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WV PURCHASING DIVISION

*Proposal for*

## WV State Treasurer's Office

### Solicitation #CRFP STO210000001 – Information Governance Consulting Services – Technical proposal

*Prepared for:*

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Department of Administration, Purchasing Division  
2019 Washington St. East  
Charleston, WV 25305-0130

Solicitation # CRFP STO2100000001  
Buyer: Melissa Pettrey

**WV State Treasurer's Office**

*Prepared by:*

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**Cohasset Associates, Inc.**  
**VS0000020740**

Michael Haley [michael.haley@cohasset.com](mailto:michael.haley@cohasset.com)  
Principal Consultant  
908.642.3582

March 19, 2021

March 19, 2021

Department of Administration, Purchasing Division

Solicitation # **CRFP STO210000001**

Buyer: Melissa Pettrey

**WV State Treasurer's Office**

Good day:

Cohasset Associates, Inc. (*Cohasset*) is pleased to submit its proposal, responsive to **Solicitation #CRFP STO210000001 – Information Governance Consulting Services – Technical proposal** for the WV State Treasurer's Office (*WVSTO or the Agency*).

My consultant colleagues and I are confident that our experience and expertise will facilitate implementation of the steps needed to ensure the Agency's information governance program success.

We look forward to the opportunity to be of service. Please contact me should you have any questions.

Respectfully presented for your consideration and approval,

*Michael Haley*

cc: Carol Stainbrook, [carol.stainbrook@cohasset.com](mailto:carol.stainbrook@cohasset.com)

Executive Director, Consulting Practice

612.839.0998

Darron Dickinson, [darron.dickinson@cohasset.com](mailto:darron.dickinson@cohasset.com)

Principal Consultant

612.710.9314

Karen Ehrlich, [karen.ehrlich@cohasset.com](mailto:karen.ehrlich@cohasset.com)

Principal Consultant

973.951.3227

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## Goals, Scope and Planning

### Goals and Objectives

The WV State Treasurer's Office has recently completed a comprehensive assessment of its current information governance (IG) policies, practices, and procedures. That assessment contained a number of recommended steps to improve the maturity level of several IG components as part of building a robust program.

Related to the development of an effective IG program, the Agency also wishes to plan for and begin the migration of all structured and unstructured data from network drives to Microsoft 365. This migration needs to be planned in a manner that ensures continued compliance with National Automated Clearing House Association (NACHA) requirements.

The Agency is requesting consultative services to aid in the implementation of key information governance projects, as detailed in the RFP. Cohasset has grouped these 12 distinct steps into related or co-dependent initiatives and also assigned a priority to each initiative, based on our understanding of the needs of the Agency at this time.:

- Priority 1 - Microsoft 365 (M365) implementation planning. Migrating unstructured data to M365, in compliance with NACHA requirements, is a top priority for 2021. An email management strategy is an integral part of a successful M365 implementation; therefore, we suggest tacking these two steps together,
- Priority 2 - Information Governance Framework should be the second priority. Cohasset visualizes an integrated Information Governance Framework, tailored to the organization's needs that includes the components listed below:

◆ Policy	◆ Procedures
◆ Legal Hold	◆ FOIA Process
◆ Privacy	◆ Data Classification
◆ Training	◆ Standards

- Other projects - Structured data, Paper and Data Mapping. Additional information is needed to accurately assess the scope of these projects (e.g. specific systems where structured data is currently housed, amount of paper currently stored, etc.). We will have an opportunity to gather that information as part of our work on the above priorities. A detailed proposal will be submitted after completion of the unstructured data cleanup, development of the IG Framework and migration of unstructured data has begun.

## Scope

This proposal addresses both the paper and ESI assets of WVSTO. Cohasset will assist in the design and implementation of M365 governance rules, however, the actual configuration will be the responsibility of WVSTO.

## Work Program

Preliminary planning is necessary to achieve the above objectives.

### Preliminary Planning

#### ▶ **Designate an Engagement Manager from the Agency**

- Cohasset recommends that one person from the WVSTO be designated as Cohasset's primary contact. This individual will be responsible for activities such as scheduling interviews, meetings (whether on-site or remote) and meeting rooms and coordinating with the Agency's subject matter experts relevant to this engagement.

#### ▶ **Gather and provide relevant documentation**

- Cohasset asks that the engagement manager collect the following types of documentation and provide it to Cohasset at the start of the engagement. Cohasset stresses that it **does not** ask that the documentation be developed if it does not exist:
  - ◆ IG Assessment and roadmap
  - ◆ Organization Chart(s)
  - ◆ Existing policies and standards supporting various information-related disciplines (Code of Conduct, legal hold notification and discovery, privacy, information security, data breach notification, disaster recovery and business continuity)
  - ◆ Enterprise-wide retention schedules and / or department-established procedures that specify retention time periods
  - ◆ Legal Hold policies, procedures and templates
  - ◆ Documentation on the current management of electronic records, or pertaining to existing content management systems

### Engagement Management

During this engagement, Cohasset will provide monthly progress reports to the Agency's engagement manager.

The Agency will retain the rights to all deliverables.

All deliverables will be provided in editable, electronic formats.

## Deliverables

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### Priority 1 – M365 Implementation Planning

Prior to migrating any data to new repositories, any ROT (Redundant, Obsolete or Transitory data) should be deleted. Only required or valuable data should be migrated to a new system. Cohasset will develop the procedures and parameters for assessing the existing data stores to determine which data can be purged prior to migration.

#### Email Management Strategy

As a general rule, we believe that Email should be regarded as a **communication** device, not as a storage **repository** for official records. Development of the strategy requires an analysis of how email is currently being used throughout the agency, what legal or public disclosure requirements apply to retention of those emails, and a plan to delete (automatically) any emails that are no longer required. Outlook (M365) can then be configured to implement the email strategy.

#### Unstructured data

The first step will be to work with IT to develop a descriptive inventory of the data in existing **unstructured** repositories, such as file shares, personal network drives, etc. Through the Where to Store and Share matrix, Cohasset will recommend the appropriate storage repository for that data.

Training and Change Management (discussed in more detail below) will be a critical element in ensuring the adoption of the migration strategy and revised (updated) storage locations for all users.

#### M365 Retention and Deletion Settings

The IG Policy, Retention Schedule, and designation of repositories to meet storage and collaboration needs will serve as the foundation for assigning retention policies and retention labels to folders and files within M365. These policies support the decisions made regarding the appropriate use of the various tools that are currently used, including but not limited to SharePoint, OneDrive and Teams.

These settings will allow for an efficient migration of required content from the network drives (and others) to M365, as well as protection (e.g. encryption to meet NACHA requirements).

### Priority 2 – Information Governance Framework

#### IG Program Policy and Procedures

Cohasset will draft a high-level Policy (no longer than four pages) that *authorizes* the IG Program and serves as the base directive for all Agency employees regarding acceptable recordkeeping practices.

Cohasset will also draft procedures and standards. Procedures provide guidance on how to comply with the directives of the policy. Standards support the policy statements by providing descriptions of what is to be achieved.

These will include:

- ▶ Guidance to modernize the Agency's records program
- ▶ The purpose and scope of the program
- ▶ Definitions of critical IG terms

These procedures and standards will define requirements for managing information throughout its lifecycle. Information lifecycle management (ILM) is a concept fundamental to the recordkeeping profession. It is the series of activities through which information develops and functions and during which it must be governed.

These activities have their basis in International Standards Organization (ISO) standards, specifically, ISO15489.

The elements of ISO15489 are extensive. They include findability; accessibility; business context; immutability; preservation, and many others that are critical, and reflect stages, phases or constituent conditions of the predominant six (6) elements, illustrated for clarity.

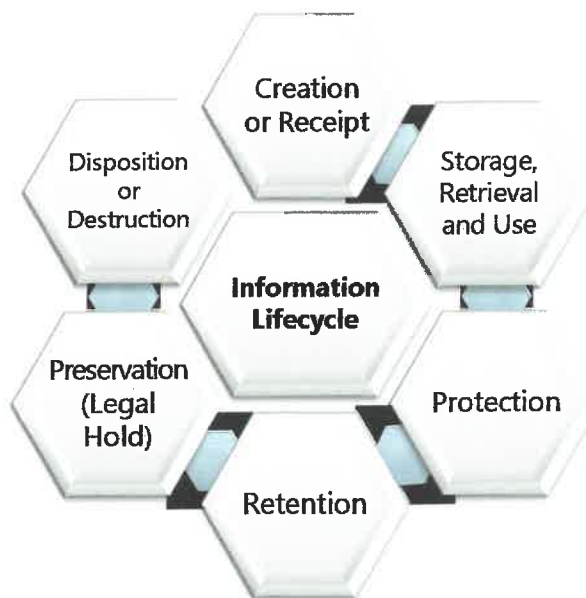
### IG Program Roles and Responsibilities

Cohasset will prepare a framework, defining explicit IG Program roles and responsibilities across the Agency, designing an appropriate program council.

- ▶ Council membership will be identified to direct the governing body; oversee reasonable implementation of advancements; address issues and concerns; and measure and report results.
- ▶ Program working groups (standing and ad hoc) will be guided by the council and established to implement council recommendations.

Cohasset will prepare a charter for the interdisciplinary, program governance body - a Council, (steering committee, work group, etc.) - that includes legal, human resources, information technology, compliance and ethics, privacy, records management, archiving, etc.

Cohasset will also review the Agency's Code of Conduct or similar ethics document, and other





governance programs / documents / processes to identify opportunities to embed information governance requirements.

If practical, existing committees and roles will be leveraged to eliminate redundancies and streamline the council structure.

### Data Classification

Cohasset will assist in the development of guidelines for classification (the process of organizing data by relevant categories) so that it may be used and protected more efficiently, Security classification will be used to determine the access and protection levels (e.g. immutable) for that data.

### Legal Hold and FOIA Procedures

Cohasset recommends that the development of a legal hold process be performed under the direction of counsel. Cohasset will collaborate with Legal and IT to document the processes and tools for managing the start, collections, and closure of legal holds, including suggestions on leveraging the capabilities of M365 to manage legal holds.

Cohasset will identify software solutions that can help manage the legal hold process and also the FOIA request process, documenting the pros and cons of the options.

### Change Management and Training

Cohasset will develop a Communication plan to introduce the behavioral changes that will need to be adopted by the users to effect these changes.

- ▶ An Awareness campaign is suggested to introduce everyone to the upcoming changes and demonstrate executive support for this initiative. Cohasset will author up to six (6) sound bites or short messages to convey the importance of the IG program.
- ▶ Cohasset will develop and deliver three (3) customized education and training modules, as described:

<b>Attendees</b>	<b>Subjects / Content</b>
1. Management	IG importance Basic Overview of IG <i>Tone at the top</i> – their role
2. IG Council and IG Network	Basic Overview of IG Role of the IG Council How to train and educate employees on IG On-going strategy for IG adoption by employees
3. For Employees (with information intensive jobs)	Basic overview of IG Testing/Certification



Cohasset will develop Modules 1 and 2, as described above, and will travel on-site, if permitted under state guidelines, (for 2 days) to conduct training with the IG Council and IG network using Module 2; during the same on-site visit, Agency management will be trained using Module 1.

Module 3 will be developed as described above and provided to the Agency's HR or Training department for adaptation to and installation in its Learning Management System (LMS).

## Other Projects

As noted above, additional information is needed to accurately assess the scope of these projects (e.g. specific systems where structured data is currently housed, amount of paper currently stored, etc.). An overview of our general approach (based on similar projects we have done for other clients) is provided below.

### Structured data

Cohasset will work with IT to develop a descriptive inventory of data and data types that currently reside in structured systems, as well as the capabilities of those systems to provide the desired level of security, access and governance of that information.

Structured data tends to be more formally identified and more protected than unstructured data. The primary effort will be the cleanup of inactive data, and procedures to prevent a buildup of inactive data in the future.

### Paper

Paper records, in today's environment, generally pose less risk to the organization – they are not susceptible to hacking, they are generally well protected in off-site storage facilities with limited access. Cohasset has assisted other clients with assessing, inventorying, and purging paper records. If needed, off-site storage procedures can be enhanced to reduce the need for paper records.

Additionally, we will develop procedures to reduce the reliance on the need for paper signatures ("Wet" signatures) and, where wet signatures continue to be necessary, develop a process whereby paper documents can be scanned, and the paper discarded.

### Data Mapping

Additional information is needed to define the goals of a data mapping exercise so that we can identify software options, procedures and tools to meet those requirements.

## Onsite Services

Cohasset projects travel on-site on 2 separate occasions, for 2 days each. We expect three consultants on the first trip, and two consultants on the subsequent trip to report out on the deliverables.

## Qualifications and Experience

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### Independence/Experience

Cohasset is a technology-agnostic information governance / recordkeeping consulting firm. It has NO sales or marketing association with any software or hardware firm or product, nor does it have an interest in recommending specific products.

Cohasset does, however, have extensive knowledge of the information governance-centric functions and capabilities of most software and hardware. Cohasset is routinely engaged by major software and cloud service providers to evaluate their products against recordkeeping industry, SEC, FINRA, ISO and other standards.

With over 50 years of combined information governance experience, the three consultants introduced below have assisted numerous clients in designing, building and implementing successful information governance programs. Those clients have employee bases that range from 40 to 160,000 employees and span multiple global and multi-national industries. Our success is largely attributable to understanding the clients' particular culture and needs, and then constructing a change management program to leverage the existing culture.

Cohasset has extensive experience assisting clients with their preparation for the transition to an M365 environment, designing the rules and labels available in M365 to accomplish the organization's goals.

### Case Study References

If actual specific references are required, in consideration of the following, Cohasset requests that it be permitted to **provide references at the time of final award / contracting**.

- ▶ Many of Cohasset's clients' ethics and compliance rules prevent their endorsement of any vendor, provider or third-party, though we enjoy numerous, multi-year, ongoing relationships.
- ▶ Other of our clients' compliance or legal obligations, in some instances, dilemmas, preclude them from discussing their information-related challenges and responsive consultative engagements.
  - ◆ This type of dialog with external parties puts them in the difficult position of having to affirm that / why certain services were necessary.
  - ◆ This dialog is often prohibited by legal counsel.

Accordingly, Cohasset is **VERY** cautious about providing references, which is done only with the express permission of the referring client. This same caution will be exercised should the WVSTO become a Cohasset client. Meanwhile, a list of Cohasset clients who have authorized posting can be accessed at [www.cohasset.com/clients.php](http://www.cohasset.com/clients.php).

## Sample engagements

In the absence of specific references, outlined below are some generic examples of the types of work that Cohasset regularly performs on behalf of its clients.

- ▶ Defined the goals and objectives for the company's M365 program, including individual and shared mailboxes, SharePoint, OneDrive, and Teams standard and private channel posts and chat messages. Additionally, highlighted key data types that could not be managed by Microsoft's retention and disposition policies or eDiscovery tool.
- ▶ Cohasset is currently working with a quasi-government research laboratory on improving their IG capabilities, particularly for storage and retrieval (search). A Where to Store and Share matrix has been developed to improve the ability to find supporting research activities. M365 will be a major part of their solution; design and planning activities are underway.
- ▶ We are completing an engagement where we assisted an insurance client in the design decisions for M365 implementation. Cohasset is currently developing the required training that will be part of the rollout.

## Consultants

Michael Haley will lead the engagement and focus on IG Framework deliverables; Darron Dickinson will take the lead on the Data Inventories and retention strategies, while Karen Ehrlich will concentrate on the M365 deliverables.

**Michael Haley, IGP**, is a Principal Consultant with Cohasset.

Michael joined Cohasset in 2002, following a career in the insurance industry. During that career, he developed and implemented an enterprise-wide records management program, for over 50 million client files and approximately 1,000,000 boxes of inactive paper records.

Michael works with clients to refresh and strengthen their information management programs, assessing current program results, preparing continuous improvement roadmaps, and leveraging technology to apply automated retention controls to all information.

Michael is a frequent speaker at industry events, such as ARMA and MER. He is currently serving on the Board of Directors of ARMA International as President-Elect.

**Darron Dickinson, MBA / MSCIS**, is a Principal Consultant with Cohasset.

Darron leads compliance assessments of vendor solutions in comparison to the WORM requirements stipulated by the Securities and Exchange Commission Rule 17a-4(f), which were also adopted as FINRA Rule 4511.

Darron has over 20 years of experience in operational and technology leadership roles in Financial Services organizations. In 2001, Darron began his career by leading business operations through the design, development and deployment of imaging and content management solutions. In a role as

Chief Information Officer, Darron was responsible for all aspects of information technology and data security at a publicly-traded financial institution.

Darron's more recent focus is on leveraging cognitive technologies, with its potential to automate and streamline information lifecycle management.

**Karen Ehrlich** is a Principal Consultant with Cohasset Associates. Karen is a visionary who can untangle the complex web of technology governance capabilities and translate that information to key stakeholders. Decision makers are then able to determine the best path to ensure legal and compliance requirements are met and risks are mitigated.

Prior to joining Cohasset, Karen spent the last 15 years managing the records and information management program at Prudential Financial. In that role, she managed the retention requirements for the Company, developed a process to dispose of content stored on file systems, and deployed an enterprise-wide content management system. Over the last three years she also managed the governance and compliance requirement for the enterprise-wide deployment of Microsoft's Office 365 toolset.

## Competitive Advantage

Drawing on more than forty years of experience, Cohasset provides its clients with innovative advice on managing their electronic information as the digital age creates operational paradigms, complex technical challenges and unprecedented legal issues. Twenty-seven years ago, Cohasset was first to envision the need to manage electronic records and convened an annual MER (Managing Electronic Records) Conference. Recognizing the expert content, attendees are global, spanning nearly all industries.

Among many factors, Cohasset's competitive advantage is largely attributed to its:

- Extensive experience as one of the leading professional consulting firms in the nation, specializing in information governance
- Seasoned, professional consultants who individually, bring over 20 years of expertise to their engagements
- Collaborative work style with clients, assuring that deliverables are customized to operate within client culture, capabilities and technology environments

## Project Timeline and Administration

### Timeline

The below schedule approximates the time needed to prepare the deliverables. A final project timeline will be provided within fifteen (15) business days from the notice of award of a contract. Some of the activities below can be pursued concurrently; total elapsed time is projected at approximately 4-5 months.

ACTIVITY	TIME
Proposal acceptance	0
Engagement start	+ 2 to 3 weeks
Introductory meeting with WVSTO Project manager and team	+ 3 weeks
<b>Priority 1 – M365 Implementation Planning</b>	
<ul style="list-style-type: none"> <li>● Email Retention Strategy</li> <li>● Unstructured Data</li> <li>● Retention and Deletion Settings</li> </ul>	+4 weeks (20 days)
<b>Priority 2 – Information Governance Framework</b>	
<ul style="list-style-type: none"> <li>● Framework               <ul style="list-style-type: none"> <li>○ IG Program Policy and Standards</li> <li>○ IG Procedures</li> <li>○ IG Program Roles and Responsibilities</li> <li>○ Legal Hold Procedure</li> <li>○ FOIA Procedure</li> </ul> </li> <li>● Change Management and Training</li> </ul>	+6 weeks (30 days)
<b>Other Projects</b>	
<ul style="list-style-type: none"> <li>● Structured data</li> <li>● Paper</li> <li>● Data mapping</li> </ul>	TBD

### Administration

The start of this engagement must be a function of the consideration of Cohasset's other client work at the time this proposal is accepted. Ordinarily, engagement initiation planning can begin within 2-3 weeks of acceptance.

Analysis and report preparation will be performed primarily at Cohasset offices.

This proposal expires on **July 1, 2021**.

# Technical Proposal for Information Governance Implementation Consulting Services



March 16, 2021

Presented by:  
**Contoural, Inc.**  
335 Main Street, Suite B  
Los Altos, CA USA 94022

READY. COMPLIANT. IN CONTROL.

contoural 





## Addendum Acknowledgement Form(s)

Addendum No. 1 - 03/4/21

Addendum No. 2 - 03/5/21

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 checked="" 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 inwriting and added to the specifications by an official addendum is binding.

Contoural, Inc. \_\_\_\_\_  
Company

*Mark Diamond*

\_\_\_\_\_  
Authorized Signature

3/16/21 \_\_\_\_\_  
Date

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Michael Haley Principal Consultant  
(Name, Title) Michael Haley, Principal Consultant  
PO Box 325, Barnegat Light, NJ 08006  
(Printed Name and Title)  
908-642-3582  
(Address)  
michael.haley@cohasset.com  
(Phone Number) / (Fax Number)  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Cohasset Associates  
(Company)  
Michael Haley Principal Consultant  
(Authorized Signature) (Representative Name, Title)  
Michael Haley, Principal Consultant  
(Printed Name and Title of Authorized Representative)  
3/19/21  
(Date)  
908-642-3582  
(Phone Number) (Fax Number)

**REQUEST FOR PROPOSAL**  
WV State Treasurer's Office  
Solicitation # CRFP STO21000000 01

**Step 1: Lowest Cost of All Proposals / Cost of Proposal Being Evaluated = Cost Score Percentage**

**Step 2: Cost Score Percentage X Points Allocated to Cost Proposal = Total Cost Score**

**Example:**

Proposal 1 Cost is \$1,000,000  
Proposal 2 Cost is \$1,100,000  
Points Allocated to Cost Proposal is 30

Proposal 1: Step 1 – \$1,000,000 / \$1,000,000 = Cost Score Percentage of 1 (100%)  
Step 2 – 1 X 30 = Total Cost Score of 30

Proposal 2: Step 1 – \$1,000,000 / \$1,100,000 = Cost Score Percentage of 0.909091 (90.9091%)  
Step 2 – 0.909091 X 30 = Total Cost Score of 27.27273

- 6.8. Availability of Information:** Proposal submissions become public and are available for review immediately after opening pursuant to West Virginia Code §5A-3-11(h). All other information associated with the RFP, including but not limited to, technical scores and reasons for disqualification, will not be available until after the contract has been awarded pursuant to West Virginia Code of State Rules §148-1-6.3.d.

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this 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.

Cohasset Associates

(Company)

*Michael Haley* Principal Consultant

(Representative Name, Title)

908-642-3582

(Contact Phone/Fax Number)

3/19/21

(Date)

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"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.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Cohasset Associates

Authorized Signature: Michael Haley Date: 3/19/21

State of New Jersey

County of Ocean, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission expires \_\_\_\_\_, 20\_\_.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFP STO210000001**

**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 checked="" 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 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.

Cohasset Associates

Company

*Michael Haley*

Authorized Signature

3/19/21

Date

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