kick-off meeting at commencement of project
2. Regular status meetings, timing to be mutually agreed at commencement of project
3. Draft report review meeting
4. Closing meeting to discuss findings and recommendations and to review final report
5. Risk Committee meeting
6. Other meetings, as appropriate.

1. Requirements

1.1. General Requirements

The Contractor will perform an assessment of or validate the work of the internal assessment team as set forth below:

A. Assess the conformance conclusions reported by the OIAS internal assessment team.

B. Identify opportunities to enhance the internal audit activity's management of resources and work processes, as well as its value to the State of Michigan.
C. Use the IIA's Quality Assurance Manual, or a comparable of guidance and tools, as the basis for the assessment or independent validation.

The Contractor will issue a separate report if there are any disparities. If a separate report is issued, it must include the results of the evaluation prescribed by items a-d. The final report is due by August 31, 2022.

1.2. Training

The Contractor must provide the following training:

Two training sessions related to the assessment:
a. Pre-assessment session provided to 5-10 OIAS staff, focusing on how to perform an independent self-assessment in conformity with Standards.
b. Post-assessment session to include presentation of independent validation results and training for OIAS to perform the annual quality assurance program

The Contractor must provide documentation and training materials.

2. Service Requirements

2.1. Timeframes

All Contract Activities must be completed by August 31, 2022. Work on the assessment must commence within two weeks of contract execution. The receipt of order date is pursuant to the **Notices** section of the Standard Contract Terms.

3. Staffing

1. Name/Title	2. Years of Experience	3. Role(s) / Responsibilities
Kyle O'Rourke, MPA, CIA,CRMA, CGAP – Principal	9	Kyle will oversee our relationship with the OIAS to make sure timeliness, quality standards and expectations are met or exceeded. He will also provide the OIAS with access to our firm's best resources and top specialists to deliver actionable strategies, leading practices and seamless collaboration.
Mark Laccetti, CPA, CGMA – Partner	25	Mark has extensive experience in leading quality assurance engagements, and will provide strategies and insights to support the evaluation of the State's self-assessment.

1. Name/Title	2. Years of Experience	3. Role(s) / Responsibilities
Adrienne Larmett, CRA, MBA – Principal	17	Adrienne's focus is on internal audit and quality assurance services for public and not-for-profit organizations, especially in higher education. She is deeply familiar with public entity operations and will support the team with perspectives on common compliance and regulatory concerns.
Michael Brennan, CPA – Director	35	Mike will provide day-to-day oversight of the independent validation activities and project management to ensure timely, valuable deliverables for the State.
Adriane McCoy, CIA, CISA, CFE, CAMS, CFSA, CGAP, CRP, CSOE – Director	25	Adriane focuses on business procedures, compliance, and operations effectiveness. She is a public sector services professional with more than 25 years of experience as a trusted business partner to staff and management, consulting on ways to strengthen and improve operations to reduce risk and improve process efficiencies

3.1. Organizational Chart

The Contractor must provide an overall organizational chart that details staff members, by name and title, and subcontractors.

3.2. Security

The Contractor may be subject the following security procedures:
Any information shared with the vendor is confidential and should not be shared with anyone outside of the engagement team specified, and shall not be saved in the vendor's IT environment.

The Contractor must explain any additional security measures in place to ensure the security of State facilities. The State may require the Contractor's personnel to wear State issued identification badges.

The Contractor's staff may be required to make deliveries to or enter State facilities. The Contractor must: (a) explain how it intends to ensure the security of State facilities, (b) whether it uses uniforms and ID badges, etc., (c) identify the company that will perform background checks, and (d) the scope of the background checks.

Contractor team members abide by professional standards of conduct and ethics, which include maintaining strict confidentiality around clients' information and data. If required by the State, we can use the State's preferred file sharing and collaboration methods/platforms (for example, OneDrive, Box or DropBox) to ensure that the State's information is not stored in our IT environment.

If required by the State, team members visiting State facilities will comply with all applicable security measures, including wearing State-issued ID badges. Contractor's professionals will restrict their activities to the performance of the requested services and will at all times act with the State's best interests and the security of the State's facilities in mind.

Contractor does not issue uniforms or ID badges; however, members of your engagement team can wear polo shirts embroidered with the Contractor logo while visiting State offices, if desired.

Contractor uses an outside vendor, First Advantage, to complete background checks on all employees prior to their start date and on rehires if they are returning after more than six months. Offers are contingent upon the successful completion of the background check. If the check does not meet minimum requirements, the offer is rescinded.

Checks vary by position, but include, at a minimum education verification, the national criminal record locator and "also known as" checks. We will attest to the completion of criminal checks, if requested the State.

4. Project Management

4.1. Project Plan

The Contractor **must** describe the overall approach on how they will participate and oversee their company's work on this project. The Contractor **must** explain their overall approach, timeline, and provide a project plan for determining how they intend to conduct benchmark activities and communicate recommendations regarding internal control evaluation leading or best practices.

4.2. Meetings

The Contractor may attend the following meetings:

1. Kick-off meeting at commencement of project
2. Regular status meetings, timing to be mutually agreed at commencement of project
3. Draft report review meeting
4. Closing meeting to discuss findings and recommendations and to review final report
5. Risk Committee meeting
6. Other meetings, as appropriate.

The State may request other meetings, as it deems appropriate.

4.3. Approach

a. Contractor **must** describe how their firm can provide the best advice for the internal audit quality assurance and improvement program project. The approach **must** describe the Contractors methods for identifying other leading and best practices, and their use of leading practice information the Contractor has experience with (in the conduct of their business), the source (organizations adopting the practice or an authoritative source that has completed similar best practice reviews, e.g., AICPA, IIA, ISACA) of the leading practice, and how the Contractor intends to evaluate the State's process, tools/methods and recommend improvements to adopt leading practices.

b. Contractor must recommend the professional standards under which they will perform this project.

c. Contractor to provide any other recommendations related to how the State should utilize the services of the Contractor in relation to the Contractor's reporting responsibilities (as described above) or how best to prioritize the Contractor's participation relative to aspects of the internal control reengineering project.

4.4. Reporting

The Contractor must submit to the OIAS Director the following written reports:

- Final engagement report. The engagement report will substantiate some of the work completed by the self-assessment team and include recommended leading and best practices regarding the Office of Internal Audit Services Quality Assurance and Improvement Program.
- The Contractor will also prepare a written summary of activities completed and preliminary recommendations to the OIAS in support of the first two payments and it will be the basis for payment, as described below.
- Materials presented in training sessions.

5. Pricing

5.1. Price Term

Pricing is firm for the entire length of the Contract.

6. Ordering

6.1. Authorizing Document

The appropriate authorizing document for the Contract will be delivery order.

7. Invoice and Payment

7.1. Invoice Requirements

All invoices submitted to the State must include: (a) date; (b) purchase order; (c) quantity; (d) description of the Contract Activities; (e) unit price; (f) shipping cost (if any); (g) vendor-generated invoice number and (h) total price. Overtime, holiday pay, and travel expenses will not be paid.

7.2. Payment Methods

The State will make payment for Contract Activities via EFT. The Contractor will be paid a 25% of total contract value after 1 month from the engagement commencement, and another 25% after 2 months from engagement commencement. The remaining value will be paid upon satisfactory submission of all Contract deliverables prescribed above. Final deliverables are due by August 31, 2022.

CN 1 - SCHEDULE B – PRICING

Independent Evaluation of Self-Assessment in Conformance with IIA Standards

1. The Contractor must provide a pricing schedule (firm-fixed) for the proposed Contract Activities as outlined in the Statement of Work, Schedule A. The pricing schedule should be submitted in a modifiable format (e.g. Microsoft Word or Excel); however, you may also submit an additional pricing schedule in a non-modifiable format (e.g., PDF). Failure to complete the pricing schedule as requested may result in disqualification of your proposal.
2. Price proposals must include all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).
3. The Contractor is encouraged to offer quick payment terms. The number of days must not include processing time for payment to be received by the Contractor's financial institution. Quick payment terms: 0% discount off invoice if paid within n/a days after receipt of invoice.
4. By submitting its proposal, the Contractor certifies that the prices were arrived at independently, and without consultation, communication, or agreement with any other Contractor.

Resource Title	Hours	Hourly Rate $	Total $
Partner	20	375	$7,500
Director	40	300	$12,000
Manager	60	200	$12,000
Total Services (firm-fixed) Amount $	120		$31,500

Training	Total $
Pre-assessment activities as highlighted in our approach	$9,000
Post-assessment activities as highlighted in our approach	$22,500
Total Training (firm-fixed) Amount $	$31,500

STATE OF MICHIGAN PROCUREMENT

Department of Technology, Management, and Budget –
Central Procurement Services

525 W Allegan St, Lansing, MI 48933
P.O. Box 30026, Lansing, MI 49809

NOTICE OF CONTRACT

NOTICE OF CONTRACT NO. **220000000120**
between
THE STATE OF MICHIGAN
and

CONTRACTOR	
	Baker Tilly US, LLP
	2000 Town Center, Ste 900
	Southfield, MI 48075
	Vicki Hellenbrand
	608-240-2387
	Vicki.hellenbrand@bakertilly.com
	CV0049553

STATE			
	Program Manager	Various	SW
	Contract Administrator	Marissa Gove	DTMB
		517-449-8952	
		Govem1@michigan.gov	

CONTRACT SUMMARY			
DESCRIPTION:SW Financial Auditing and Accounting Prequal Program			
INITIAL EFFECTIVE DATE	**INITIAL EXPIRATION DATE**	**INITIAL AVAILABLE OPTIONS**	**EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW**
11/1/2021	10/31/2024	3-1 year	
PAYMENT TERMS		**DELIVERY TIMEFRAME**	
Net 45		N/A	
ALTERNATE PAYMENT OPTIONS			**EXTENDED PURCHASING**
☐ P-card ☐ Payment Request (PRC) ☐ Other			☒ Yes ☐ No
MINIMUM DELIVERY REQUIREMENTS			
N/A			
MISCELLANEOUS INFORMATION			
THIS IS NOT AN ORDER: This Contract Agreement is awarded on the basis of our inquiry bearing the solicitation 210000002247. Payments will be issued directly by the agency requiring services associated with specific SOWs.			
ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION			**$0**

FOR THE CONTRACTOR:

Company Name

Authorized Agent Signature

Authorized Agent (Print or Type)

Date

FOR THE STATE:

Signature

Name & Title

Agency

Date

STANDARD CONTRACT TERMS

This STANDARD CONTRACT ("**Contract**") is agreed to between the State of Michigan (the "**State**") and Baker Tilly US, LLP ("**Contractor**"), an Illinois limited liability partnership. This Contract is effective on November 1, 2021 ("**Effective Date**"), and unless terminated, expires on October 31, 2024.

This Contract may be renewed for up to two (2) additional one (1) year period(s). Renewal is at the sole discretion of the State and will automatically extend the Term of this Contract. The State will document its exercise of renewal options via Contract Change Notice.

The parties agree as follows:

1. **Duties of Contractor.** Contractor must perform the services and provide the deliverables described in **Schedule A – Statement of Work** (the "**Contract Activities**"). An obligation to provide delivery of any commodity is considered a service and is a Contract Activity.

   Contractor must furnish all labor, equipment, materials, and supplies necessary for the performance of the Contract Activities, and meet operational standards, unless otherwise specified in Schedule A.

   Contractor must: (a) perform the Contract Activities in a timely, professional, safe, and workmanlike manner consistent with standards in the trade, profession, or industry; (b) meet or exceed the performance and operational standards, and specifications of the Contract; (c) provide all Contract Activities in good quality, with no material defects; (d) not interfere with the State's operations; (e) obtain and maintain all necessary licenses, permits or other authorizations necessary for the performance of the Contract; (f) cooperate with the State, including the State's quality assurance personnel, and any third party to achieve the objectives of the Contract; (g) return to the State any State-furnished equipment or other resources in the same condition as when provided when no longer required for the Contract; (h) not make any media releases without prior written authorization from the State; (i) assign to the State any claims resulting from state or federal antitrust violations to the extent that those violations concern materials or services supplied by third parties toward fulfillment of the Contract; (j) comply with all State physical and IT security policies and standards which will be made available upon request; and (k) provide the State priority in performance of the Contract except as mandated by federal disaster response requirements. Any breach under this paragraph is considered a material breach.

   Contractor must also be clearly identifiable while on State property by wearing identification issued by the State, and clearly identify themselves whenever making contact with the State.

2. **Notices.** All notices and other communications required or permitted under this Contract must be in writing and will be considered given and received: (a) when verified by written receipt if sent by courier; (b) when actually received if sent by mail without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

If to State:	If to Contractor:
Marissa Gove **525 W Allegan St** **Lansing, MI 48933** **Govem1@michigan.gov** **517-449-8952**	Vicki Vogel Hellenbrand, CPA, Partner 4807 Innovate Ln Madison, WI 53718 Vicki.hellenbrand@bakertilly.com +1 (608) 240-2387

3. **Contract Administrator.** The Contract Administrator for each party is the only person authorized to modify any terms of this Contract, and approve and execute any change under this Contract (each a "**Contract Administrator**"):

State:	Contractor:
Marissa Gove **525 W Allegan St** **Lansing, MI 48933** **Govem1@michigan.gov** **517-449-8952**	Vicki Vogel Hellenbrand, CPA, Partner 4807 Innovate Ln Madison, WI 53718 Vicki.hellenbrand@bakertilly.com +1 (608) 240-2387

4. **Program Manager.** The Program Manager for each party will monitor and coordinate the day-to-day activities of the Contract (each a "**Program Manager**"):

State:	Contractor:
Various by Tier 2 requirements. List will be provided as needs arise.	Vicki Vogel Hellenbrand, CPA, Partner 4807 Innovate Ln Madison, WI 53718 Vicki.hellenbrand@bakertilly.com +1 (608) 240-2387

5. **Performance Guarantee.** Contractor must at all times have financial resources sufficient, in the opinion of the State, to ensure performance of the Contract and must provide proof upon request. The State may require a performance bond (as specified in Schedule A – Statement of Work) if, in the opinion of the State, it will ensure performance of the Contract.

6. **Insurance Requirements.** Contractor, at its sole expense, must maintain the insurance coverage identified below. All required insurance must: (a) protect the State from claims that may arise out of, are alleged to arise out of, or otherwise result from Contractor's or a subcontractor's performance; (b) be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the State; and (c) be provided by a company with an A.M. Best rating of "A-" or better, and a financial size of VII or better.

Required Limits	Additional Requirements
Commercial General Liability Insurance	
Minimum Limits: $1,000,000 Each Occurrence $1,000,000 Personal & Advertising Injury $2,000,000 Products/Completed Operations $2,000,000 General Aggregate	Contractor must have their policy endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds using endorsement CG 20 10 11 85, or both CG 20 10 12 19 and CG 20 37 12 19

Required Limits	Additional Requirements
Automobile Liability Insurance	
If a motor vehicle is used in relation to the Contractor's performance, the Contractor must have vehicle liability insurance on the motor vehicle for bodily injury and property damage as required by law.	
Workers' Compensation Insurance	
Minimum Limits: Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
Employers Liability Insurance	
Minimum Limits: $500,000 Each Accident $500,000 Each Employee by Disease $500,000 Aggregate Disease	
Privacy and Security Liability (Cyber Liability) Insurance	
Minimum Limits: $1,000,000 Each Occurrence $1,000,000 Annual Aggregate	Contractor must have their policy cover information security and privacy liability, privacy notification costs, regulatory defense and penalties, and website media content liability.
Crime (Fidelity) Insurance	
Minimum Limits: $1,000,000 Employee Theft Per Loss	Contractor must have their policy: (1) cover forgery and alteration, theft of money and securities, robbery and safe burglary, computer fraud, funds transfer fraud, money order and counterfeit currency, and (2) endorsed to add “the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents” as Loss Payees.
Professional Liability (Errors and Omissions) Insurance	
Minimum Limits: $3,000,000 Each Occurrence $3,000,000 Annual Aggregate	

If any of the required policies provide **claims-made** coverage, the Contractor must: (a) provide coverage with a retroactive date before the Effective Date of the Contract or the beginning of Contract Activities; (b) maintain coverage and provide evidence of coverage for at least three (3) years after completion of the Contract Activities; and (c) if coverage is cancelled or not renewed, and not replaced with another claims-made policy form with a retroactive date prior to the Contract Effective Date, Contractor must purchase extended reporting coverage for a minimum of three (3) years after completion of work.

Contractor must: (a) provide insurance certificates to the Contract Administrator, containing the agreement or delivery order number, at Contract formation and within twenty (20) calendar days of the expiration date of the applicable policies; (b) require that subcontractors maintain the required insurance contained in this Section; (c)

notify the Contract Administrator within five (5) business days if any insurance is cancelled; and (d) waive all rights against the State for damages covered by insurance. Failure to maintain the required insurance does not limit this waiver.

This Section is not intended to and is not to be construed in any manner as waiving, restricting or limiting the liability of either party for any obligations under this Contract (including any provisions hereof requiring Contractor to indemnify, defend and hold harmless the State).

7. **Administrative Fee and Reporting.** Contractor must pay an administrative fee of 0.75% on all payments made to Contractor under the Contract including transactions with the State (including its departments, divisions, agencies, offices, and commissions), MiDEAL members, and other states (including governmental subdivisions and authorized entities). Administrative fee payments must be made online by check or credit card at: https://www.thepayplace.com/mi/dtmb/adminfee

   Contractor must submit an itemized purchasing activity report, which includes at a minimum, the name of the purchasing entity and the total dollar volume in sales. Reports should be mailed to MiDeal@michigan.gov.

   The administrative fee and purchasing activity report are due within 30 calendar days from the last day of each calendar quarter.

8. **Extended Purchasing Program.** This contract is extended to MiDEAL members. MiDEAL members include local units of government, school districts, universities, community colleges, and nonprofit hospitals. A current list of MiDEAL members is available at www.michigan.gov/mideal.

   Upon written agreement between the State and Contractor, this contract may also be extended to: (a) other states (including governmental subdivisions and authorized entities) and (b) State of Michigan employees.

   If extended, Contractor must supply all Contract Activities at the established Contract prices and terms. The State reserves the right to impose an administrative fee and negotiate additional discounts based on any increased volume generated by such extensions.

   Contractor must submit invoices to, and receive payment from, extended purchasing program members on a direct and individual basis.

9. **Independent Contractor.** Contractor is an independent contractor and assumes all rights, obligations and liabilities set forth in this Contract. Contractor, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Contract. Contractor, and not the State, is responsible for the payment of wages, benefits and taxes of Contractor's employees and any subcontractors. Prior performance does not modify Contractor's status as an independent contractor.

10. **Subcontracting.** Contractor may not delegate any of its obligations under the Contract without the prior written approval of the State. Contractor must notify the State at least 90 calendar days before the proposed delegation and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Contractor must: (a) be the sole point of contact regarding all contractual

matters, including payment and charges for all Contract Activities; (b) make all payments to the subcontractor; and (c) incorporate the terms and conditions contained in this Contract in any subcontract with a subcontractor. Contractor remains responsible for the completion of the Contract Activities, compliance with the terms of this Contract, and the acts and omissions of the subcontractor. The State, in its sole discretion, may require the replacement of any subcontractor.

11. **Staffing.** The State's Contract Administrator may require Contractor to remove or reassign personnel by providing a notice to Contractor.

12. **Background Checks.** Pursuant to Michigan law, all agencies subject to IRS Pub. 1075 are required to ask the Michigan State Police to perform fingerprint background checks on all employees, including Contractor and Subcontractor employees, who may have access to any database of information maintained by the federal government that contains confidential or personal information, including, but not limited to, federal tax information. Further, pursuant to Michigan law, any agency described above is prohibited from providing Contractors or Subcontractors with the result of such background check. For more information, please see Michigan Public Act 427 of 2018. Upon request, or as may be specified in Schedule A, Contractor must perform background checks on all employees and subcontractors and its employees prior to their assignment. The scope is at the discretion of the State and documentation must be provided as requested. Contractor is responsible for all costs associated with the requested background checks. The State, in its sole discretion, may also perform background checks.

13. **Assignment.** Contractor may not assign this Contract to any other party without the prior approval of the State. Upon notice to Contractor, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Contract to any other party. If the State determines that a novation of the Contract to a third party is necessary, Contractor will agree to the novation and provide all necessary documentation and signatures.

14. **Change of Control.** Contractor will notify within 30 days of any public announcement or otherwise once legally permitted to do so, the State of a change in Contractor's organizational structure or ownership. For purposes of this Contract, a change in control means any of the following: (a) a sale of more than 50% of Contractor's stock; (b) a sale of substantially all of Contractor's assets; (c) a change in a majority of Contractor's board members; (d) consummation of a merger or consolidation of Contractor with any other entity; (e) a change in ownership through a transaction or series of transactions; (f) or the board (or the stockholders) approves a plan of complete liquidation. A change of control does not include any consolidation or merger effected exclusively to change the domicile of Contractor, or any transaction or series of transactions principally for bona fide equity financing purposes.

    In the event of a change of control, Contractor must require the successor to assume this Contract and all of its obligations under this Contract.

15. **Ordering.** Contractor is not authorized to begin performance until receipt of authorization as identified in Schedule A.

16. **Acceptance.** Contract Activities are subject to inspection and testing by the State within 30 calendar days of the State's receipt of them ("**State Review Period**"), unless otherwise provided in Schedule A. If the Contract Activities are not fully accepted by the State, the State will notify Contractor by the end of the State Review Period that either: (a) the Contract Activities are accepted but noted deficiencies must be corrected; or (b) the Contract Activities are rejected. If the State finds material deficiencies, it may: (i) reject the Contract Activities without performing any further inspections; (ii) demand performance at no additional cost; or (iii) terminate this Contract in accordance with Section 23, Termination for Cause.

    Within 10 business days from the date of Contractor's receipt of notification of acceptance with deficiencies or rejection of any Contract Activities, Contractor must cure, at no additional cost, the deficiency and deliver unequivocally acceptable Contract Activities to the State. If acceptance with deficiencies or rejection of the Contract Activities impacts the content or delivery of other non-completed Contract Activities, the parties' respective Program Managers must determine an agreed to number of days for re-submission that minimizes the overall impact to the Contract. However, nothing herein affects, alters, or relieves Contractor of its obligations to correct deficiencies in accordance with the time response standards set forth in this Contract.

    If Contractor is unable or refuses to correct the deficiency within the time response standards set forth in this Contract, the State may cancel the order in whole or in part. The State, or a third party identified by the State, may perform the Contract Activities and recover the difference between the cost to cure and the Contract price plus an additional 10% administrative fee.

17. **Reserve.**

18. **Reserve.**

19. **Reserve.**

20. **Terms of Payment.** Invoices must conform to the requirements communicated from time-to-time by the State. All undisputed amounts are payable within 45 days of the State's receipt. Contractor may only charge for Contract Activities performed as specified in Schedule A. Invoices must include an itemized statement of all charges. The State is exempt from State sales tax for direct purchases and may be exempt from federal excise tax, if Services purchased under this Agreement are for the State's exclusive use. All prices are exclusive of taxes, and Contractor is responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by the State under this Contract.

    The State has the right to withhold payment of any disputed amounts until the parties agree as to the validity of the disputed amount. The State will notify Contractor of any dispute within a reasonable time. Payment by the State will not constitute a waiver of any rights as to Contractor's continuing obligations, including claims for deficiencies or substandard Contract Activities. Contractor's acceptance of final payment by the State constitutes a waiver of all claims by Contractor against the State for payment

under this Contract, other than those claims previously filed in writing on a timely basis and still disputed.

The State will only disburse payments under this Contract through Electronic Funds Transfer (EFT). Contractor must register with the State at http://www.michigan.gov/SIGMAVSS to receive electronic fund transfer payments. If Contractor does not register, the State is not liable for failure to provide payment. Without prejudice to any other right or remedy it may have, the State reserves the right to set off at any time any amount then due and owing to it by Contractor against any amount payable by the State to Contractor under this Contract.

21. **Liquidated Damages.** Liquidated damages, if applicable, will be assessed as described in Schedule A.

22. **Stop Work Order.** The State may suspend any or all activities under the Contract at any time. The State will provide Contractor a written stop work order detailing the suspension. Contractor must comply with the stop work order upon receipt. Within 90 calendar days, or any longer period agreed to by Contractor, the State will either: (a) issue a notice authorizing Contractor to resume work, or (b) terminate the Contract or delivery order. The State will not pay for Contract Activities, Contractor's lost profits, or any additional compensation during a stop work period.

23. **Termination for Cause.** The State may terminate this Contract for cause, in whole or in part, if Contractor, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Contract will not be construed to mean that other breaches are not material.

    If the State terminates this Contract under this Section, the State will issue a termination notice specifying whether Contractor must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Contractor was not in breach of the Contract, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Section 24, Termination for Convenience.

    The State will only pay for amounts due to Contractor for Contract Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Contractor for the State's reasonable costs in terminating this Contract. The Contractor must pay all reasonable costs incurred by the State in terminating this Contract for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Contract Activities from other sources.

24. **Termination for Convenience**. The State may immediately terminate this Contract in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. The termination notice will specify whether

Contractor must: (a) cease performance of the Contract Activities immediately, or (b) continue to perform the Contract Activities in accordance with Section 25, Transition Responsibilities. If the State terminates this Contract for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Transition Responsibilities.

25. **Transition Responsibilities.** Upon termination or expiration of this Contract for any reason, Contractor must, for a period of time specified by the State (not to exceed 90 calendar days), provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Contract Activities to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Contract Activities to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the Contract Activities at the established Contract rates; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable Contract Activities, training, equipment, software, leases, reports and other documentation, to the State or the State's designee; (c) taking all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all materials, data, property, and confidential information provided directly or indirectly to Contractor by any entity, agent, vendor, or employee of the State; (d) transferring title in and delivering to the State, at the State's discretion, all completed or partially completed deliverables prepared under this Contract as of the Contract termination date; and (e) preparing an accurate accounting from which the State and Contractor may reconcile all outstanding accounts (collectively, "**Transition Responsibilities**"). This Contract will automatically be extended through the end of the transition period.

26. **General Indemnification.** Contractor must defend, indemnify and hold the State, its departments, divisions, agencies, offices, commissions, officers, and employees harmless, without limitation, from and against any and all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or relating to: (a) any breach by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable) of any of the promises, agreements, representations, warranties, or insurance requirements contained in this Contract; (b) any infringement, misappropriation, or other violation of any intellectual property right or other right of any third party; (c) any bodily injury, death, or damage to real or tangible personal property occurring wholly or in part due to action or inaction by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable); and (d) any acts or omissions of Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable).

    The State will notify Contractor in writing if indemnification is sought; however, failure to do so will not relieve Contractor, except to the extent that Contractor is materially prejudiced. Contractor must, to the satisfaction of the State, demonstrate its financial ability to carry out these obligations.

    The State is entitled to: (i) regular updates on proceeding status; (ii) participate in the defense of the proceeding; (iii) employ its own counsel; and to (iv) retain control of

the defense if the State deems necessary. Contractor will not, without the State's written consent (not to be unreasonably withheld), settle, compromise, or consent to the entry of any judgment in or otherwise seek to terminate any claim, action, or proceeding. To the extent that any State employee, official, or law may be involved or challenged, the State may, at its own expense, control the defense of that portion of the claim.

Any litigation activity on behalf of the State, or any of its subdivisions under this Section, must be coordinated with the Department of Attorney General. An attorney designated to represent the State may not do so until approved by the Michigan Attorney General and appointed as a Special Assistant Attorney General.

27. **Infringement Remedies.** If, in either party's opinion, any piece of equipment, software, commodity, or service supplied by Contractor or its subcontractors, or its operation, use or reproduction, is likely to become the subject of a copyright, patent, trademark, or trade secret infringement claim, Contractor must, at its expense: (a) procure for the State the right to continue using the equipment, software, commodity, or service, or if this option is not reasonably available to Contractor, (b) replace or modify the same so that it becomes non-infringing; or (c) accept its return by the State with appropriate credits to the State against Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

28. **Limitation of Liability and Disclaimer of Damages. IN NO EVENT WILL THE STATE'S AGGREGATE LIABILITY TO CONTRACTOR UNDER THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS CONTRACT, EXCEED THE MAXIMUM AMOUNT OF FEES PAYABLE UNDER THIS CONTRACT.** The State is not liable for consequential, incidental, indirect, or special damages, regardless of the nature of the action.

29. **Disclosure of Litigation, or Other Proceeding.** Contractor must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "**Proceeding**") involving Contractor, a subcontractor, or an officer or director of Contractor or subcontractor, that arises during the term of the Contract, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Contractor's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Contractor is required to possess in order to perform under this Contract.

30. **Reserved.**

31. **State Data.**

    a. **Ownership**. The State's data ("**State Data**," which will be treated by Contractor as Confidential Information) includes: (a) the State's data collected, used, processed, stored, or generated as the result of the Contract Activities; (b) personally identifiable information ("**PII**") collected, used, processed, stored, or

generated as the result of the Contract Activities, including, without limitation, any information that identifies an individual, such as an individual's social security number or other government-issued identification number, date of birth, address, telephone number, biometric data, mother's maiden name, email address, credit card information, or an individual's name in combination with any other of the elements here listed; and, (c) personal health information ("**PHI**") collected, used, processed, stored, or generated as the result of the Contract Activities, which is defined under the Health Insurance Portability and Accountability Act (HIPAA) and its related rules and regulations. State Data is and will remain the sole and exclusive property of the State and all right, title, and interest in the same is reserved by the State. This Section survives the termination of this Contract.

b. **Contractor Use of State Data**. Contractor is provided a limited license to State Data for the sole and exclusive purpose of providing the Contract Activities, including a license to collect, process, store, generate, and display State Data only to the extent necessary in the provision of the Contract Activities. Contractor must: (a) keep and maintain State Data in strict confidence, using such degree of care as is appropriate and consistent with its obligations as further described in this Contract and applicable law to avoid unauthorized access, use, disclosure, or loss; (b) use and disclose State Data solely and exclusively for the purpose of providing the Contract Activities, such use and disclosure being in accordance with this Contract, any applicable Statement of Work, and applicable law; and (c) not use, sell, rent, transfer, distribute, or otherwise disclose or make available State Data for Contractor's own purposes or for the benefit of anyone other than the State without the State's prior written consent. This Section survives the termination of this Contract.

c. **Extraction of State Data**. Contractor must, within five (5) business days of the State's request, provide the State, without charge and without any conditions or contingencies whatsoever (including but not limited to the payment of any fees due to Contractor), an extract of the State Data in the format specified by the State.

d. **Backup and Recovery of State Data**. Unless otherwise specified in Schedule A, Contractor is responsible for maintaining a backup of State Data and for an orderly and timely recovery of such data. Unless otherwise described in Schedule A, Contractor must maintain a contemporaneous backup of State Data that can be recovered within two (2) hours at any point in time.

e. **Loss or Compromise of Data**. In the event of any act, error or omission, negligence, misconduct, or breach on the part of Contractor that compromises or is suspected to compromise the security, confidentiality, or integrity of State Data or the physical, technical, administrative, or organizational safeguards put in place by Contractor that relate to the protection of the security, confidentiality, or integrity of State Data, Contractor must, as applicable: (a) notify the State as soon as practicable but no later than twenty-four (24) hours of becoming aware of such occurrence; (b) cooperate with the State in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law or as otherwise required by the

State; (c) in the case of PII or PHI, at the State's sole election, (i) with approval and assistance from the State, notify the affected individuals who comprise the PII or PHI as soon as practicable but no later than is required to comply with applicable law, or, in the absence of any legally required notification period, within five (5) calendar days of the occurrence; or (ii) reimburse the State for any costs in notifying the affected individuals; (d) in the case of PII, provide third-party credit and identity monitoring services to each of the affected individuals who comprise the PII for the period required to comply with applicable law, or, in the absence of any legally required monitoring services, for no less than twenty-four (24) months following the date of notification to such individuals; (e) perform or take any other actions required to comply with applicable law as a result of the occurrence; (f) pay for any costs associated with the occurrence, including but not limited to any costs incurred by the State in investigating and resolving the occurrence, including reasonable attorney's fees associated with such investigation and resolution; (g) without limiting Contractor's obligations of indemnification as further described in this Contract, indemnify, defend, and hold harmless the State for any and all claims, including reasonable attorneys' fees, costs, and incidental expenses, which may be suffered by, accrued against, charged to, or recoverable from the State in connection with the occurrence; (h) be responsible for recreating lost State Data in the manner and on the schedule set by the State without charge to the State; and (i) provide to the State a detailed plan within ten (10) calendar days of the occurrence describing the measures Contractor will undertake to prevent a future occurrence. Notification to affected individuals, as described above, must comply with applicable law, be written in plain language, not be tangentially used for any solicitation purposes, and contain, at a minimum: name and contact information of Contractor's representative; a description of the nature of the loss; a list of the types of data involved; the known or approximate date of the loss; how such loss may affect the affected individual; what steps Contractor has taken to protect the affected individual; what steps the affected individual can take to protect himself or herself; contact information for major credit card reporting agencies; and, information regarding the credit and identity monitoring services to be provided by Contractor. The State will have the option to review and approve any notification sent to affected individuals prior to its delivery. Notification to any other party, including but not limited to public media outlets, must be reviewed and approved by the State in writing prior to its dissemination. The parties agree that any damages relating to a breach of this **Section 31** are to be considered direct damages and not consequential damages. This section survives termination or expiration of this Contract.

f. **State's Governance, Risk and Compliance (GRC) platform**. Contractor is required to assist the State with its security accreditation process through the development, completion and ongoing updating of a system security plan using the State's automated GRC platform and implement any required safeguards or remediate any security vulnerabilities as identified by the results of the security accreditation process.

32. Non-Disclosure of Confidential Information. The parties acknowledge that each party may be exposed to or acquire communication or data of the other party that is

confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this Contract.

a. **Meaning of Confidential Information**. For the purposes of this Contract, the term "**Confidential Information**" means all information and documentation of a party that: (a) has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning; and, (c) should reasonably be recognized as confidential information of the disclosing party. The term "Confidential Information" does not include any information or documentation that was: (a) subject to disclosure under the Michigan Freedom of Information Act (FOIA); (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights; (d) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party). For purposes of this Contract, in all cases and for all matters, State Data is deemed to be Confidential Information.

b. **Obligation of Confidentiality**. The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Contract or to use such Confidential Information for any purposes whatsoever other than the performance of this Contract. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible where: (a) use of a subcontractor is authorized under this Contract; (b) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor's responsibilities; and (c) Contractor obligates the subcontractor in a written contract to maintain the State's Confidential Information in confidence. At the State's request, any employee of Contractor or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.

c. **Cooperation to Prevent Disclosure of Confidential Information**. Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Contract and each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.

d. **Remedies for Breach of Obligation of Confidentiality**. Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of the State, at the sole election of the State, the immediate termination, without liability to the State, of this Contract or any Statement of Work corresponding to the breach or threatened breach.

e. **Surrender of Confidential Information upon Termination**. Upon termination of this Contract or a Statement of Work, in whole or in part, each party must, within 5 calendar days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control; provided, however, that Contractor must return State Data to the State following the timeframe and procedure described further in this Contract. Should Contractor or the State determine that the return of any Confidential Information is not feasible, such party must destroy the Confidential Information and must certify the same in writing within 5 calendar days from the date of termination to the other party. However, the State's legal ability to destroy Contractor data may be restricted by its retention and disposal schedule, in which case Contractor's Confidential Information will be destroyed after the retention period expires.

33. Data Privacy and Information Security.

a. **Undertaking by Contractor**. Without limiting Contractor's obligation of confidentiality as further described, Contractor is responsible for establishing and maintaining a data privacy and information security program, including physical, technical, administrative, and organizational safeguards, that is designed to: (a) ensure the security and confidentiality of the State Data; (b) protect against any anticipated threats or hazards to the security or integrity of the State Data; (c) protect against unauthorized disclosure, access to, or use of the State Data; (d) ensure the proper disposal of State Data; and (e) ensure that all employees, agents, and subcontractors of Contractor, if any, comply with all of the foregoing. In no case will the safeguards of Contractor's data privacy and information security program be less stringent than the safeguards used by the State, and Contractor must at all times comply with all applicable State IT policies and standards, which are available to Contractor upon request.

b. **Audit by Contractor**. No less than annually, Contractor must conduct a comprehensive independent third-party audit of its data privacy and information security program and provide such audit findings to the State.

c. **Right of Audit by the State.** Without limiting any other audit rights of the State, the State has the right to review Contractor's data privacy and information security program prior to the commencement of Contract Activities and from time to time during the term of this Contract. During the providing of the Contract Activities, on an ongoing basis from time to time and without notice, the State, at its own expense, is entitled to perform, or to have performed, an on-site audit of

Contractor's data privacy and information security program. In lieu of an on-site audit, upon request by the State, Contractor agrees to complete, within 45 calendar days of receipt, an audit questionnaire provided by the State regarding Contractor's data privacy and information security program.

d. **Audit Findings**. Contractor must implement any required safeguards as identified by the State or by any audit of Contractor's data privacy and information security program.

e. **State's Right to Termination for Deficiencies**. The State reserves the right, at its sole election, to immediately terminate this Contract or a Statement of Work without limitation and without liability if the State determines that Contractor fails or has failed to meet its obligations under this Section.

34. **Reserved.**

35. **Reserved.**

36. **Records Maintenance, Inspection, Examination, and Audit.** The State or its designee may audit Contractor to verify compliance with this Contract. Contractor must retain and provide to the State or its designee and the auditor general upon request, all financial and accounting records related to the Contract through the term of the Contract and for 4 years after the latter of termination, expiration, or final payment under this Contract or any extension ("**Audit Period**"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Contractor must retain the records until all issues are resolved.

    Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Contractor's premises or any other places where Contract Activities are being performed, and examine, copy, and audit all records related to this Contract. Contractor must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Contract must be paid or refunded within 45 calendar days.

    This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.

37. **Warranties and Representations.** Contractor represents and warrants: (a) Contractor is the owner or licensee of any Contract Activities that it licenses, sells, or develops and Contractor has the rights necessary to convey title, ownership rights, or licensed use; (b) all Contract Activities are delivered free from any security interest, lien, or encumbrance and will continue in that respect; (c) the Contract Activities will not infringe the patent, trademark, copyright, trade secret, or other proprietary rights of any third party; (d) Contractor must assign or otherwise transfer to the State or its designee any manufacturer's warranty for the Contract Activities; (e) the Contract Activities are merchantable and fit for the specific purposes identified in the Contract; (f) the Contract signatory has the authority to enter into this Contract; (g) all information furnished by Contractor in connection with the Contract fairly and accurately represents Contractor's business, properties, finances, and operations as

of the dates covered by the information, and Contractor will inform the State of any material adverse changes;(h) all information furnished and representations made in connection with the award of this Contract is true, accurate, and complete, and contains no false statements or omits any fact that would make the information misleading; and that (i) Contractor is neither currently engaged in nor will engage in the boycott of a person based in or doing business with a strategic partner as described in 22 USC 8601 to 8606. A breach of this Section is considered a material breach of this Contract, which entitles the State to terminate this Contract under Section 23, Termination for Cause.

38. **Conflicts and Ethics.** Contractor will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Contract; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Contract; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Contractor, any consideration contingent upon the award of the Contract. Contractor must immediately notify the State of any violation or potential violation of these standards. This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.

39. **Compliance with Laws.** Contractor must comply with all federal, state and local laws, rules and regulations.

40. **Reserved.**

41. **Reserved.**

42. **Nondiscrimination.** Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq*., the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq*., and Executive Directive 2019-09. Contractor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Contract.

43. **Unfair Labor Practice.** Under MCL 423.324, the State may void any Contract with a Contractor or subcontractor who appears on the Unfair Labor Practice register compiled under MCL 423.322.

44. **Governing Law.** This Contract is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Contract are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Contract must be resolved in Michigan Court of Claims. Contractor consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or *forum non conveniens*. Contractor must appoint agents in Michigan to receive service of process.

45. **Non-Exclusivity.** Nothing contained in this Contract is intended nor will be construed as creating any requirements contract with Contractor. This Contract does not restrict the State or its agencies from acquiring similar, equal, or like Contract Activities from other sources.

46. **Force Majeure.** Neither party will be in breach of this Contract because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Contractor will not be relieved of a breach or delay caused by its subcontractors. If immediate performance is necessary to ensure public health and safety, the State may immediately contract with a third party.

47. **Dispute Resolution.** The parties will endeavor to resolve any Contract dispute in accordance with this provision. The dispute will be referred to the parties' respective Contract Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

    Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Contract.

48. **Media Releases.** News releases (including promotional literature and commercial advertisements) pertaining to the Contract or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

49. **Website Incorporation.** The State is not bound by any content on Contractor's website unless expressly incorporated directly into this Contract.

50. **Schedules**. All Schedules and Exhibits that are referenced herein and attached hereto are hereby incorporated by reference. The following Schedules are attached hereto and incorporated herein:

Schedule A	**Statement of Work**
Schedule B	**Pricing**
Schedule D	**Data Security Requirements**

51. **Entire Agreement and Order of Precedence.** This Contract, which includes Schedule A – Statement of Work, and schedules and exhibits which are hereby expressly incorporated, is the entire agreement of the parties related to the Contract Activities. This Contract supersedes and replaces all previous understandings and agreements between the parties for the Contract Activities. If there is a conflict between documents, the order of precedence is: (a) first, this Contract, excluding its schedules, exhibits, and Schedule A – Statement of Work; (b) second, Schedule A – Statement of Work as of the Effective Date; and (c) third, schedules expressly incorporated into this Contract as of the Effective Date. NO TERMS ON CONTRACTOR'S INVOICES, ORDERING DOCUMENTS, WEBSITE, BROWSE-WRAP, SHRINK-WRAP, CLICK-WRAP, CLICK-THROUGH OR OTHER NON-NEGOTIATED TERMS AND CONDITIONS PROVIDED WITH ANY OF THE CONTRACT ACTIVITIES WILL CONSTITUTE A PART OR AMENDMENT OF THIS CONTRACT OR IS BINDING ON THE STATE FOR ANY PURPOSE. ALL SUCH OTHER TERMS AND CONDITIONS HAVE NO FORCE AND EFFECT AND ARE DEEMED REJECTED BY THE STATE, EVEN IF ACCESS TO OR USE OF THE CONTRACT ACTIVITIES REQUIRES AFFIRMATIVE ACCEPTANCE OF SUCH TERMS AND CONDITIONS.

52. **Severability.** If any part of this Contract is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Contract and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Contract will continue in full force and effect.

53. **Waiver.** Failure to enforce any provision of this Contract will not constitute a waiver.

54. **Survival.** The provisions of this Contract that impose continuing obligations, including warranties and representations, termination, transition, insurance coverage, indemnification, and confidentiality, will survive the expiration or termination of this Contract.

55. **Contract Modification.** This Contract may not be amended except by signed agreement between the parties (a "**Contract Change Notice**"). Notwithstanding the foregoing, no subsequent Statement of Work or Contract Change Notice executed after the Effective Date will be construed to amend this Contract unless it specifically states its intent to do so and cites the section or sections amended.

SCHEDULE A – STATEMENT OF WORK CONTRACT ACTIVITIES

BACKGROUND

This contract is part of a pre-qualification for financial accounting, integrity oversight monitoring, auditing services, or other compliance/assurance work associated with financial, compliance and related information technology activities for State Departments and MiDEAL members (authorized local units of government) on a fast-track, as needed basis.

NOTE: Contractors are *not* required to provide *all* services outlined in 1.1 A, B, and C below.

Contractor is to provide independent and objective assurance and consulting services to Tier 2 contract users which are designed to improve the operations of the State of Michigan.

DTMB (the Department of Technology, Management and Budget), assists the State Departments, such as SBO, Treasury, LEO, etc in attaining its objectives by bringing a systematic, disciplined approach to examine, evaluate, and improve the effectiveness of the risk management, control, and governance processes. Agencies utilizing the services need to ensure the State can deploy the appropriate level of expertise to address emerging risks within the State associated with existing or new programs that require auditing, consulting, compliance, and integrity oversight monitor types of engagements. Specialized services from external firms include expertise to evaluate and provide assurances regarding legal compliance, detect misconduct, and promote best practices in the administration of financial and IT related processes. Further, specialized services shall not be limited to, investigative, accounting, forensic accounting, engineering, other professional specialties, risk assessment, information security, developing compliance system constructs, loss prevention, monitoring, contract managers, and independent private inspectors general) for local municipalities.

SCOPE

The scope of services in this Contract and subsequent statements of work may include but are not limited to the following:

1. Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, and report such information.
2. Reviewing the internal control systems established to ensure compliance with policies, plans, procedures, laws, and regulations that could have a significant impact on the State's operation and reporting on the State's compliance with them.
3. Reviewing the means of safeguarding assets and, as appropriate, verifying the existence of such assets.
4. Assisting with the investigation of financial and operating irregularities or suspected fraud within departments or agencies.

Work performed will be on as “as-needed” basis. Project frequency and duration will be wholly dependent on the need for services as outlined herein.

The Contractor must provide the services broadly described in this Contract. The initial selection of prequalified vendors was considered the Tier 1 solicitation.

Tier 2 solicitations will consist of formalizing a comprehensive Statement of Work (SOW) and distributing a Request for Proposal (RFP) to the pool of prequalified Contractors by specific State Departments or MiDEAL member. Each Tier 2 contracting effort will evaluate prequalified Contractor qualifications and availability. For each need, a comprehensive SOW, Schedule B – Pricing, and other documents, if required, will be provided in an RFP to all prequalified Contractors. The RFP will identify the SOW, period of performance, deliverables, unique service levels, specific response information required, additional insurance requirements, and any special terms and conditions. Contractors must respond directly to the requesting State Department/MiDEAL member within the timeframe specified in the Tier 2 RFP. The requesting State Department/MiDEAL member will evaluate the responses and determine the Contractor that will provide the best overall value for that specific RFP. For State Departments, upon award a change notice (CN) will be created to add that specific SOW, cost, and other requirements to the selected Contractors State contract. MiDEAL members will follow their own procurement processes to work with selected Contractor.

1. Requirements

1.1. General Requirements

Contractor must provide Deliverables/Services and staff, and otherwise do all things necessary for or incidental to the performance of work:

A. Provide financial accounting, integrity oversight monitoring or auditing services as required by each Tier 2 SOW issued by State Department/MiDEAL member. Services may include, but not be limited to, the following:

1. Cash Management
2. Forensic Accounting/Auditing (e.g. investigative engagements designed to detect fraud or misuse of funds, general auditing procedures to evaluate program operations and financial and other compliance requirements.
3. Budgeting (e.g. evaluating program needs and ensuring proper budgeting, forecasting and related monitoring controls)
4. Financial Forecasting (e.g. Assist with the coordination and development of multiyear financial plans and models.)
5. Internal Controls (e.g. evaluating sufficiency of the design and/or operating effectiveness of controls for business processes and associated IT systems)
6. OPEB (e.g. see B below for more information)
7. Administering Payroll (e.g. – see B below for more information)
8. Managing Debt/Issuing Public Debt (e.g. Assist as needed with the development of debt management strategies including but not limited to cost analysis of outstanding debts and refunding analysis, develop potential rating

agency strategies, or develop a plan of finance. Including additional bond related services as requested by the local unit of government or the State, see C below for more information)

9. Applying for Grants/Administering Grant Monies (e.g. associated with COVID-19 federal relief funds)
10. Cybersecurity (e.g. focused at evaluating information security objectives)
11. Information Technology Systems (e.g. evaluating proper design of IT in support of critical business processes designed to ensure achievement of business objectives and related compliance requirements)

B. Provide various services to Treasury local units of government (which may include but is not limited municipalities or school districts in the State of Michigan facing financial or economic challenges) as required by each Tier 2 SOW issued by State Department/MiDEAL member. Services may include, but not be limited to, the following:

1. Municipal Finance Service Providers (e.g., financial planning, budgeting, special financial projects, capital improvement planning, and record keeping)
2. Engineering (e.g., road improvements, water system planning and management, sewer system planning and management, building and physical plant planning, capital improvement planning, and broadband, fiber optic, telecommunications and IT-related services planning and management)
3. Planning (e.g., code review, master plan upgrades, capital improvement planning programs, zoning ordinance updates, recreation planning, economic development planning, brownfield-related services, downtown development and tax increment finance related services and corridor, transportation and housing analyses and planning services.)
4. Management/Administration (e.g., management services, human resources services, training, and the development of policies and procedures.)
5. Project Coordination (e.g., strategic planning, regional coordination, project applications and management, grant management and reporting, formulating long-term plans for communities to adjust to changing demographics and economic activity, engaging in community input for projects, and addressing needs in large scale disruption caused by facility closures.)
6. Grant Administration (e.g., applications, grant funding administration, reporting requirements, and procedures to ensure compliance with grantor requirements)
7. Pension/OPEB analysis and actuarial sciences (e.g., reviews of local unit's pension and retiree health care (i.e., OPEB) benefits to help local units manage, control and lower liabilities.
    a. Reviews would include showing trends, risks, options for changes, and estimated cost and savings changes.

C. Provide technical and administrative support for improvements in financial management for school districts in Michigan as required by each Tier 2 SOW

issued by State Department/MiDEAL member. Services may include, but not be limited to, the following:

1. Capital Improvement Plans/Architectural Services

    a. The Contractor may provide services to Treasury and stakeholders to assess and report on the current condition of building facilities and technology infrastructure in pre-determined buildings within Michigan school districts. The Contractor will be responsible for engaging the necessary stakeholders to develop a Capital Improvement Plan with phase deliverables to include:

        i. Building and Technology Site Assessment

        ii. Building and Technology Site Improvement Plan

        iii. Draft Report

        iv. Final Report

        v. Presentation of Findings.

    The Contractor may be a firm or team of firms with the required capabilities and having an in-depth understanding and working knowledge of public education construction projects in Michigan, which includes familiarity with Michigan laws and regulations, school operations, local, state, and federal laws, building codes, minimum and prevailing wage requirements, safety and environmental requirements and specifications for educational construction projects. As well as an understanding and knowledge of educational practices and procedures.

    a. All contract activities are limited strictly to a consultatory capacity. At no time under this contract or any subsequent statement of work shall the Contractor engage in any physical modifications or construction with the selected school district or local unit.

    b. The Contractor must cooperate fully with the District during studies to minimize conflicts with academic purpose, to facilitate building use, and to not interfere with school operations.

    c. The Contractor will evaluate sites and facilities. Anticipated building sites and facilities and services may include, but are not limited to:

        i. Building code conformance

        ii. Paving and Site

        iii. Mechanical Systems

        iv. ADA – Accessibility Design

        v. Architectural services

        vi. Cost estimating

        vii. Playgrounds

        viii. Athletic fields

ix. HVAC/electrical design

x. Plumbing and piping design

xi. Roofing Assessments

xii. General areas of renovation and/or expansion

xiii. Fixed furniture & equipment design

xiv. Technology improvement assessment

2. School Financial Advisory Services – Operational

Bidders must have knowledge of how financial operations work within a Michigan school district including but not limited to an understanding and in-depth knowledge of the Michigan School Code, Michigan school funding, and educational practices and procedures.

a. Assist with the coordination and development of multiyear financial plans and models including deficit elimination plans.

b. Assist stakeholders with mitigating operational and financial risks as identified.

c. Perform cash flow and ratio analysis as needed including pro forma projections for new or existing projects.

d. Development of grant management systems in compliance with federal and state regulations.

e. Assist with the development of internal systems to improve business operations.

f. Assist as needed with the development of debt management strategies including but not limited to cost analysis of outstanding debts and refunding analysis.

g. Additional bond related services as requested by the District or the State.

h. Analysis and calculation of annual per pupil set aside amounts.

i. Develop potential rating agency strategies.

j. Develop a plan of finance which provides the lowest cost of funds for the district.

k. All projects will require a separate statement of work to be added to the Contract through a Change Notice.

3. Academic Advisory Services

a. Academic Assessment

The academic assessment may include but is not limited to; an executive summary, background information, documents used, district benchmarks, and a summary of findings. The assessment may include onsite visits, discussion and analysis, District's academic data and metrics. The metrics identified may include but are not limited to a review and analysis of

academic outcomes, identification of performance gaps, and additional duties as requested. Academic areas of interest may include but are not limited: current curriculum, M-Step, SAT, NAPE, NWEA, 3rd grade reading law, ELA proficiency, and math proficiency.

b. Draft Summary of Findings

After completion of the academic assessment, a draft summary of findings must outline the current academic condition of the District.

c. Academic Improvement Plan

The operating plan must include a strategy for the District moving forward in coordination with the identified stakeholders.

The academic improvement plan will consist of discussions between the Contractor which must include, but is not limited to, identified stakeholders, and other necessary district officials. The recommended plan shall include an operating plan that contains recommendations to address any deficiencies identified in its assessment.

d. All projects will require a separate statement of work to be added to the Contract through a Change Notice.

4. Project Consultant Services

a. The Contractor must assist, as necessary, on all operational needs of the District. The operational needs include but are not limited to:

i. Development of a written Budget and narrative detailing possible cost reductions. The budget shall include a listing of all the assumptions made during the creation of the budget and a plan on how to accomplish the budget goals.

ii. 18-month cash flow projections

iii. Five (5) year projection analysis on student enrollment.

iv. Plan to increase the pool of highly qualified teachers and administrators including the strategic plan to implement a competitive wage compensation system to include a wage and compensation study of its instructional and administrative personnel.

v. Analyze the District's sinking funds including infrastructure improvements and technology upgrades, including building configurations and plans for rightsizing.

vi. Curriculum and instructional audit, including the plan to improve academic outcomes for all.

vii. Strategic communication plan.

viii. Improvements to the organizational structure of business operations including the budget review process.

ix. Real estate plans for all buildings and land.

b. All projects will require a separate statement of work to be added to the Contract through a Change Notice.

D. Each SOW will contain unique service levels and requirements.

E. The State will issue each Tier 2 SOW to pre-qualified Contractors. The process for the State issuing and the Contractor(s) responding to an SOW follows:

1. Issue a Tier 2 SOW to pre-qualified Contractors with a timeline including due dates for questions, due dates for responses, and period of performance. The Tier 2 SOW will identify the deliverables, specific response information required, work evaluation and payment criteria, and any additional terms and conditions that may apply to that SOW.
2. Contractor responses must follow criteria required in each SOW, and Contractor pricing may be lower, but must not exceed rates provided in Schedule B – Pricing attached to this Contract.
3. The selection will be based on a best value evaluation using the criteria identified in the Tier 2 SOW. Other selection criteria or tools which may be in the best interest of the State may be utilized to make a selection.

F. If the Contractor receives a subpoena for any information related to services under contract, the Contractor must contact the Program Manager immediately.

G. The Contractor may be requested to provide legislative testimony.

H. The Contractor must keep costs down to the lowest amount possible by using Contractor staff appropriately throughout the course of project work; be responsible for its own supplies and equipment to perform and complete each project; and work under the direction of specific agency.

I. The Contractor will be subject to the security procedures outlined in the State of Michigan Standard Terms and Conditions.

Contractor personnel proposed for any SOW must satisfy the security requirements for the agencies or local unit in which they will be working, including signing any required security forms. This may include signing the security forms. Any agency specific requirements will be identified in the SOW.

1.2. Training

The Contractor must provide training if required in Tier 2 SOW.

1.3. Projects with Electronic Deliverables

If/when projects require an electronic deliverable the Contractor must follow the standards set forth in this Section.

- "**Digital Content**" means all deliverables, except for IT Components, provided electronically or in a digital format by Contractor under this Contract, including but not limited to documents, reports, content (including content for websites and social media), images, video, and other media productions.

- **"Electronic Deliverable"** means any IT Component or Digital Content Contractor is required to or otherwise provides under this Contract.
- "**IT Component**" means any hardware or software/applications as set forth in a Statement of Work, including without limitation, websites, online surveys, website development and maintenance, the SFTP Server described in Section E, and any other IT products or services provided by Contractor for the performance of the Contract Activities. IT Component does not include Digital Content.

A. **IT Policies, Standards and Procedures (PSP) –** All IT Components provided as a result of this RFP must comply with all applicable public and non-public State IT Policies, Standards and Procedures (PSP), of which the publicly available ones are located at: http://www.michigan.gov/dtmb/0,4568,7-150-56355_56579_56755---,00.html

Please Note: Not all applicable PSP's are available publicly. Controlled PSP's applicable to the RFP/resulting contract are available after signing and returning to the State the required Nondisclosure Agreement (NDA).

B. **State of Michigan (SOM) Digital Standard –** All software items provided by the Contractor must adhere to the State of Michigan/Site Standards which can be found at: www.michigan.gov/standards. If software items will be used on a mobile device, the software items must utilize responsive design practices to ensure the application is accessible via a mobile device.

C. **Data Privacy and Information Security**. All IT Components provided/proposed must comply with Schedule D – Data Security Schedule.

D. **End User Operating Environment**. Contractor must accommodate the latest browser versions (including mobile browsers) as well as some pre-existing browsers. To ensure that users with older browsers are still able to access online services, applications must, at a minimum, display and function correctly in standards-compliant browsers and the state standard browser without the use of special plugins or extensions. The rules used to base the minimum browser requirements include:

- Over 2% of site traffic, measured using Sessions or Visitors (or)
- The current browser identified and approved as the State of Michigan standard.

This information can be found at https://www.michigan.gov/browserstats. Please use the most recent calendar quarter to determine browser statistics. For those browsers with over 2% of site traffic, except Internet Explorer which requires support for at minimum version 11, the current browser version as well as the previous two major versions must be supported.

Contractor must support the current and future State standard environment at no additional cost to the State.

E. The Contractor will be required to provide a private SFTP site or equivalent (no free web-based file-sharing options will be accepted) for upload and download of files larger than 15MB in a variety of formats including:

- Beta

- Digital Beta
- wmv files
- mov files
- mp3 files
- Other
- SFTP equivalent sites must not be free web-based sharing options.
- SFTP site is an IT Component and must meet the requirements of this Section 3.

2. Service Requirements

2.1. Timeframes

All Contract Activities must be delivered within the timeframe designated in the Tier 2 SOW as business days from receipt of order. The receipt of order date is pursuant to the **Notices** section of the *Standard Contract Terms*.

2.2. Delivery

Delivery requirements will be specified in each individual Tier 2 SOW.

3. Acceptance

3.1. Acceptance, Inspection, and Testing

The State will use the following criteria to determine acceptance of the Contract Activities:

Unless otherwise provided for in the SOW/RFP document, Acceptance will be determined following the criteria outlined in the State of Michigan Standard Terms and Conditions (Section 16)

4. Staffing

4.1. Contractor Representative

The Contractor must appoint one (1) individual specifically assigned to State of Michigan accounts, who will respond to State inquiries regarding the Contract Activities, answer questions related to ordering and delivery, etc. (the “Contractor Representative”).

The Contractor must notify the Contract Administrator at least 14 calendar days before removing or assigning a new Contractor Representative.

4.2. Customer Service Number

The Contractor must specify its number for the State to contact the Contractor Representative. The Contractor Representative must be available for calls during the hours of 8:00 am to 5:00 pm ET.

4.3. Work Hours

The Contractor must provide Contract Activities during the State’s normal working hours Monday – Friday, 8:00 a.m. to 5:00 p.m. ET and possible night and weekend hours depending on the requirements of the project. Specific work schedules will be provided with each SOW. No overtime will be authorized or paid. The State reserves the right to modify the work hours in the best interest of the project. Contractors must observe the

same standard holidays as State employees. The Contractor will not be compensated for holiday pay. Contractors will not be reimbursed for travel expenses or travel time.

4.4. Key Personnel

The Contractor must appoint 1 individual who will be directly responsible for the day-to-day operations of the Contract ("Key Personnel"). Key Personnel must be specifically assigned to the State account, be knowledgeable on the contractual requirements, and respond to State inquiries within 24 hours.

With each individual SOW/RFP, the Contractor must identify the Key Personnel, indicate where they will be physically located, describe the functions they will perform, and provide current chronological résumés.

If required, Contractor's Key Personnel must be on-site in the location and during the times specified in each Tier 2 requirement.

The State has the right to recommend and approve in writing the initial assignment, as well as any proposed reassignment or replacement, of any Key Personnel. Before assigning an individual to any Key Personnel position, Contractor will notify the State of the proposed assignment, introduce the individual to the State's Project Manager, and provide the State with a resume and any other information about the individual reasonably requested by the State. The State reserves the right to interview the individual before granting written approval. In the event the State finds a proposed individual unacceptable, the State will provide a written explanation including reasonable detail outlining the reasons for the rejection. The State may require a 30-calendar day training period for replacement personnel.

Contractor will not remove any Key Personnel from their assigned roles on this Contract without the prior written consent of the State. The Contractor's removal of Key Personnel without the prior written consent of the State is an unauthorized removal ("Unauthorized Removal"). An Unauthorized Removal does not include replacing Key Personnel for reasons beyond the reasonable control of Contractor, including illness, disability, leave of absence, personal emergency circumstances, resignation, or for cause termination of the Key Personnel's employment. Any Unauthorized Removal may be considered by the State to be a material breach of this Contract, in respect of which the State may elect to terminate this Contract for cause under the **Termination for Cause** section of the Standard Contract Terms. It is further acknowledged that an Unauthorized Removal will interfere with the timely and proper completion of this Contract, to the loss and damage of the State, and that it would be impracticable and extremely difficult to fix the actual damage sustained by the State as a result of any Unauthorized Removal. Therefore, Contractor and the State agree that in the case of any Unauthorized Removal in respect of which the State does not elect to exercise its rights under Termination for Cause, Contractor will issue to the State the corresponding credits set forth below (each, an "Unauthorized Removal Credit"):

i. For the Unauthorized Removal of any Key Personnel designated in the applicable Statement of Work, the credit amount will be $25,000.00 per individual if Contractor identifies a replacement approved by the State and assigns the replacement to shadow the Key Personnel who is leaving for a period of at least 30-calendar days before the Key Personnel's removal.

ii. If Contractor fails to assign a replacement to shadow the removed Key Personnel for at least 30-calendar days, in addition to the $25,000.00 credit specified above, Contractor will credit the State $833.33 per calendar day for each day of the 30-calendar day shadow period that the replacement Key Personnel does not shadow the removed Key Personnel, up to $25,000.00 maximum per individual. The total Unauthorized Removal Credits that may be assessed per Unauthorized Removal and failure to provide 30-calendar days of shadowing will not exceed $50,000.00 per individual.

Contractor acknowledges and agrees that each of the Unauthorized Removal Credits assessed above: (i) is a reasonable estimate of and compensation for the anticipated or actual harm to the State that may arise from the Unauthorized Removal, which would be impossible or very difficult to accurately estimate; and (ii) may, at the State's option, be credited or set off against any fees or other charges payable to Contractor under this Contract.

The Contractor must identify the Key Personnel, indicate where they will be physically located, describe the functions they will perform, and provide current chronological résumés.

A. The Contractor must identify all Key Personnel that will be assigned to this contract in the table below which includes the following:

1. Name and title of staff that will be designated as Key Personnel.
2. Key Personnel years of experience in the current classification.
3. Identify which of the required key personnel positions they are fulfilling.
4. Key Personnel's roles and responsibilities, as they relate to this RFP, if the Contractor is successful in being awarded the Contract. Descriptions of roles should be functional and not just by title.
5. Identify if each Key Personnel is a direct, subcontract, or contract employee.
6. Identify if each Key Personnel staff member is employed full-time (FT), part-time (PT) or temporary (T), including consultants used for the purpose of providing information for the proposal.
7. List each Key Personnel staff member's length of employment or affiliation with the Contractor's organization.
8. Identify each Key Personnel's percentage of work time devoted to this Contract.
9. Identify where each Key Personnel staff member will be physically located (city and state) during the Contract performance.

   The key personnel for the Contractor on the overall Contract is:

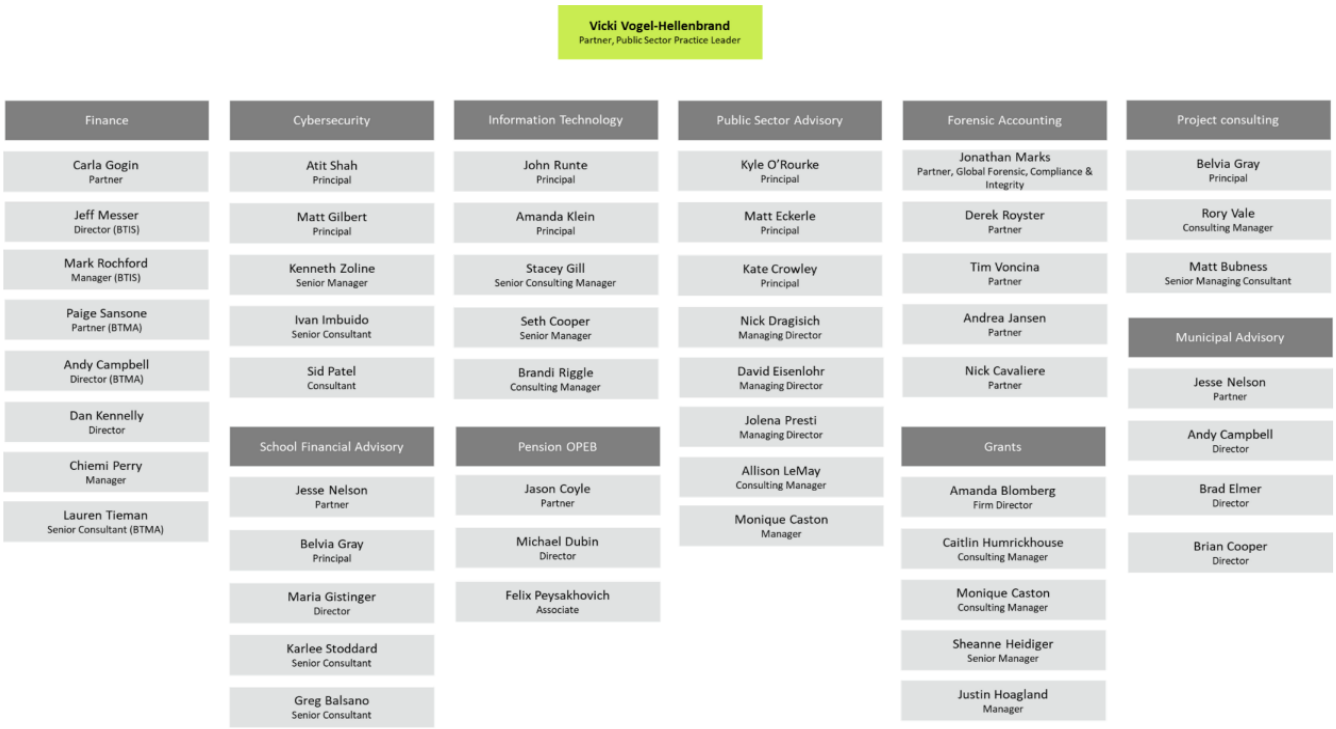
   Vicki Vogel Hellenbrand, CPA, Managing Partner – Public Sector Practice.

B. The Contractor must provide **detailed, chronological resumes** of all proposed Key Personnel, including a description of their work experience relevant to their purposed role as it relates to the Tier 2 RFP.

Qualifications will be measured by education and experience with particular reference to experience on projects similar to that described in the Tier 2 RFP.

4.5. Organizational Chart

The Contractor must provide an overall organizational chart that details staff members, by name and title, and subcontractors.



4.6. Disclosure of Subcontractors

If the Contractor intends to utilize subcontractors, the Contractor must disclose the following for each subcontractor.

- The legal business name; address; telephone number; a description of subcontractor's organization and the services it will provide; and information concerning subcontractor's ability to provide the Contract Activities.
- The relationship of the subcontractor to the Contractor.
- Whether the Contractor has a previous working experience with the subcontractor. If yes, provide the details of that previous relationship.
- A complete description of the Contract Activities that will be performed or provided by the subcontractor.

4.7. Security
If required, the Contractor will be subject to security procedures as outlined in each Tier 2 SOW.

4.8. Access to Tax Information

The Contractor must comply with the requirements of *IRS Publication 1075* (including *Exhibit 7 Safeguarding Contract Language*) and *Michigan Department of Treasury Safeguard Requirements of Confidential Tax Data*, only if required by Tier 2 SOW,

5. Project Management
5.1. Project Plan

Within five (5) business days of the award of any SOW, the Contractor must submit, for final approval, a detailed project plan to the Program Manager. The final Project Plan must be in agreement with the Contractor's SOW proposal and accepted by the State. Detailed requirements will be outlined in the SOW but should identify items such as the required personnel; project management process; project breakdown identifying sub-projects, tasks, and resources required; expected frequency and mechanisms for updates/progress reviews; process for addressing issues/changes; and individuals responsible for receiving/reacting to the requested information, and the Contractor's organizational chart with names and title of personnel assigned to the project, which must align with the staffing stated as outlined in the Contract. Necessary substitutions due to change of employment status and other unforeseen circumstances may only be made with prior approval of the State.

5.2. Meetings

Although there will be continuous liaison with the Contractor team, the State Program Manager(s) will meet quarterly as a minimum, or as requested by the State, with the Contractor for the purpose of reviewing progress and providing necessary guidance to the Contractor in solving problems which arise.

5.3. Reporting
Reporting requirements will be identified in the Tier 2 SOW/RFP and may include but not be limited to, analysis in the form of summaries, reports, spreadsheets, or as otherwise requested.

6. Pricing
6.1. Price Term
Pricing is firm for the entire length of the Contract. Contractor pricing must not exceed rates provided in Schedule B.

7. Ordering
7.1. Authorizing Document
The appropriate authorizing document for the Contract will be a delivery order (DO).

8. Invoice and Payment
8.1. Invoice Requirements
All invoices submitted to the State must include: (a) date; (b) purchase order; (c) quantity; (d) description of the Contract Activities; (e) unit price; (f) shipping cost (if any);

(g) vendor-generated invoice number; and (h) total price. *Overtime, holiday pay, and travel expenses will **not** be paid*.

8.2. Payment Methods

The State will make payment for Contract Activities via Electronic Funds Transfer (EFT).

8.3. Procedure

Final pricing will be submitted per the SOW/RFP requirements.

9. Liquidated Damages

Late or improper completion of the Contract Activities will cause loss and damage to the State and it would be impracticable and extremely difficult to fix the actual damage sustained by the State. Therefore, if there is late or improper completion of the Contract Activities the State is entitled to collect liquidated damages in the amount of $5,000 and an additional $100 per day for each day Contractor fails to remedy the late or improper completion of the Work.

10. Service-Level Agreements (SLAs)

Tier 2 SOWs will include appropriate SLAs for the work to be performed.

SCHEDULE B - PRICING

Request For Proposal No. 210000002247

Pre-qualification for Statewide Financial Accounting, Integrity Oversight Monitoring or Auditing Services

1. The Contractor must provide a pricing schedule for the proposed Contract Activities using the table below. The pricing schedule should be submitted in a modifiable format (e.g. Microsoft Word or Excel); however, you may also submit an additional pricing schedule in a non-modifiable format (e.g., PDF). Failure to complete the pricing schedule as requested may result in disqualification of your proposal.

2. Price proposals must include all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).

3. The Contractor is encouraged to offer quick payment terms. The number of days must not include processing time for payment to be received by the Contractor's financial institution.

   Quick payment terms: % discount off invoice if paid within days after receipt of invoice.

4. By submitting its proposal, the Contractor certifies that the prices were arrived at independently, and without consultation, communication, or agreement with any other Contractor.

5. **NOTES**:
   a. As a reminder, *overtime, holiday pay, and travel expenses will **not** be paid*.

   b. Any exception to any insurance requirements must be noted ***before*** being qualified, in other words with bidder's response. If bidder is concerned about the cost of coverage, any extra costs must be incorporated into the pricing below with the understanding that this could impact being chosen as a tier two supplier.

   c. **Provide the hourly rate (not-to-exceed) for each staff level and all applicable personnel assigned to the Contract for the proposed services. For example, please indicate positions at Senior Manager, Director, Manager, etc. Senior levels, entry level staff, as well as Specialty Services (e.g., Cyber engineer, Subject Matter Expert, etc.).**

Position	Hourly Rate

	(Not to Exceed)
Partner/Principal	$300-$400
Partner/Principal – Forensic Accounting and Auditing	$400-$550
Partner/Principal – Cybersecurity	$400-$550
Partner/Principal – IT Systems	$400-$550
Director	$275-$300
Senior Manager	$250-$275
Senior Manager – Cybersecurity	$300-$350
Senior Manager – IT Systems	$300-$350
Manager	$200-$250
Manager – IT Systems	$250-$300
Senior Associate/Senior Consultant	$150-$200
Senior Consultant – Cybersecurity/IT Services	$175-$250
Associate/Consultant	$100-$150

SCHEDULE D - DATA SECURITY REQUIREMENTS

1 Definitions. For purposes of this Schedule, the following terms have the meanings set forth below. All initial capitalized terms in this Schedule that are not defined in this Schedule shall have the respective meanings given to them in the Contract.

"**Contractor Security Officer**" has the meaning set forth in **Section 2** of this Schedule.

"**FedRAMP**" means the Federal Risk and Authorization Management Program, which is a federally approved risk management program that provides a standardized approach for assessing and monitoring the security of cloud products and services.

"**FISMA**" means the Federal Information Security Modernization Act of 2014 (Pub.L. No. 113-283 (Dec. 18, 2014.).

"**Hosted Provider**" means any Permitted Subcontractor that is providing any or all of the Hosted Services under this Contract.

"**NIST**" means the National Institute of Standards and Technology.

"**PCI**" means the Payment Card Industry.

"**PSP**" or "PSPs" means the State's IT Policies, Standards and Procedures

"**SSAE**" means Statement on Standards for Attestation Engagements.

"**Security Accreditation Process**" has the meaning set forth in **Section 6** of this Schedule.

2 Security Officer. Contractor will appoint a Contractor employee to respond to the State's inquiries regarding the security of the Hosted Services who has sufficient knowledge of the security of the Hosted Services and the authority to act on behalf of Contractor in matters pertaining thereto **("Contractor Security Officer").**

3 Contractor Responsibilities. Contractor is responsible for establishing and maintaining a data privacy and information security program, including physical, technical, administrative, and organizational safeguards, that is designed to:

(a) ensure the security and confidentiality of the State Data;

(b) protect against any anticipated threats or hazards to the security or integrity of the State Data;

(c) protect against unauthorized disclosure, access to, or use of the State Data;

(d) ensure the proper disposal of any State Data in Contractor's or its subcontractor's possession; and

(e) ensure that all Contractor Representatives comply with the foregoing.

The State has established Information Technology (IT) PSPs to protect IT resources under the authority outlined in the overarching State 1305.00 Enterprise IT Policy. In no case will the safeguards of Contractor's data privacy and information security

program be less stringent than the safeguards used by the State, and Contractor must at all times comply with all applicable public and non-public State IT policies and standards, of which the publicly available ones are at: https://www.michigan.gov/dtmb/0,5552,7-358-82547_56579_56755---,00.html

4 Acceptable Use Policy. To the extent that Contractor has access to the State's IT environment, Contractor must comply with the State's Acceptable Use Policy, see **ents/dtmb/1340.00.01_Acceptable_Use_of_Information_Technology_Standard_458958_7.pdf**. All Contractor Personnel will be required, in writing, to agree to the State's Acceptable Use Policy before accessing State systems. The State reserves the right to terminate Contractor's and/or subcontractor(s) or any Contractor Personnel's access to State systems if the State determines a violation has occurred.

5 Protection of the State's Information. Throughout the Term and at all times in connection with its actual or required performance of the Services, Contractor will:

5.1 If Hosted Services are provided by a Hosting Provider, ensure each Hosting Provider maintains FedRAMP authorization for all Hosted Services environments throughout the Term, and in the event a Hosting Provider is unable to maintain FedRAMP authorization, the State, at its sole discretion, may either a) require the Contractor to move the Software and State Data to an alternative Hosting Provider selected and approved by the State at Contractor's sole cost and expense without any increase in Fees, or b) immediately terminate this Contract for cause pursuant to **Section 15.1** of the Contract;

5.2 for Hosted Services provided by the Contractor, maintain either a FedRAMP authorization or an annual SSAE SOC 2 Type II audit based on State required NIST Special Publication 800-53 MOD Controls using identified controls and minimum values as established in applicable State PSPs;

5.3 ensure that the Software and State Data is securely hosted, supported, administered, accessed, and backed up in a data center(s) that resides in the continental United States, and minimally meets Uptime Institute Tier 3 standards (www.uptimeinstitute.com), or its equivalent;

5.4 maintain and enforce an information security program including safety and physical and technical security policies and procedures with respect to its Processing of the State Data that complies with the requirements of the State's data security policies as set forth in this Contract, and must, at a minimum, remain compliant with FISMA and NIST Special Publication 800-53 MOD Controls using identified controls and minimum values as established in applicable State PSPs;

5.5 provide technical and organizational safeguards against accidental, unlawful or unauthorized access to or use, destruction, loss, alteration, disclosure, encryption, transfer, commingling or processing of such information that ensure a level of security appropriate to the risks presented by the processing of State Data and the nature of such State Data, consistent with best industry practice and applicable standards (including, but not limited to, compliance with FISMA, NIST, CMS, IRS, FBI, SSA, HIPAA, FERPA and PCI requirements as applicable);

5.6 take all reasonable measures to:

(a) secure and defend all locations, equipment, systems and other materials and facilities employed in connection with the Services against "hackers" and others who may seek, without authorization, to disrupt, damage, modify, access or otherwise use Contractor Systems or the information found therein; and

(b) prevent (i) the State and its Authorized Users from having access to the data of other customers or such other customer's users of the Services; (ii) State Data from being commingled with or contaminated by the data of other customers or their users of the Services; and (iii) unauthorized access to any of the State Data;

5.7 ensure that State Data is encrypted in transit and at rest using FIPS validated AES encryption modules and a key size of 256 bits or higher;

5.8 ensure the Hosted Services support Identity Federation/Single Sign-on (SSO) capabilities using Security Assertion Markup Language (SAML), Open Authentication (OAuth) or comparable State approved mechanisms;

5.9 ensure the Hosted Services implements NIST compliant multi-factor authentication for privileged/administrative and other identified access.

6 Security Accreditation Process. Throughout the Term, Contractor will assist the State, at no additional cost, with its **Security Accreditation Process**, which includes the development, completion and on-going maintenance of a system security plan (SSP) using the State's automated governance, risk and compliance (GRC) platform, which requires Contractor to submit evidence, upon request from the State, in order to validate Contractor's security controls within two weeks of the State's request. On an annual basis, or as otherwise required by the State such as for significant changes, re-assessment of the system's controls will be required to receive and maintain authority to operate (ATO). All identified risks from the SSP will be remediated through a Plan of Action and Milestones (POAM) process with remediation time frames based on the risk level of the identified risk. For all findings associated with the Contractor's solution, at no additional cost, Contractor will be required to create or assist with the creation of State approved POAMs and perform related remediation activities. The State will make any decisions on acceptable risk, Contractor may request risk acceptance, supported by compensating controls, however only the State may formally accept risk. Failure to comply with this section will be deemed a material breach of the Contract.

7 Unauthorized Access. Contractor may not access, and shall not permit any access to, State systems, in whole or in part, whether through the Hosted Services or otherwise, without the State's express prior written authorization. Such authorization may be revoked by the State in writing at any time in its sole discretion. Any access to State systems must be solely in accordance with the Contract and this Schedule, and in no case exceed the scope of the State's authorization pursuant to this Section. All State-authorized connectivity or attempted connectivity to State systems shall be only through the State's security gateways and firewalls and in compliance with the State's security policies set forth in the Contract as the same may be supplemented or amended by the State and provided to Contractor from time to time.

8 Security Audits.

8.1 During the Term, Contractor will maintain complete and accurate records of its data protection practices, IT security controls, and the security logs relating to State Data, including but not limited to any backup, disaster recovery or other policies, practices or procedures relating to the State Data and any other information relevant to its compliance with this Contract.

8.2 Without limiting any other audit rights of the State, the State has the right to review Contractor's data privacy and information security program prior to the commencement of Services and from time to time during the term of this Contract. The State, at its own expense, is entitled to perform, or to have performed, an on-site audit of Contractor's data privacy and information security program. If the State chooses to perform an on-site audit, Contractor will, make all such records, appropriate personnel and relevant materials available during normal business hours for inspection and audit by the State or an independent data security expert that is reasonably acceptable to Contractor, provided that the State: (i) gives Contractor at least five (5) Business Days prior notice of any such audit; (ii) undertakes such audit no more than once per calendar year, except for good cause shown; and (iii) conducts or causes to be conducted such audit in a manner designed to minimize disruption of Contractor's normal business operations and that complies with the terms and conditions of all data confidentiality, ownership, privacy, security and restricted use provisions of the Contract. The State may, but is not obligated to, perform such security audits, which shall, at the State's option and request, include penetration and security tests, of any and all Hosted Services and their housing facilities and operating environments.

8.3 During the Term, Contractor will, when requested by the State, provide a copy of Contractor's or Hosting Provider's FedRAMP System Security Plan(s) or SOC 2 Type 2 report(s) to the State within two weeks of the State's request. The System Security Plan and SSAE audit reports will be recognized as Contractor's Confidential Information.

8.4 With respect to State Data, Contractor must implement any required safeguards as identified by the State or by any audit of Contractor's data privacy and information security program.

8.5 The State reserves the right, at its sole election, to immediately terminate this Contract or a Statement of Work without limitation and without liability if the State determines that Contractor fails or has failed to meet its obligations under this **Section 8**.

9 Application Scanning. During the Term, Contractor must, at its sole cost and expense, scan all Contractor provided applications, and must analyze, remediate and validate all vulnerabilities identified by the scans as required by the State Secure Web Application and other applicable PSPs.

Contractor's application scanning and remediation must include each of the following types of scans and activities:

9.1 Dynamic Application Security Testing (DAST) – Scanning interactive application for vulnerabilities, analysis, remediation, and validation (may include Interactive Application Security Testing (IAST).

(a) Contractor must either a) grant the State the right to dynamically scan a deployed version of the Software; or b) in lieu of the State performing the scan, Contractor must dynamically scan a deployed version of the Software using a State approved application scanning tool and provide the State a vulnerabilities assessment after Contractor has completed such scan. These scans and assessments i) must be completed and provided to the State quarterly (dates to be provided by the State) and for each major release; and ii) scans must be completed in a non-production environment with verifiable matching source code and supporting infrastructure configurations or the actual production environment.

9.2 Static Application Security Testing (SAST) - Scanning Source Code for vulnerabilities, analysis, remediation, and validation.

(a) For Contractor provided applications, Contractor, at its sole expense, must provide resources to complete static application source code scanning, including the analysis, remediation and validation of vulnerabilities identified by application Source Code scans. These scans must be completed for all Source Code initially, for all updated Source Code, and for all Source Code for each major release and Contractor must provide the State a vulnerability assessment after Contractor has completed the required scans.

9.3 Software Composition Analysis (SCA) – Third Party and/or Open Source Scanning for vulnerabilities, analysis, remediation, and validation.

(a) For Software that includes third party and open source software, all included third party and open source software must be documented and the source supplier must be monitored by the Contractor for notification of identified vulnerabilities and remediation. SCA scans may be included as part of SAST and DAST scanning or employ the use of an SCA tool to meet the scanning requirements. These scans must be completed for all third party and open source software initially, for all updated third party and open source software, and for all third party and open source software in each major release and Contractor must provide the State a vulnerability assessment after Contractor has completed the required scans if not provided as part of SAST and/or DAST reporting.

9.4 In addition, application scanning and remediation may include the following types of scans and activities if required by regulatory or industry requirements, data classification or otherwise identified by the State.

(a) If provided as part of the solution, all native mobile application software must meet these scanning requirements including any interaction with an application programing interface (API).

(b) Penetration Testing – Simulated attack on the application and infrastructure to identify security weaknesses.

10 Infrastructure Scanning.

10.1 For Hosted Services, Contractor must ensure the infrastructure and applications are scanned using an approved scanning tool (Qualys, Tenable, or other PCI Approved Vulnerability Scanning Tool) at least monthly and provide the scan's assessments to the State in a format that is specified by the State and used to track the remediation. Contractor will ensure the remediation of issues identified in the scan according to the remediation time requirements documented in the State's PSPs.

11 Nonexclusive Remedy for Security Breach.

11.1 Any failure of the Services to meet the requirements of this Schedule with respect to the security of any State Data or other Confidential Information of the State, including any related backup, disaster recovery or other policies, practices or procedures, is a material breach of the Contract for which the State, at its option, may terminate the Contract immediately upon written notice to Contractor without any notice or cure period, and Contractor must promptly reimburse to the State any Fees prepaid by the State prorated to the date of such termination.