



Purchase Order

Dispatch via Print

Department of Commerce

Oklahoma Department of Commerce
900 N. Stiles Ave
Oklahoma City OK 73104

Supplier: 0000074137
ARLEDGE & ASSOCIATES PC
309 N BRYANT AVE
EDMOND OK 73034-6276

Purchase Order 1609014786	Date 08/20/2018	Revision 	Page 1
Payment Terms 0 Days	Freight Terms Free on board at Destination	Ship Via Common	
Buyer Judy Bartz	Phone 405/815-5103	Currency USD	

Ship To: Oklahoma Department of Commerce
900 N. Stiles Ave
Oklahoma City OK 73104

Bill To: Oklahoma Department of Commerce
Accounts Payable
900 N. Stiles Ave
Oklahoma City OK 73104

Tax Exempt? Y **Tax Exempt ID:** 736017987

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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1- 1	84111601 /	Audit Services for CDBG-DR Funds.	1.0000	YR	54,000.0000	54,000.00	08/20/2018
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Total PO Amount

54,000.00

COMMENTS:

Liquidated damages: In the event of an abandonment of services by the vendor, the vendor shall pay to the State of Oklahoma at a rate of \$500.00 per day of non-services, subject to a maximum of \$20,000.00, until said service is again recommenced. Such liquidated damages shall be deemed to be a genuine pre-estimate of the foreseeable damages incurred by the State of Oklahoma due to any such occurrence and shall not be interpreted by vendor or the State of Oklahoma as a penalty.

Award from FY19-04-0719, 2 responses.

Date of Award: August 20, 2018 thru August 19, 2019 with 4 options to renew.

Vendor Contact

LaDonna Sinning
405.348.0615
ladonna@jmacpas.com

Agency Contact

Stacie Willis
405.815.5302
stacie.willis@okcommerce.gov

The State Official signing this requisition affirms any contract resulting from this request shall comply with the following:

- A. No employee of the state agency is able and available to perform the services to be provided pursuant to the contract.
- B. The state agency shall receive, review and accept a detailed work plan from the supplier for performance pursuant to the contract if requested by the State Purchasing Director.
- C. The state agency has developed, and fully intends to implement, a written plan providing for the assignment of specific state agency personnel to:
 - 1) Monitoring and auditing supplier performance,
 - 2) The periodic review of interim reports, or other indications of performance, and
 - 3) If requested by the State Purchasing Director, the ultimate utilization of the final product of the nonprofessional or professional services.
- D. The work to be performed under the contract is necessary to the state agency's responsibilities, and there is statutory authority to enter into the contract.

Authorized Signature

Stacie Willis



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E. The contract will not establish an employment relationship between the state or the state agency and any persons performing under the contract.

F. No current state employee will engage in the performance of the contract, unless specifically approved by the State Purchasing Director.

G. The purchase of the nonprofessional or professional services is justified, and

H. The contract contains provisions that are required by 74 O.S. Section 85.41.

NOTE:

This requisition for services, in accordance with 74 O.S. Section 85.4.E.1, must be signed by the Chief Administrative Officer of the State agency or the Chief Administrative Officer of the requisitioning unit.

Authorized Signature

Detailed Work Plan

The following work plan will be considered. Modifications to the plan will be made throughout the planning and testing process. We continually review our internal audit planning for appropriateness in the situation.

Internal Audit planning

We believe that our audit planning process is a major determinant of the effectiveness and efficiency of your audit. Some of the procedures are:

- ✓ Initial review of the CDBG-DR's requirements per U.S. Department of Housing and Urban Development.
- ✓ Initial review of Oklahoma Department of Commerce's needs as related to the CDBG-DR grant.
- ✓ Review of State of Oklahoma Disaster Recovery Program Action Plan related to the \$93.7 Million Allocation (Revisions/Modification #12) as well as other applicable manuals and handbooks and manuals related to CDBG-DR funds in Oklahoma.
- ✓ Review of the current policies, procedures and controls implemented by the Oklahoma Department of Commerce around the CDBG-DR grant funds.
- ✓ Review of Uniform Guidance Compliance Supplement requirements related to CFDA 14.269 CDBG - Disaster Recovery Grants - Pub. L No. 113-2 Cluster
- ✓ Determine schedule and timing to complete and deliver timely quarterly report.

Location of work: The Firm's offices and at the Oklahoma Department of Commerce.

Personnel assigned:

Each partner as assigned

Other experienced team members as required