

QUOTATION

NO. WWV-11865

FOR

WORKFORCE WEST VIRGINIA



27 Wynfield Trace
Winfield, WV 25213

Phone: 304.586.2930
Mobile: 304.541.0332
Fax: 866.783.0511

Email: dct@dctadvisors.com

RECEIVED

2010 AUG 17 AM 10:27

WV PURCHASING
DIVISION

INTRODUCTION

DCT Advisors LLC is a limited liability company founded by Dennis C. Taylor, who serves as its owner and manager. The mission of DCT Advisors is to provide policy, legal and communication expertise to leaders in higher education, government, business and non-profit organizations who seek to make positive change and build organizational capacity. DCT Advisors provides services in six broad areas, all but one of which are relevant to this Request for Quotations (RFQ): technical writing (including grant writing), strategic planning, research and evaluation, training and development, government relations and legal services.

MANDATORY REQUIREMENTS

DCT Advisors LLC and its owner Dennis Taylor meet all of the mandatory criteria contained in section 3.3 of the RFQ:

The vendor must be able to conduct the work and prepare the reports as outlined in the Scope of Work identified in this RFQ.

Dennis Taylor has a broad range of experiences in higher education, workforce development, strategic planning, research, technology, and technical writing to accomplish a multi-faceted project like this one. Additional information about Mr. Taylor's experience appears in his attached curriculum vitae and at the DCT Advisors LLC website (<http://dctadvisors.com>), which discusses his experiences in each of these areas and provides links to work product. Before forming DCT Advisors LLC, Mr. Taylor served as Vice Chancellor for Administration for the West Virginia Higher Education Policy Commission (WVHEPC) and the West Virginia Community and Technical College System (WVCTCS) where he oversaw administrative services, finance and facilities, financial aid, student services, legal services, human resources, academic affairs, and WVNET. Mr. Taylor also oversaw research and technology (now called policy and planning) during a portion of his tenure there. Finally, Mr. Taylor served as public higher education's primary contact with the West Virginia Legislature. Dennis Taylor also has served as chief of staff for the West Virginia Department of Education and the Arts, general counsel and director of human resources for Tyler Mountain Water Company, Inc., an associate with the law firm of Goodwin and Goodwin, LLP, and a judicial law clerk for United States District Court Judges Joseph R. Goodwin and Robert C. Chambers. Mr. Taylor graduated magna cum laude and Order of the Coif with a juris doctor degree from Washington and Lee University. He also earned a bachelor's degree magna cum laude in speech communication and a master's degree in communication studies from Marshall University.

*The vendor **must** have experience in consulting and plan design services to a client involving dislocated workers, employee location pools, identification and availability of skilled workers, and industry clusters.*

Dennis Taylor and DCT Advisors LLC has relevant recent experience doing the following work:

- Working with a wide variety of constituency groups to develop the West Virginia Community and Technical System master plan;
- Developing a green jobs education and training plan and forming and facilitating the start-up of state and regional industry sector partnerships to support education and training for unemployed workers, dislocated workers, and current workers in need of green skills upgrades and leveraging \$6 million in federal funding to accomplish it;
- Conducting detailed labor analyses for jobs in the building and construction trades and mechatronics-related fields in assembling grant proposals.

*The vendor's professional personnel **must** have met continuing professional education requirements as mandated by their profession within the preceding two years.*

Dennis Taylor satisfied his continuing legal education requirements for the July 2008 to June 2010 reporting period.

*The vendor **must not** have any litigation taken or pending against the vendor during the previous three (3) years by any government regulatory bodies.*

Neither DCT Advisors LLC nor its owner Dennis Taylor has ever had any litigation taken against it or him by any government regulatory body.

*The vendor **must not** have any external quality control review reports that reflect negatively on the vendor within the past three (3) years.*

Neither DCT Advisors LLC nor its owner Dennis Taylor has ever had any external quality control review reports that reflect negatively on DCT Advisors LLC or Dennis Taylor.

*The vendor **must** be able to deliver the reports required in the time provided in section 3.2 under Timeline.*

DCT Advisors LLC can deliver the required reports within the proposed nine (9) month performance period. Mr. Taylor expects to be able to devote almost half of his time over the next nine months to this project. In addition, Mr. Taylor expects to rely on

Sandra Linn, an independent contractor with whom he has worked on all the projects referenced in this proposal, and his executive assistant Beth Dotson to perform some of the work.

The vendor must have provided similar services as requested in this RFQ for at least two other clients.

Dennis Taylor and DCT Advisors LLC have provided similar services for the benefit of WorkForce West Virginia and the West Virginia Community and Technical College System. Dennis Taylor assisted WorkForce West Virginia staff in the development of a state energy sector partnership grant that involved formation of a state and regional industry sector partnerships, an analysis of workforce needs, and development of an education and training inventory. Mr. Taylor assisted West Virginia Community and Technical College System staff to develop its 2010-2015 strategic plan, which includes a major workforce development component.

The vendor must have knowledge of the federal, state and regional Workforce Investment Act.

Dennis Taylor has worked with Workforce Investment Act programs since 2004, first as the person responsible for overseeing and coordinating student financial assistance for West Virginia's two- and four-year public higher education institutions and second in coordinating a U.S. Department of Labor state energy sector partnership grant through which he has worked carefully with individuals at the federal, state, and regional levels, including all seven regional Workforce Investment Board directors.

The vendor must ensure that each employee assigned to this project must have at least one year of experience in providing consulting services related to the Workforce Investment Act.

DCT Advisors and Dennis Taylor have spent more than one year working with WorkForce West Virginia on the state energy sector partnership grant. Mr. Taylor also worked with Governor's Workforce Investment Office officials in 2001-2002 to make changes to that office.

DENNIS CLEVELAND TAYLOR

27 Wynfield Trace • Winfield, West Virginia 25213
Mobile Phone: 304.541.0332 • Work Phone: 304.586.9237 • Work Fax: 866.783.0511
Email: dct@dctadvisors.com • Website: www.dctadvisors.com

PROFESSIONAL EXPERIENCE

OWNER/ MANAGER <i>DCT Advisors LLC</i> <i>DCT Legal Advisors PLLC</i>	2009-PRESENT <i>Winfield, West Virginia</i> <i>Winfield, West Virginia</i>
VICE CHANCELLOR FOR ADMINISTRATION <i>West Virginia Higher Education Policy Commission</i> <i>West Virginia Community and Technical College System</i>	2004-2009 <i>Charleston, West Virginia</i>
CHIEF OF STAFF <i>West Virginia Department of Education and the Arts</i>	2001-2004 <i>Charleston, West Virginia</i>
ADJUNCT PROFESSOR <i>Marshall University</i>	2000-2006 <i>Huntington, West Virginia</i>
GENERAL COUNSEL/ DIRECTOR OF HUMAN RESOURCES <i>Tyler Mountain Water Co., Inc.</i>	1999-2001 <i>Poca, West Virginia</i>
ASSOCIATE <i>Goodwin & Goodwin, LLP</i>	1996-1997 <i>Charleston, West Virginia</i>
JUDICIAL LAW CLERK <i>U.S. District Judge Joseph R. Goodwin</i> <i>U.S. District Judge Robert C. Chambers</i>	1995-1996, 1997-1999 <i>Huntington, West Virginia</i> <i>Huntington, West Virginia</i>

EDUCATION

JURIS DOCTOR <i>Washington and Lee University</i> <ul style="list-style-type: none">▪ Magna Cum Laude; Order of the Coif▪ Managing Editor, <i>Washington and Lee Law Review</i>	<i>Lexington, Virginia</i>
MASTER OF ARTS IN COMMUNICATION STUDIES <i>Marshall University</i>	<i>Huntington, West Virginia</i>
BACHELOR OF ARTS <i>Marshall University</i> <ul style="list-style-type: none">▪ Magna Cum Laude▪ Major: Speech Communication; Minor: Political Science	<i>Huntington, West Virginia</i>

SKILLS

PUBLIC POLICY

Experience

- Assisted Chancellors in developing and implementing public policy agendas for Higher Education Policy Commission (HEPC) and Community and Technical College System (CTCS).
- Leading project to develop CTCS master plan for FY 2011 through FY 2015. Served on HEPC master plan task force, master plan implementation committee and institutional compact review committee.
- Developed WorkForce West Virginia's green jobs education and training plan.
- Oversaw divisions of academic affairs and research. Responsible for producing West Virginia Higher Education Report Card and numerous other reports.
- Participated on committees to review two for-profit institutions' requests to operate in West Virginia.

Accomplishments

- Worked with a broad range of constituency groups, including institutional presidents, academic affairs officers, chief financial officers, chief technology officers, student affairs officers, financial aid directors, and human resources administrators, as well as advisory councils of faculty, classified employees and students, to develop a consensus around public policy issues and proposed statutory and rule changes.
- Worked with legislators to establish goals and objectives and a new accountability system for higher education, give greater operational flexibility to West Virginia University and Marshall University, and restructure state-level financial aid programs to better fulfill state policy goals.
- Worked with a broad range of constituency groups to develop WorkForce West Virginia's green jobs education and training plan and leverage \$6 million in funding from the United States Department of Labor.
- Implemented legislation – SB 448 (2004) and HB 3215 (2008) – that created independent community and technical colleges. Facilitated institutional agreements on divisions of assets and liabilities, sharing of services and separation of databases.
- Drafted rules to address various public policy issues, including higher education accountability; rule-making; presidential selection, evaluation and compensation; community and technical college finance; and need-based financial aid.
- Oversaw processes of selecting peer institutions for West Virginia two-year and four-year institutions to facilitate accurate national comparisons.

LEGISLATIVE AND LEGAL AFFAIRS

Experience

- Coordinated legislative activities for HEPC and CCTCE. Served as liaison between elected officials and higher education institutions and between elected officials and various education and arts agencies.

- Supervised higher education legal services staff, which handles various legal matters for public higher education institutions.
- General counsel for corporation. Provided legal advice, drafted and reviewed legal documents, and directed retained counsel. Ensured federal and state legal compliance for multi-state business.
- Specialized in business and employment law as associate in law firm. Handled many of firm's major legal research and writing projects.
- Former judicial law clerk for two federal judges. Assisted judges in performing legal research, drafting opinions and orders, and preparing for and conducting trials.
- Taught upper-division undergraduate course in legal communication focusing on communication theory, rhetoric, and trial and appellate advocacy techniques as adjunct faculty member.

Accomplishments

- Assisted legislators to draft numerous major pieces of legislation, including SB 603 (2005) (higher education flexibility), HB 4049 (2006) (financial aid), SB 273 (2008) (research trust fund), SB 638 (2008) (Vision 2020), HB 3215 (2008) (community and technical college independence), SB 373 (2009) (PROMISE scholarship) and HB 3340 (2009) (data sharing compact). Developed excellent relationships with executive and legislative branch officials as legislative liaison for higher education system.
- Drafted appellate briefs in *Vandevender v. Sheetz*, 490 S.E.2d 678 (W. Va. 1997), which produced a \$466,000 reduction in a jury's punitive damage award.
- Assisted Judge Goodwin in drafting decisions in *Collard v. Smith Newspapers*, 915 F. Supp. 805 (S.D. W.Va. 1996), and *Pen Coal Co. v. William H. McGhee & Co., Inc.*, 903 F. Supp. 980 (S.D. W. Va. 1995).

BUDGETING, FINANCE AND FACILITIES

Experience

- Supervised budgeting process for HEPC, CTCS and the Department of Education and the Arts. Worked with various constituency groups to develop spending priorities and oversaw appropriation request and expenditure schedule preparation.
- Served as acting chief financial officer for higher education system, including oversight of system budgeting, capital and facilities management, auditing, and procurement, as well as day-to-day accounting, during most of my tenure as Vice Chancellor for Administration.
- Directed corporation's \$12+ million annual payroll operation, including federal, state and local tax payments.

Accomplishments

- Served as state executive and legislative branches' primary contact for higher education budget issues. The higher education budget exceeded \$500 million in state appropriations and over \$1.3 billion in total.
- Restructured system of allocating funds to two-year higher education institutions to align with state goals of increasing technical program offerings and improving retention and graduation rates. Drafted rule to facilitate implementation of new financing system. Developed strategy for setting community and technical college tuition and fee increases.

- Developed comprehensive plan, which was adopted by the Legislative Capital Projects and Facilities Needs Committee, to address higher education capital project planning, financing and management, as well as facilities maintenance.
- Completed two higher education bond issues totaling more than \$180 million. Obtained funding to support new \$75 million community and technical college bond issue.
- Developed virtually all processes for handling budgeting, purchasing, accounts payable, accounts receivable, payroll, investments, and grants within the Office of the Secretary of Education and the Arts.

HUMAN RESOURCES

Experience

- Administered personnel classification and compensation system for more than 5,000 higher education employees.
- Oversaw three-year higher education personnel study that examined numerous human resources issues, including job classification, compensation, pay-for-performance, and professional development. Provided project participants with high-level classification and compensation system training through the World-at-Work Society and created work teams to study various issues.
- Managed human resources, including staffing, compensation, training and development, employee benefits, safety, and risk management as human resources director for manufacturing company with 300 employees in five states.

Accomplishments

- Developed and submitted proposal to Legislative Oversight Commission on Education Accountability containing seventy-four recommendations to overhaul higher education classification and compensation system and address other human resources issues.
- Supervised safety and risk management programs and managed workers' compensation claims for manufacturing company. Developed safety incentive plan that produced dramatic decreases in safety incidents and workers' compensation claims.
- Administered corporation's employee benefit plans. Changed health benefits administrator and network, as well as life insurer, to save money and provide better service for employees. Converted profit-sharing plan to 401(k) plan.

ADMINISTRATION

Experience

- Managed day-to-day operations for HEPC and CTCS, two agencies with approximately 65 employees (excluding WVNET) and an overall operating budget in excess of \$120 million (including \$80 million in state-level financial aid).
- Coordinated activities for agencies with approximately 1,000 employees and \$100 million in annual expenditures within the West Virginia Department of Education and the Arts. Managed day-to-day operations of Office of the Secretary.
- Facilitating start-up of WorkForce West Virginia's \$6 million GREEN-UP initiative to train more than 1,800 unemployed, laid off, incumbent, and other workers.
- Directed legal and human resources department for corporation.
- Former managing editor of the *Washington and Lee Law Review*.

Accomplishments

- Implemented legislation to create two new state agencies: the Coal Heritage Highway Authority and the Center for Nursing. Arranged for initial board appointments, establishment of funds through the State Auditor and Treasurer; acquisition of FEINs; creation of payroll, benefits and similar accounts; and initial operations.
- Reduced workforce while avoiding layoffs at two agencies over a four-year period when state appropriations decreased.
- Created weekly series of hour-long training programs for central office employees.
- Published seven issues of the four-issue-per-year *Washington and Lee Law Review* to bring publication up-to-date.

FINANCIAL AID AND STUDENT SERVICES

Experience

- Supervised the division of financial aid and student services. Responsible for administering \$80+ million in student financial aid programs, including the PROMISE scholarship program, higher education grant program, higher education adult part-time student grant program and other smaller financial aid programs.
- Worked with various constituency groups, including the West Virginia Advisory Council of Students, the West Virginia Association of Student Financial Aid Administrators, and the West Virginia Association of Student Personnel Administrators.

Accomplishments

- Working with legislators, financial aid administrators and others, restructured need-based financial aid programs to better meet state goals for serving non-traditional students. Developed and obtained HEPC, CTCS and legislative approval for a higher education grant rule.
- Established financial aid reconciliation process to better meet the needs of institutional financial aid and finance offices and students.

TECHNOLOGY

Experience

- Oversaw WVNET, a state agency with approximately 40 employees that provides telecommunications and computing services for higher education institutions, public schools and state government.
- Managed ATM networking project for Office of Secretary.
- Proficient with Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Publisher, WordPerfect, Crystal Reports, WebCT and other computer software.

Accomplishments

- Working with WVNET staff, addressed financial audit findings, strengthened internal controls, and established cash management system.
- Saved the State of West Virginia approximately \$1 million in resolving ATM network telecommunications billing issues; negotiated settlement of Oracle product licensing dispute that saved institutions hundreds of thousands of dollars.

- Taught legal communication class utilizing WebCT course management software.
- Selected and customized corporation's human resources information system; created form bank and retrieval system accessible through computer network for two federal judges and law firm.

BOARDS AND COMMISSIONS

Covenant House Board of Directors	2010-Present
Bridgmont Community and Technical College Foundation Board of Directors	2010-Present
West Virginia Library Commission	2009-Present
West Virginia Civics Literacy Council	2007-Present
West Virginia Reading For the Blind and Dyslexic Board of Directors	2009
WVNET Computer Advisory Board/Policy Board (former Chair)	2001-2009
Distance Learning Coordinating Council	2001-2007
Governor's Advisory Council on Education Technology	2005-2007
Partnerships to Assure Student Success Advisory Board	2003-2004
Commission for National and Community Service	2002-2004
Council of Telecommunications Users	2002-2004
Traumatic Brain/Spinal Cord Injury Board	2001-2003

PROFESSIONAL MEMBERSHIPS

West Virginia State Bar	1995-Present
World-at-Work Society	2006-Present
National Association of College and University Business Officers	2004-2009
National Association of State Student Grant and Aid Programs	2004-2009
National Association of Student Financial Aid Administrators	2004-2009
College and University Professional Association for Human Resources	2005-2009

LICENSES AND CERTIFICATIONS

Licensed to practice law by West Virginia Supreme Court of Appeals, U.S. District Court for the Southern District of West Virginia, and U.S. Court of Appeals for the Fourth Circuit.

Certified Compensation Professional, World-at-Work Society.

PUBLICATIONS

Dennis C. Taylor. *The State Does Track PROMISE Scholarships: West Virginia Will Know How the Program Works in Practice*, Charleston Daily Mail (March 2, 2006).

Dennis C. Taylor. *BMW of America, Inc. v. Gore: Just a Bad Paint Job Case?*, in West Virginia Defense Trial Notebook (1998).

Dennis C. Taylor. *Your Money or Your Life: Thinking About the Use of Willingness-to-Pay Studies to Calculate Hedonic Damages*, 51 Wash. & Lee L. Rev. 1519 (1994) (recipient of Steinheimer Award for best law review note).

Dennis C. Taylor. *Terrorism—American Style*, in *Orations—1988*. Interstate Oratorical Association (1988).

OTHER ACTIVITIES

Judge, high school and college speech and debate tournaments; member, Covenant House Development Committee; former member, Riverside High School Adopt-A-School Program; former agency coordinator, United Way Campaign; former tutor, Literacy Volunteers of America.

WORKFORCE WEST VIRGINIA
Cost Proposal/Bid Sheet for RFQ WWV-11-865
(Regional Innovation Grant Consultant)

Name of Proposing Firm or Vendor:

DCT Advisors LLC

Dennis C. Taylor

Task	Number of Hours*	Rate per hour	Total Proposed Cost
Entrance Conference (3.4 a.)	40	\$ 120 ⁰⁰	\$ 4,800 ⁰⁰
Consulting Report including SIP and feasibility studies (3.4 b. 1-8)	200	\$ 120 ⁰⁰	\$ 24,000 ⁰⁰
Physical and electronic copies of work papers (3.4 c.)	16	\$ 65 ⁰⁰	\$ 1,040 ⁰⁰
Three (3) on-site consultations (3.4 g.)	24	\$ 120 ⁰⁰	\$ 2,880 ⁰⁰
Power Point presentation of SIP (3.4.f)	40	\$ 120 ⁰⁰	\$ 4,800 ⁰⁰
Review or assist in marketing or promotional items (3.4.k)	40	\$ 120 ⁰⁰	\$ 4,800 ⁰⁰
Monthly status reports (3.4 i)	240	\$ 120 ⁰⁰	\$ 28,800 ⁰⁰
Analyze analysis software (3.4.l)	160	\$ 120 ⁰⁰	\$ 19,200 ⁰⁰
Exit Conference (3.4 h.)	40	\$ 120 ⁰⁰	\$ 4,800 ⁰⁰
Grand Total	800		\$ 95,120⁰⁰ **

*Number of hours provided above are for calculation and comparison purposes only and are not intended to reflect the number of hours projected to complete each task listed.

Note: The hourly rates listed are considered firm for the life of any purchase order that results from this RFQ.

Ancillary expenses (travel, meals, lodging, etc.) are to be included in Total Proposed Cost and proposed hourly rates.

**Bid award will be based on the Grand Total of the Total Proposed Costs

RFQ WWV-11-865

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: Dennis Taylor dba DCT Advisors LLC Signed: Dommie C. Taylor
Date: 08.13.2010 Title: Owner / Manager

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

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: DCT Advisors LLC

Authorized Signature: Dennis C. Taylor Date: 08.13.2010

State of West Virginia

County of Putnam, to-wit:

Taken, subscribed, and sworn to before me this 13th day of August, 2010.

My Commission expires February 17, 2019.

AFFIX SEAL HERE

NOTARY PUBLIC Cynthia Beth Dotson

