

Proposal for



**For the Agency
Workforce West Virginia**

**Transcription Services and Other Events as Required for
The State of West Virginia
For the Agency
Workforce West Virginia**

RFQ WWV10867

**Experience, Past Performance, Client References &
Non-Disclosure Statement**

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Table of Contents

I. Executive Summary	3
II. Assessment of Work to be Performed.....	6
III. Scope of Requested Service	6
1. Audio and Video Formats	6
2. Transcript Formats	7
3. Transcriptionists.....	7
4. Accuracy	8
5. Turnaround.....	8
6. Storage	8
7. Pick Up and Delivery	9
8. Confidentiality	9
9. Legibility of Copies	9
10. Customer Service	10
11. Payment.....	10
12. Invoicing	10
13. Contract Period	11
14. Contact	11
IV. Employee Biographies.....	12
1. Albert Suied – President	12
2. Larry Perrone – Director of Production	13
V. Client References	14
Sacramento County, District Attorney’s Office.....	14
HRA/DSS – Office of Legal Affairs.....	14
National Archives for Black Women’s History	14
VI. Non-Disclosure Statement.....	15

I. Executive Summary

1. ANP Transcriptions has the full capacity to provide the requested transcription services for the State of West Virginia. A privately held company located in Suffern, New York, ANP has a client base that spans the entire country. Along with government agencies like the Immigration and Customs Enforcement (ICE) division of the Department of Homeland Security (DHS) and the Department of Energy (DOE), the ANP client base includes law firms, advertising agencies, medical communication companies, and research development firms. These companies send audio to ANP in all media forms—analogue (Beta, VHS, cassettes) to digital (minidisks, miniDVs, voice recorder digital files, and mp3s)—and receive a transcript tailored to their specifications within three to five days, or, if specified, as soon as 4 hours from audio reception.
2. ANP can comfortably handle the volume of work from the State of West Virginia.
3. ANP has been a profitable growing company for the past seven years of its existence. Each year more customers utilize ANP's transcription service and contribute to its growth and success.
4. ANP maintains a flexible business model that permits infinite expansion of its client base and service output, while still maintaining its *best value* prices. The technological methods utilized at ANP ensure a quick and efficient turnaround of high-quality documents.
5. In addition to producing superior transcripts with assured accuracy, ANP offers unparalleled customer service. ANP maintains an easily accessible support desk, (which can be reached through a toll-free number), and designated client representatives that will ensure priority attention for State of West Virginia's transcription needs.
6. ANP is capable of handling "rush work" — turning around work within 4 to 24 hours of the audio's arrival. Using a digitally organized system, the production department is effectively able to operate efficiently and accurately.
7. ANP's web-based job tracking system allows the business to provide monthly reports that can accompany invoices, materials, and transcripts. Through this system, ANP can easily retrieve information on an individual job or multiple jobs with all the job stats. The job tracking system serves primarily as a tool to monitor the transcription workload, which allows ANP to designate a team of transcriptionists to prepare for specific assignments days or even months in advance.

8. Furthermore, the job tracking system can create reports in Excel form every fifteen (15) days, thirty (30) days, or any number days specified.
9. ANP assist clients with a wide array of specific needs and can replicate any transcript format.
10. For guaranteed accuracy and quality ANP does not utilize voice recognition programs. Instead, ANP has a team of veteran transcriptionists who work under its high standards of efficiency, accuracy, and quality, creating a superior written product. Each transcriptionist is well-versed in at least one field of expertise – legal, medical, government, advertising, and corporate – and is matched up with corresponding client content. If awarded this project, ANP would designate a team of transcriptionists to the Workforce West Virginia project. ANP has found that keeping groups of transcriptionists on specific long-term projects accelerates the average turnaround time of the document. It also reduces the instance of any errors or inconsistencies in the documents.
11. ANP's transcription services will meet or surpass all contract expectations. ANP ensures accuracy by rigorously evaluating its transcription staff and putting all transcripts through a quality control division. The quality control department inspects every document that passes through ANP checking for accuracy, consistency, terminology, and spelling.
12. ANP's client base spans the country and correspondence with each client is seamless. Clients can expect to download completed transcripts, have electronic copies of their documents e-mailed as well as receive hardcopies and CD-ROMs of the transcript upon project completion. ANP's production system is able to adapt to serve any customer's specific needs or requests.
13. ANP Transcriptions aims to provide clients with a streamlined production process. Currently, ANP has a secure server at its location in Suffern, NY. The server can receive and transmit any kind of electronic file: audio, video, text document, et cetera. The server also stores completed work, and can do so for an unlimited amount of time. The ANP staff can modify server capabilities to accommodate any client's needs. Should the necessity for electronic data transfer arise, a process can be promptly implemented by ANP's IT coordinator to meet the Workforce West Virginia's needs. ANP has capabilities to e-mail completed transcripts to whoever they are instructed to, and host the completed transcript on the server for client retrieval at a later date.

14. Each client has a secure, password-protected folder on the server that contains completed transcripts that are accessible to the client at any point in time. The State of West Virginia may request that a CD-ROM be mailed at any point as ANP can keep copies of completed files and duplicate them at any time.
15. If the client wishes that ANP not retain a copy of the transcript ANP will delete the file from the system.
16. ANP Transcriptions is perfectly suited to complete transcriptions for the State of West Virginia, as requested in the RFQ issued May 26, 2010. ANP has reviewed and agreed to all contract stipulations, clauses, details, formats, and penalties. Enclosed in this response is a list of references that will confirm ANP Transcriptions' past performance in being the finest transcription company specializing in high-volume transcription, with the ability to process a short turnaround time. ANP's staff is prepared to manage the services the State of West Virginia requests. We look forward to a productive and lasting business relationship.

II. Assessment of Work to be Performed

1. ANP Transcriptions is fully capable to carry out all transcription (and translation services, if needed) for the State of West Virginia. Verbatim Transcription for administrative investigations, hearings and pre-trial/trial and post trial proceedings are a specialty at ANP Transcriptions. ANP's US-based transcriptionists are rigorously tested in their multi-speaker abilities and skill with technical terms in their field. Transcriptionists constantly work with audio at all levels of volume and clarity. If the client can hear the audio, it will be reflected in the transcript.
2. ANP's current infrastructure is equipped to efficiently carry out the services stated within the solicitation. ANP's internal structure will continue to operate as it already does in order to handle the increased work from the State of West Virginia. ANP does not need to incorporate any additional modifications to the current production model in order to suit the requirements specified.
3. ANP Transcriptions employs specialized teams of transcriptionists that are departmentalized based on their specialty and expertise in the areas of legal proceedings, government affairs, medical specialties, pharmaceutical studies, corporate events, research projects, and advertising interviews and focus groups. The Workforce West Virginia assignments will be worked on by those transcriptionists experienced in legal transcription; including hearings, meetings, and interviews, and any other events as required.

III. Scope of Requested Service

1. Audio and Video Formats

- 1.1 A large portion of ANP's clients prefer to supply the production team with analog recordings such as 2 and 4 track cassette tapes. However, a growing portion of clients prefer digital file uploads. ANP supports an internal digital workflow that facilitates the creation of accurate transcriptions and efficient turnaround time. Analog audio sources are converted into digital mp3 files and hosted on our network that allows a transcriptionist to manage her workload successfully. ANP can receive audio and video in any format including micro-cassettes, cassettes, digital minidisks, VHS or Beta, .wav, .mp3, .wma, .ra, .rm, .dss, .vob, .mpeg2 and .avi All audio and video transcribed by ANP is archived on its server a month following completion of the transcript, this time can be lengthened or shortened by request.

2. Transcript Formats

- 2.1 ANP works primarily in Microsoft Word. ANP will tailor the transcript to meet the State of West Virginia's specifications
- 2.2 Each transcript will follow all specifications provided and described under Transcribing of Hearings and Typing of Decisions/Orders.
- 2.3 As mentioned ANP can follow any formatting request by the State of West Virginia; not only limited to the specified document formatting for the transcripts but document overall presentation as well. ANP will adhere to all the rules established in compliance with the provisions set in regards to font, page size, margins, line spacing, headers/footers, left-justified line numbers, specified abbreviation requests, and any additions or changes to the requested format.
- 2.4 The Quality Control Department will work from the electronic version of the document. Along with being sure the above mentioned adheres to the State of West Virginia's prerequisites, the quality control department will also be checking each file for accuracy, spelling, and grammar.
- 2.5 All written transcripts shall comprise a full and verbatim record of each tape, reel, or digital media. We shall produce an official court transcript in proper format.
- 2.6 We will provide an alphabetized keyword index at the end of each transcript.

3. Transcriptionists

- 3.1 ANP will dedicate specialized transcriptionists, knowledgeable in legal proceedings for work on the State of West Virginia's audio (and video, if needed). If ANP deems it necessary to increase the team of transcriptionists it can. At the company's disposal is a healthy resource of competent transcriptionists who have been thoroughly screened before joining the Transcription Team at ANP.
- 3.2 Only those transcriptionists with a background in the content will be performing the transcription for the Workforce West Virginia documents. Included in the team ANP will provide transcriptionists with experience in legal foreign language translation, including, but not limited to Spanish. ANP has a large, competent pool of transcriptionists to accomplish the State of West Virginia's work and will give this project their utmost attention. ANP values communication between its staff which allows for any additional client requests to be implemented in the transcript and passed to all personnel working on the transcript in a timely fashion.

4. Accuracy

- 4.1 ANP specializes in verbatim transcription, and has many clients who rely on the accuracy of ANP transcripts. Accurate transcriptions are essential to the success of this transcription firm. In a recent survey completed by ANP clients, ANP was applauded for its dedication to accuracy and ability to consistently meet deadlines as its greatest assets. Transcriptionists sign contracts that allow for penalization if work is inaccurate or delayed. This policy encourages them to pay close attention to detail and accuracy while transcribing their assigned audio and video.
- 4.2 Any transcript delivered with errors will be accepted by ANP to be reviewed and corrected at no cost. ANP stands behind the quality of its product and this policy is not only in effect for Workforce West Virginia, but also for all of ANP's clients.

5. Turnaround

- 5.1 Transcripts completed before the specified time will be returned promptly, once they have been internally reviewed.
- 5.2 ANP has more than the ample amount of capable personnel to meet all deadlines. The same method of splitting audio and video portions mentioned above would apply to audio and video of substantial length that needs to be returned in the same business day, if necessary.

6. Storage

- 6.1 ANP will keep electronic versions of the completed work for two years, from the date of completion.
- 6.2 Should it become necessary to Work Force West Virginia, ANP can implement changes to the process. ANP offers space on its secure FTP server at no additional cost. ANP's secure FTP server is a vital component of the production process. The FTP site transfers audio and video recordings, supplementary transcription materials, and actual transcriptions. This is available by anyone with the proper username and password produced by ANP.
- 6.3 The server will store all the audio, video until each project has been delivered, we will keep longer or remove immediately if the State of West Virginia requests. The server safely stores transcripts for all work performed by ANP, clients can only see their transcripts. During this time, transcripts are available to clients at cost of printing and delivery. The server is regularly backed up to an external hard drive.

7. Pick Up and Delivery

- 7.1 ANP has the capabilities to satisfy the retrieval and delivery requirements of transcribed documents for Work Force West Virginia. Using the preferred courier of the USPS, any audio or video not sent electronically, will be packed for shipment to ANP headquarters located in Suffern, NY. All shipping charges are paid for by ANP Transcriptions and included in the prices provided by ANP.
- 7.2 ANP will submit all transcription files either electronically in Microsoft Word 2003 or deliver hard copies, unless the State of West Virginia decides to send and receive audio/video electronically via our secure FTP server or via e-mail. Whichever delivery method is used, the submission will adhere to specifications made by the State of West Virginia.
- 7.3 The finished files will also be accessible via ANP's secure server. If use of this method is desired, Work Force West Virginia, will be provided with a unique username and password that will correspond to the web address <http://myfiles.anptranscriptions.com>. All permitted users can access the transcripts (and audio, if necessary) from any remote location.

8. Confidentiality

- 8.1 All ANP transcriptionists must sign a confidentiality agreement with ANP Transcriptions in order to work for the company. ANP understands the importance of secure and restricted material. ANP transcribes a lot of sensitive projects and has several confidentiality agreements with its various clients. In agreeing to the terms of this contract ANP claims it will not disseminate any of the content it transcribes to any source outside of the company. ANP will hold no position or relationship with, own any stocks or bonds of, or have any pecuniary interest in any participants of the speeches, depositions, or other work requirements under this contract.
- 8.2 Keeping in mind the model of confidentiality, no aspect of the transcription will be sold or disseminated to any persons not involved in this project. All people involved with the transcription of the audio and video will have agreed to confidentiality terms before seeing or hearing any work from the State of West Virginia.

9. Legibility of Copies

- 9.1 Each transcript will be in Microsoft Word 2003 format and be clear and legible. All printed transcripts will come from a Hewlett Packard printer. There are two backup printers should ANP experience any difficulties with the primary printer. Pages will be free of smudges and extraneous marks.

10. Customer Service

- 10.1 ANP manages a dedicated customer support help line, 1-877-797-7047 ext. 2. ANP will allocate a representative to be the primary contact for this account. In the event that this representative is not available, ANP has other representatives that will be constantly informed of ongoing projects for Work Force West Virginia during the time the primary representative is not accessible. The representative will be available during regular business hours: 8:00 AM to 6:00 PM EST.
- 10.2 The Sales Representative, Albert Suied, for this work will be the primary contact for the State of West Virginia. This Sales Representative can meet and be available to discuss with the Contract Manager, upon request to discuss any matters the State of West Virginia wishes to address.

11. Payment

- 11.1 ANP accepts payment of credit card, conventional check, and PayPal or any other electronic means with no additional fees.

12. Invoicing

- 12.1 ANP will adhere to the invoicing procedures as required by the State of West Virginia to develop a mutually beneficial delivery/billing system. Any invoice discrepancy shall be handled professionally and in a courteous and expeditious matter. Each invoice will include, but is not limited to: invoice number and date, remittance address, "bill to" and "service/delivery" addresses, contract number, contract shipping order (CSO), account number, service/item descriptions as appropriate, unit prices and extensions and the invoice total.
- 12.2 ANP's detailed Job Management Page contains a feature that allows for a report to be furnished on a client basis. ANP can furnish this report for Work Force West Virginia, fifteen (15) days after the end of each reporting period, which occurs on a monthly basis. The report can be tailored to have the specific information requested by the State of West Virginia.

13. Contract Period

The term of this contract shall be for a base period of one (1) year, with possible renewal for up to two (2) additional one year periods as discussed and negotiated between ANP and the State of West Virginia.

14. Contact

13.1 Albert Suied will be handling all relations with the State of West Virginia.

His contact information is as follows:

Asuied@anptranscriptions.com

Direct: 845-369-8624

Toll: 877-797-7047

Fax: 845-369-7234

75 Montebello Rd. Suite 200

Suffern, NY 10901

www.anptranscriptions.com

IV. Employee Biographies

1. *Albert Suied – President*

Albert Suied graduated SUNY Plattsburg with a BS in Management. He went on to apply those skills in a career in sales. Of most relevance, Mr. Suied started work for a transcription firm in Manhattan in 2000. There he learned about the transcription industry and developed two of the company's weakest markets to their strongest: education and translation. As a leader in the sales department Mr. Suied cultivated his client base that started with \$500,000 in sales and almost tripled that figure over the course of two years. He was able to do this with a strong belief in customer relations and always putting the client first.

Albert started ANP Transcriptions in 2002 with a strong idea of how to best maximize the resources available to a transcription business. ANP was developed with the belief that superior customer service will generate loyal clients. The result is in the number of client referrals ANP has received over its almost **seven** years of operation. In developing his own company, he instituted modifications for a smooth running, streamlined, production department.

Used to starting fresh relationships and working in new environments, Mr. Suied is no stranger to receiving new contracted work and keeping his customers pleased with his product. As President of ANP Transcriptions, Mr. Suied oversees all aspects of the business. His attention to customer service is passed on to all employees in the sales department. Having been in the transcription business for over eight years, he is consulted on all decisions made by the company.

Mr. Suied is also the head of the accounting department and performs the billing for all clients. He will be invoicing the County of Sacramento, per the specifications of the County auditor-controller's office, for the work performed during the term of this contract. Mr. Suied proficiently handles the invoicing of 75 clients.

2. Larry Perrone – Director of Production

After graduating from Pace University with a Bachelor's of Science, Larry Perrone started his career in Information Systems. Working in the digital publication industry at IEEE as a Project Manager Mr. Perrone excelled in his role of producing over 60 web-based publications.

In 2002 Mr. Perrone teamed up with Albert Suied and outlined the business plan for ANP Transcriptions. The career jump was fitting as Mr. Perrone's final product still related to publishing material that would be read by a large customer base.

Mr. Perrone's expertise in IT combined with Mr. Suied's knowledge of the ideal transcription firm merged to form an efficient production department headed by Mr. Perrone that both were pleased with. Mr. Perrone makes sure that ANP utilizes the tools and technologies afforded by today's society to maximize efficiency in production. Mr. Perrone has grown with the production department's success and developed simple yet economical processes.

As head of the production department, Mr. Perrone directly oversees the entire transcription process from tape arrival to document transmission to the client. Mr. Perrone successfully manages multiple ongoing jobs at once using tools he developed at ANP allowing him to monitor all jobs and be alerted if anything needs immediate attention. During ANP's busy time, Mr. Perrone will oversee the conversion of over 200 hours of audio to transcription in a week.

V. Client References

Sacramento County, District Attorney's Office

Client Contact: Helen Griffith
Title: Chief of Information Technology
Phone: (916) 874-8094
E-mail: GriffithH@sacda.org
Address: 721 9th Street, Suite 200
Sacramento, CA 95814

HRA/DSS – Office of Legal Affairs

Client Contact: Andrew Tallis
Title: Associate General Counsel, Child Support Litigation & Program Counseling Unit
Phone: (212) 331-5951
E-mail: tallisa@hra.nyc.gov
Address: 180 Water Street, Room 1807
New York, N.Y. 10038

National Archives for Black Women's History


Client Contact: Kenneth Chandler
Phone: (202) 673-2402 x240
Fax: (202) 673-2415
Address: 1318 Vermont Avenue, NW
Washington, DC 20005-3607

VI. Non-Disclosure Statement

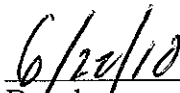
No officer or employee or person whose salary is payable in whole or part from the State of West Virginia or the aforementioned, is directly or indirectly interested therein or in the supplies, materials or equipment and work or labor to which it relates, or in any portion of the profits thereof.

Bidder is not in arrears to the State of West Virginia, or to any agency upon a debt or contract or taxes, and is not defaulter as surety or otherwise upon any obligation to the state to any agency thereof, except as set forth in this bid.

The several matters stated and information furnished herein are in all aspects true. ANP Transcriptions understands all terms of the contract, its amendments, and conditions.



Albert Suied
President
75 Montebello Road, Suite 200
Suffern, NY 10901



Dated:

3. COST PROPOSAL

	Estimated Annual Pages*		Price Per Page	Cost
Transcribing Hearings from Cassette Tapes or Digital Recordings	30,000	x	<u>2.25</u>	<u>67,500</u>
Transcribing Telephone Dictation	7,000	x	<u>2.25</u>	<u>15,750</u>
Typing of Decisions/Orders	20,000	x	<u>2.25</u>	<u>45,000</u>
Documentation copying (extra copies of transcripts)	300,000	x	<u>.10</u>	<u>30,000</u>
TOTAL				<u>\$ 158,250</u>

*Estimates are for calculating purposes only.

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. Application is made for 2.5% resident vendor preference for the reason checked:

- Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
- Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or** 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
- Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or,**

2. Application is made for 2.5% resident vendor preference for the reason checked:

- Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**

3. Application is made for 2.5% resident vendor preference for the reason checked:

- Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**

4. Application is made for 5% resident vendor preference for the reason checked:

- Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**

5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

- Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**

6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

- Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: ANP Reporting

Signed: [Signature]

Date: 6/2/10

Title: President

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. WV10867

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: ANP Reporting

Authorized Signature: [Signature] Date: 6/22/10

State of New York

County of Rockland to-wit:

Taken, subscribed, and sworn to before me this 22 day of JUNE, 2010

My Commission expires 7/1, 2011

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]

NORMAN TREISTMAN
Notary Public, State of New York
No. 4983676
Qualified in Rockland County
Commission Expires July 1, 2011