



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**DCH07091**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**SHELLY MURRAY  
 304-558-8801**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

**DIVISION OF CULTURE & HISTORY  
 CULTURAL CENTER  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0300 558-0220**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/26/2007				

BID OPENING DATE: **08/22/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		968-77		
<p style="text-align: center;"><b>REQUEST FOR QUOTATION</b></p> <p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE WV DIVISION OF CULTURE AND HISTORY TO PROVIDE THE SERVICE OF CONDUCTING AN INTENSIVE HISTORIC RESOURCE SURVEY OF THE STATE PARK SYSTEM'S CIVILIAN CONSERVATION CORPS/WORKS PROGRESS ADMINISTRATION (CCC/WPA) AND FARM SECURITY ADMINISTRATION (FSA) RESOURCES AND ALTERNATES.</p> <p><b>ATTACHMENTS: SPECIFICATIONS          PURCHASING AFFIDAVIT</b></p> <p><b>INQUIRIES:</b>          WRITTEN QUESTIONS SHALL BE ACCEPTED THOROUGH CLOSE OF BUSINESS ON WEDNESDAY, AUGUST 15, 2007. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p style="text-align: center;"><b>SHELLY MURRAY          DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25311          FAX: 304-558-4115          SMURRAY@WVADMIN.GOV</b></p> <p style="text-align: center;"><b>HISTORIC RESOURCE SURVEY</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS  
PURCHASE ORDER/CONTRACT**

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will: {a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer {b} be merchantable and fit for the purpose intended and/or {c} be free from defect in material and workmanship.
8. **CANCELLATION:** The Director or Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor / contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR ü160.103) and will be disclosing Protected Health Information (45 CFR ü160.103) to the vendor.



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<p><b>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</b></p> <p><b>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</b></p> <p><b>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</b></p> <p style="text-align: center;"><b>VENDOR PREFERENCE CERTIFICATE</b></p> <p><b>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</b></p> <p><b>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</b></p> <p><b>( ) 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</b></p> <p><b>( ) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY I</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p>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</p> <p>( ) BIDDER IS A CORPORATION 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.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) 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;</p> <p>OR</p> <p>( ) 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 BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA</p>						

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<p>WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; 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) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; 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.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND 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.</p> <p>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.</p> <p style="text-align: center;">BIDDER: -----</p>						

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<p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: SM / FILE 31</p> <p>RFQ. NO.: DCH07091</p>						

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**6**

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				<b>BID OPENING DATE:</b>		<b>08/22/2007</b>
				<b>BID OPENING TIME:</b>		<b>1:30 PM</b>
<b>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</b>						
-----						
<b>CONTACT PERSON (PLEASE PRINT CLEARLY):</b>						
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<b>***** THIS IS THE END OF RFQ DCH07091 ***** TOTAL:</b>						_____

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**WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'**

**REQUEST FOR QUOTATION**  
**West Virginia Division of Culture and History,**  
**State Historic Preservation Office**  
**State Parks New Deal Intensive Historic Resource Survey and**  
**Alternates**  
**RFQ # - DCH07091**

**Purpose:**

The Acquisition and Contract Administration Section of the Purchasing Division (State), on behalf of the Division of Culture and History, State Historic Preservation Office (SHPO), is soliciting a Request for Quotation (RFQ) from qualified firms to provide the service of conducting an intensive historic resource survey of the State Park System's Civilian Conservation Corps/ Works Progress Administration (CCC/WPA) and Farm Security Administration (FSA) Resources and Alternates as per the Scope of Work.

**Location:**

The project will document resources at the following West Virginia state parks and forests:

Babcock State Park, Cabwaylingo State Forest, Cacapon State Park, Coopers Rock State Forest, Droop Mt. Battlefield State Park, Greenbrier State Forest, Hawks Nest State Park, Kanawha State Forest, Kumbrabow State Forest, Lost River State Park, Panther State Forest, Seneca State Forest, Watoga State Park, Pinnacle Rock State Park, Tomlinson Run State Park, and Holly River State Park.

**SPECIFICATIONS:**

**Background:**

The 75<sup>th</sup> anniversary of the New Deal will take place in 2008 throughout the country. This period of American history will be highlighted through various activities sponsored by the SHPO.

**Scope of Work:**

Conduct an intensive historic resource survey of all New Deal (CCC/WPA & FSA) resources located in West Virginia State Parks and Forests and prepare a National Register of Historic Places (NRHP) Multiple Property Document (MPD) as per the following specifications:

Item # 1. Complete research and write historic overview of the New Deal in West Virginia focusing on the construction of CCC/WP & FSA resources in West Virginia's state parks and forests. The history will include footnotes and a bibliography which shall be formatted according to Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*. Repositories where research shall be conducted include (but are not limited to) the West Virginia State Archives, West Virginia Division of Natural Resources, and West Virginia University History Collection. Consultant must also conduct research at the associated park/forest when sources (primary and/or secondary) exist. Local repositories, such as county libraries, may also retain information.



Item # 2. Obtain a minimum of 30 historic photographs (at least one from each State Park and/or State Forest). Historic images must be provided in both electronic and hard copy format. Prints must meet the National Park Service 75-year permanence standard. Electronic files must be saved in .tiff format. The size of each image must be 1600x1200 pixels at 300 ppi or larger and saved in 8-bit (or larger) color format. Printed photographs must be labeled with the park/forest name, county, and if the pictured resources are extant, the resource name and site number. If no historic photographs exist for a park, the vendor must indicate in writing which sources were investigated.

Item # 3. Travel to and site-visits at each of the above-specified State parks/forests to accurately document resources.

Item # 4. Completion of a West Virginia Historic Property Inventory (HPI) Form for all CCC/WPA & FSA resources documented. Each resource, including outbuildings, will be documented separately. There are approximately 250 to 300 CCC/WPA & FSA resources in the State Park system. All HPI Forms will be supplied in both hard copy format and in Access or Approach database format. Each HPI Form will be submitted with a minimum of two current photographs. At least one of the photos for each resource will be a three-quarter view showing the main elevation. Photographs will be printed in black and white and must be a minimum of 4x6 inches. They will be submitted in archival photo sleeves. Photographs must be taken digitally and must meet the National Park Service's 75-year permanence standard. Photographs will also be submitted on CD-R media and saved in color. Electronic files will meet the National Park Service standard. NPS's Standards may be found at the following link:  
<http://www.nps.gov/history/nr/policyexpansion.htm>

Photographs must be labeled with pencil or a felt-tipped pen with the resource name, site number, park/forest name, and county.

Item # 5. Complete United State Geological Survey (USGS) maps detailing resource locations. Maps printed from computer programs will be accepted. Maps must be labeled with name of county, quadrangle name, and resource site numbers.

Item # 6. Complete park maps detailing locations of all documented resources as well as other resources. Maps must be labeled with name of county, quadrangle name, and resource site numbers.

Item # 7. Complete formal written recommendations, with appropriate documentation, as to which resources are eligible for listing in the National Register of Historic Places (NRHP).

Item # 8. Complete a final survey report that will combine a historic overview of the New Deal in West Virginia and the state's parks and forests, survey methodology, description of property types, USGS maps, park maps, and a table of resources and recommendations.

**Add Alternate #1**

Complete a NRHP Multiple Property Cover Document (MPD) for CCC/WPA Resources in West Virginia State Parks.

**Add Alternate #2**

Complete a National Register Nomination Form for Hawks Nest State Park.

**Add Alternate #3**

Complete a National Register Nomination Form for Watoga State Park.

**NOTE:** For any or all accepted Add Alternates, the Consultant will be required to present the cover document and nominations to the State Archives and History Commission on a date selected by the SHPO. The consultant will be required to make any changes requested by the State Historic Preservation Office, the State Archives and History Commission, and/or the National Park Service.

**Methodology:**

The survey will be conducted in accordance with the Secretary of the Interior's *Standards for Identification and Evaluation* and the SHPO *Survey and National Register Manual*. The Multiple Property Submission and nominations must be prepared according to National Register Bulletins, *How to Complete the National Register Registration Form* and *How to Complete the National Register Multiple Property Documentation Form* and the SHPO *Survey and National Register Manual*. Any deviations must be pre-approved by and documented with the SHPO. All products shall be first submitted to the SHPO in draft format. The SHPO will have 60 days to review all draft materials and provide comments.

**Time Frame:**

The RFQ shall be completed by August 30, 2008

**Payment Schedule:**

The payment schedule will be rendered in four payments based on work completed and approved by the SHPO. All travel and other expenses related to the project shall be included in the base cost.

1. Following successful completion of research and site visits and SHPO review of draft history, HPI Forms, maps, and photographs.
2. Following final submission and approval by SHPO of survey report and HPI Forms.
3. Following submission and approval by SHPO and listing by National Park Service of a draft NRHP Multiple Property Document. If Add Alternate #1 is accepted by SHPO.
4. Following submission and approval by SHPO and listing by National Park Service of Hawks Nest State Park Nomination. If Add Alternate #2 is accepted by SHPO.

5. Following submission and approval by SHPO and listing by National Park Service of Watoga State Park Nomination. If Add Alternate #3 is accepted by SHPO.

**Cost:**

Vendor shall submit a detailed cost breakdown, item by item based on the Scope of Work. Refer to bidding return sheet.

**Mandatory Qualifications:**

1. Vendor must submit resumes of key personnel. Vendor shall confirm that key personnel assigned to project meet the requirements for National Register Historian detailed in 36 CFR 61.
2. Vendor must have successfully completed similar projects. Vendor bid must include information (such as the name and location of project) on at least three similar projects and a list of three references to verify previous projects.
3. Vendor must be registered as a Vendor with the State of West Virginia prior to award.

**END OF RFQ**

**REQUEST FOR QUOTATION**  
**West Virginia Division of Culture and History,**  
**State Historic Preservation Office**  
**State Parks New Deal Intensive Historic Resource Survey and**  
**Alternates**  
**RFQ # - DCH07091**

**BIDDING RETURN SHEET:**

ITEM # 1: .....\$ \_\_\_\_\_

ITEM # 2: .....\$ \_\_\_\_\_

ITEM # 3: .....\$ \_\_\_\_\_

ITEM # 4: .....\$ \_\_\_\_\_

ITEM # 5: .....\$ \_\_\_\_\_

ITEM # 6: .....\$ \_\_\_\_\_

ITEM # 7: .....\$ \_\_\_\_\_

ITEM # 8: .....\$ \_\_\_\_\_

**SUB TOTAL COST**  
**(including expenses):** .....\$ \_\_\_\_\_

ADD ALTERNATE # 1: .....\$ \_\_\_\_\_

ADD ALTERNATE # 2: .....\$ \_\_\_\_\_

ADD ALTERNATE # 3: .....\$ \_\_\_\_\_

**TOTAL PROJECT COST (Including Add Alternates)**  
.....\$ \_\_\_\_\_

**This Proposal is submitted in the name of:**

**Firm or Individual:** \_\_\_\_\_

**By:** \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**Date:** \_\_\_\_\_

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 owned 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.

**LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State’s Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency’s policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

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

Vendor’s Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_