



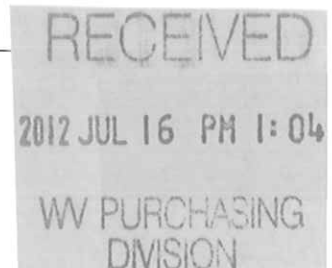
RAHALL APPALACHIAN
TRANSPORTATION INSTITUTE

**Response to a Request for Quotations Seeking the
Development of a GIS Database for the Digital
Conversion of Countywide Tax Maps**

Participating Institutions:

West Virginia State Tax Division
Property Tax Division
Greenbrooke Building
1124 Smith Street
Charleston, WV 25301

Marshall University Research Corporation on behalf of the
Nick J. Rahall, II Appalachian Transportation Institute
Marshall University
Huntington, West Virginia 25755



Project Objective

In an effort to assist the West Virginia Property Tax Division (WVPTD) and counties with their tax mapping programs, the Nick J. Rahall, II Appalachian Transportation Institute (RTI) proposes the development of a GIS database for the digital conversion of countywide tax maps using Environmental Systems Research Institute (ESRI) software. Specifically, this will entail the replication of a complete set of county tax maps and the production of a digital map book compliant with state/local standards and specifications outlined in the TAX12007 Request for Quotation.

Background

RTI, a nationally recognized center of excellence for rural transportation research, was established through the Transportation Equity Act for the 21st Century passed by Congress in 1998 and funded through a grant from the Research and Special Program Administration (RITA) of the US Department of Transportation. As a University Transportation Center, RTI has cultivated relationships with private industry and public agencies to leverage resources, technology and strategic thinking to improve mobility and to stimulate economic development. RTI has taken the lead in conducting site-specific research, supporting the multimodal planning and analysis to improve mobility and global connectivity for rural regions.

RTI has completed multiple county-wide tax map conversions using ESRI, including its most recent version Arc 10. Other significantly related capabilities and experience include: geodatabase design and deployment, data format conversion, analysis and modeling, cartography, application development, enterprise GIS, and training. The RTI team has developed extensive experience via tax map conversions for 11 counties in partnership with the WVPTD over the past decade. Those counties include: Wood, Pendleton, Raleigh, Mason, Wayne, Ritchie, Gilmer, Barbour, Wetzel, Wirt, and Mineral.

With a highly trained and motivated team of professionals, skilled in the latest GIS software and cutting-edge technology, RTI stands ready to provide the quality services necessary to meet the technical specifications outlined in the request for quotations in a timely and efficient manner.

Staffing and Resources

RTI employs a number of highly qualified staff members who have studied GIS in both undergraduate and/or graduate environments and currently work in the production setting at RTI. RTI employees also have extensive experience with the standards set forth by the International Association of Assessing Officers (IAAO) and the Federal Geographic Data Committee (FGDC). Staff members who will provide dedicated roles as part of the work outline within this response are briefly highlighted below.

- Juan Barrios, GeoSpatial Manager, graduated from Marshall University in 2001 with his M.S. in Physical Science with an emphasis in Geobiophysical Modeling (remote sensing). Barrios possesses designations as a Certified Geographic Information Systems Professional and a Certified ER Mapper Instructor (Remote Sensing). He has more than 10 years of GIS experience including the conversion of countywide tax maps.
- Curtis Jones, Geospatial Analyst 2/ GIS lab Manager, has his M.S. in Physical Science with an emphasis in Geobiophysical Modeling (remote sensing). A 2007 graduate of Marshall University, he has 5 years of GIS experience including work on countywide tax maps conversion.
- Tuan A. Nguyen, GIS Technician/team leader, has his M.S. in Physical Science with an emphasis in Geobiophysical Modeling. He is a 2011 graduate of Marshall University and has 4 years of GIS experience working on countywide tax map conversion.
- Lan Nguyen, GIS Technician/IT, has his M.S. in Physical Science with an emphasis in Geobiophysical modeling (remote sensing). A 2011 graduate of Marshall University, he has 3 years of GIS experience working on countywide tax map conversion.
- Pavan Lakkaraju, GIS Technician/team leader, has his M.S. in Physical Science with an emphasis in Geobiophysical modeling (remote sensing). A 2011 graduate of Marshall University, he has 4 years of GIS experience working on countywide tax map conversion.

RTI maintains a dedicated GIS lab with a portion of those resources specifically devoted the countywide tax map conversion project. This lab is well equipped with sustainable hardware/software resources and adequate workspace to accomplish the digital conversion process and map book production as set forth in the TAX12007 RFQ.

Methodology

RTI's workflow for the cadastral mapping project is created based on an extensive history of work with the WVPTD and statewide mapping procedures. The workflow includes 4 main phases (Pre-digitizing, Vectorization & Attribute Tagging – IAS Data Linking, Annotations Tagging, and Map Book Creation. Each phase is briefly described below:

PHASE 1: Pre-digitizing

Pre-digitizing is a preparation for technical works of tax map digitizing and final map series production.

- Database Design: configuration of a database on the RTI server to keep all project information including original and working data. All data is scheduled to be backed-up on a daily basis.
 - Input Data Folder: consists of the SAMB 2003 aerial orthophotography, original scanned tax maps from the WVPTD, and the IAS data.
 - Working Data Folder: includes rectified tax maps and its relative control points (link tables), snap shots of problems areas in each working district.
 - Geodatabase and SDE Connection: cadastral layers and annotations features will be stored in an ArcGIS Spatial Database (SDE connection and some other special functions are only supported in the spatial database). The SDE connection from the database to each user will allow multiple views and edits at the same time.
- Georeferencing: scanned tax maps will be rectified using an image-to-image method with “first-order polynomial (affine)” transformation, referencing 2-foot color imagery created by the SAMB in 2003. A minimum of 4 reference points shall be derived from identifiable features visible on both the tax map and the imagery.

Quality Control for Phase 1:

- Issues
 - Accuracy of Input Data
 - Georeferencing Errors
- Solutions
 - Investigate input’s metadata: coordinate system, date, horizontal accuracy, etc.
 - A target Root Mean Square Error (RMSE) less than 10 with a maximum threshold of 20.

PHASE 2: Vectorization & Attribute Tagging – IAS Data Linking

Boundaries of all parcels shall be digitized as closed polygons without slivers, gaps, or overlaps within an ArcGIS spatial database (with SDE connection). Then, the GIS technicians will enter attributes of each tax parcel according to information on the map. Table 1 provides an example of primary data attributes for tax parcels.

- Create New Shapefiles: parcel boundaries, lot lines, land hooks
- Digitizing: starting with a single county polygon, the Trace tool is used to produce boundaries between individual tax parcels using the rectified tax map images as a guide.
- Data Entry: the primary attributes of each parcel shall be entered following table 2. Other information/ fields may be added according to customer's requests (ex: owner's name and mailing address, deed information, etc.).
- IAS Data linking: the Join tool will be used to link IAS data and tax polygon's attributes. Unmatched records, which do not have a record either on the IAS database or the tax parcel layer, will be manually checked and reported in the Note field.
- Creating metadata for feature layers according to standards for FGDC digital geospatial data

Table 1: Primary attributes data of a tax parcel

Field Name	Meaning	Field Format	Example
CNUMBER	County Code	Text (2)	53
DNAME	District Name	Text (10)	Ritchie
DNUMBER	District Code	Text (2)	02
MAP	Map Number	Text (4)	1
INSET	Map Inset	Text (4)	N/A
MAP_SCALE	Map Scale	Text (4)	400
PID	Parcel Identification Number	Text (10)	24.1
PARCEL	Original Parcel Number	Text (4)	0024
SUBPARCEL	Parcel Split Number	Text (4)	0001
ACREAGE	Parcel's Surveying Area	Text (10)	12.5 Ac.
CALC_AC	Parcel's Calculated Area	Text (10)	13.1 Ac.
LOT_NUMBER	Lot Number	Text (5)	N/A
SPECIALID		Text (4)	0000
ROOTID ⁽¹⁾	Parcel Identifier	Text (25)	43-02- 1-0024-0001-0000
REV	Revision	Text (10)	RTI
REV_DATE	Revised Date	Text (10)	08/15/2011
NOTE	Note about a parcel	Text (50)	Acreage from Survey

Quality Control for Phase 2:

- Issues
 - Slivers, gaps, or overlaps between parcels
 - Missing features such as: lot lines, land hooks
 - Missing parcel attributes such as: PID, Acreage, etc.
- Solutions
 - Use the versioning function may help to reduce error while working together through SDE connection), and back up data regularly
 - Validate topology for parcel polygon shapefile

- Manually check for missing or inaccurate features/ attributes

PHASE 3: Annotations Tagging

Each object shall be created, sized, and aligned to fit the associated line work and map scales, and stored in separate layers. Object items include PID, dimensions, acreage, lot numbers, and miscellaneous features as required in the WV 189CSR3.

- Create annotation layers: manually or automated create annotation layers, including: acreage, PID, lot numbers, dimensions, etc.
- Edit/ adjust annotation features: add/ adjust annotation features due to information shown on scanned tax map.

Quality Control for Phase 3:

- Issues
 - Missing or inaccurate annotations (scale, typos, etc.)
 - Overlap between annotations
- Solutions
 - Use the labeling tool for annotation placement
 - Manually check and fix issues

PHASE 4: Map Book Creation

The map book is a series of maps with similar theme (usually based on location or geographic characteristics) that break large areas into smaller maps based on a dataset and an index layer. Following the conversion process map book will be created using the following methodology.

- Create a grid index layer to define spatial extent and reference of each map page.
- Setup “Data Driven Pages” to generate a set of output pages by taking a single layout and iterating over a set of map extents.
- Create map template including the map frame and contextual elements.

Project Schedule

Work on the project will begin upon receipt of a signed contract and initial payment, with a completion date for deliverables for this project on or before December 15, 2012. The tasks and approximate time for completion schedule are outlined below and in Table 2.

Kick-off meeting

As stated in the request for quotation, a “kick-off” meeting will be held within 15 days of the contract award date. Please see Table 2 for the full project schedule. This initial meeting will allow representatives from RTI, the West Virginia Property Tax Division, and Mingo County representatives to address potential needs, refined workflows, questions and concerns regarding the development of a GIS database and the conversion of county tax maps to a digital format. RTI recommends that, along with other representatives, the county provide an agent familiar with the information technology (IT) infrastructure currently in place with the county. This will facilitate an understanding of the county’s IT environment and allow RTI to make informed recommendations designed to assist the county with the efficient utilization of the completed GIS database and associated data.

The Kick-off meeting serves the primary purposes of establishing a common set of expectations for the involved institutions and the benefits of the digital conversion process and resulting application(s) for those creating and maintaining the data but also those who employ the information including government employees, private businesses, and citizens. Improved access to information results in reduced inquiry times as well as simplified updates and maintenance of information.

Pilot Project

RTI will undertake and complete a pilot project consisting of a district or a set of tax maps defined in consultation with the WVPTD and/or county. RTI will suggest a jurisdiction containing a combination of both district and corporation maps judged to be of moderate difficulty and representative of the challenges inherent with the full county conversion. The digitization of district and corporation maps present differing levels of complexity. The inclusion of both types of maps in the pilot project will allow RTI, the WVPTD, and the county to

more accurately assess the quality of the county’s maps, potential training needs, cost adjustments, vendor’s infrastructure capacity, strength of quality control methodologies and work schedule (IAAO 2012). Please see Table 2 for the full project schedule.

Full-scale Conversion

As stated in the request for quotation, RTI will provide monthly reports to the WVPTD that consist of working hours, linked table files of geo-referenced tax maps, data layers for quality control (QC) review and supporting documentation specific to each monthly report. Please see Table 2 for the full project schedule. RTI request that the WVPTD identify specific needs regarding (QC) data and potential variation in QC requirements on a monthly basis. RTI also requests that the WVPTD specify how and in what format the monthly reports and associated data are to be delivered. Traditionally, RTI has delivered report data to the WVPTD and respective counties on compact disc. However, other “real-time” delivery methods, such as secure FTP or secure HTTP, may be considered. RTI will submit the final deliverables on or before December 15, 2012.

Table 2. Break-down steps and estimate time-table of the Mingo Tax Mapping Project

Milestones	Date/ Days	Preliminary Estimate of Hours
Prepare detailed technical specification documents (preparation for kick-off)	TBD	72 - 80
Kick-off meeting	1 day (within a 15 days from contract award)	2 – 6
Pilot Project (will work on about 4500 – 5000 parcels)	(1 month, prefer to start a.s.a.p.) 8/1 – 31/8	
P1	8/1 – 3/8	60 – 80
P2	8/6 – 8/17	160 – 240
P3	8/18 – 8/27	240 – 300
P4	8/18 – 8/31	80 – 100
First Monthly Report	8/30 – 8/31	20
Balance of parcel work Monthly report in the next 3 months	9/1 – 11/30	
Project completion and delivery	12/1 – 12/15	

Deliverables

Specific deliverables for the project are broken down into monthly and final categories, each of which is outlined below:

- Monthly Deliverables
 - RTI will submit a monthly report to the WVPTD detailing working hours for each month, “Link Tables” files for geo-referenced tax maps, data layers for quality control review, and supporting documentation specific to each monthly report.
- Final Deliverables
 - RTI will submit a geodatabase consisting of separate polygon and polyline shapefiles representing roads, railroads, hydrologic features, and tax parcels.
 - RTI will submit digital annotation layers which represent symbols as they are displayed on the existing paper tax maps, road center lines, and road buffers.
 - RTI will submit layers representing hydrologic features, land hooks and other applicable data specific to the county tax maps.
 - RTI will provide WVPTD and county all geo-referenced tiff files and associated spatial data.
 - RTI will submit final MXD files and provide the ability to convert the MXD files to PDF format.
 - RTI will submit a one-time overhead cost analysis to WVPTD.
 - RTI will provide a final report for project milestone and/or results and the final tracking log used during the monthly progress reports.
 - RTI will provide the county with a development of procedures; new ESRI software updates (patches), service packs, and workflows for post-project maintenance, as needed.
 - RTI will assist the county with the installation of the map book and provide adequate assistance to begin maintenance of tax maps.
 - All digital data will be delivered on a media specified during the kick-off meeting with WVPTD.

Project Budget

RTI will provide its services for a fixed contract price of \$155,588.17. A breakdown of estimated costs is provided below. Budget table section provides the total number of parcels and tax maps for Mingo County, and a price breakdown.

Work outlined in this proposal would be performed as part of a fixed price contract. For the purpose of such a contract, a fixed price contract has no financial reporting requirements, no audit requirements, no references to costs being "reimbursable", no reference to Federal Circulars (except references to A-133) or Cost Accounting Standards (CAS) and no reference to limitations on types of allowable expenditures or prior approval issues related to expenditures.

Table 3. Budget Breakdown

County	# of Parcels (Maps)	Price/Parcel (Map)	Extended Price
30 Mingo	25,986	\$4.75	\$123,433.50
		Sub - Total	
GIS Map Link with IAS Database			
30 Mingo	N/A	N/A	\$1,000.00
		Sub - Total	
Finished Tax Map Publication			
30 Mingo	369	\$84.43	\$31,154.67
		Sub - Total	
Warranty of Fixes			
30 Mingo	Months in RFQ	N/A	
	6	Sub - Total	
		GRAND TOTAL	\$155,588.17

Standards of Work

RTI agrees that performance of the work described in this agreement shall be done in a proficient and professional manner and shall conform to professional standards. In West Virginia, the tax map rules and guidelines have not been revised since the early 1990's. In January 2007, the Tax Map Advisory Committee submitted revised tax map rules to the Property Valuation Training and Procedures Commission (PVC) for consideration. A main focus

is to update the rules for digital tax maps and electronic parcel data. In May 2007, the commission approved the revised procedural rule titled the *Statewide Procedures for the Maintenance and Publishing of Surface Tax Maps*. This new tax mapping became effective 27 February 2009. The PVC suggests that digital tax mapping should be compliant with WV Code of State Rules, WV State Code, Nationwide Standard/ Guidelines as shown in Table 4.

Table 4: Regulations and standards for digital tax mapping

Tax Map Resources	Date
W.Va. Code of State Rules	
Procedural Rule 189CSR3 – <i>Statewide Procedures for the Maintenance and Publishing of Surface Tax Maps</i> (Effective 27 February 2009)	2009
Legislative Rule 189CSR5 – <i>Tax Map Sales</i> (Effective 15 April 1992)	1992
W.Va. State Codes	
§11-1C-3. Property valuation training and procedures commission generally; appointment; term of office; meetings; compensation.	2008
§11-1C-4. Commission powers and duties; rulemaking.	
§11-1C-7. Duties of county assessors; property to be appraised at fair market value; exceptions; initial equalization; valuation plan.	
§7-2-6. Establishment of county boundary lines; filing of maps; changes.	
§11-3-1a. Magisterial districts as tax districts; legislative findings; term defined.	
Nationwide Standards and Guidelines	
<i>Standards on Digital Cadastral Maps and Parcel Identifiers</i> , International Association of Assessing Officers (IAAO)	2012
<i>Standards on Manual Cadastral Maps and Parcel Identifiers</i> , International Association of Assessing Officers (IAAO)	2004
<i>Cadastral NSDI Reference Document</i> , Federal Geographic Data Committee's (FGDC) Cadastral Data Subcommittee	2006
<i>Digital Parcel Mapping System – GIS Performance Measures</i> , WVGISTC	2004

TAX12007 COST SHEET

COUNTY	Digital Tax Parcel Polygon Data	Cost	Finished Tax Map Publication	Cost
BRAXTON	16,439		277	
CALHOUN	8,766		149	
GRANT	12,172		260	
HARDY	14,655		298	
JACKSON	19,474		322	
LEWIS	15,223		231	
LINCOLN	17,029		264	
LOGAN	29,212		399	
MCDOWELL	31,020		535	
MINGO	25,986	\$123,433.50	369	\$31,154.67
MONONGALIA	49,865		638	
MONROE	13,483		255	
ROANE	14,521		241	
TYLER	8,994		149	
WEBSTER	10,765		251	
Total	287,604		4638	
	Total Cost	\$123,433.50	Total Cost	\$31,154.67

Phone # & Fax #	Email address	Date	Vendor's name & signature
304-696-4837 304-697-3662	MAHER J MARSHALL.EDU	July 16 2012	<i>John M. Mahen</i>

JOHN M. MAHER

Basis for Award: Award shall be made to the lowest vendor meeting specifications.

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.



(Company)

**JOHN MAHER, Ph.D.
EXECUTIVE DIRECTOR, MURC**

(Representative Name, Title)

304-694-4748

(Contact Phone/Fax Number)

July 16, 2012

(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: TAX12007

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

**MARSHALL UNIVERSITY RESEARCH
CORPORATION
401 11TH STREET, SUITE 1400
HUNTINGTON, WV 25701**

Company

JM Mah

Authorized Signature

July 16, 2012

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Rev. 09/08

State of West Virginia
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: EOC MARSHALL TRANSPORTATION Signed: [Signature]

Date: July 16, 2012 Title: EXECUTIVE DIRECTOR

*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 exceed 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

**MARSHALL UNIVERSITY RESEARCH
CORPORATION
401 11TH STREET, SUITE 1400
HUNTINGTON, WV 25701**

Vendor's Name: _____

Authorized Signature: *Jm M Mahan* Date: *July 16, 2012*

State of *West Virginia*

County of *Cabell*, to-wit:

Taken, subscribed, and sworn to before me this *16* day of *July*, 20*12*.

My Commission expires *Sept 24, 2018*, 20 .

AFFIX SEAL HERE

NOTARY PUBLIC *Rita Stapleton*

