



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
TAX08011

PAGE
1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

**DEPARTMENT OF TAX & REVENUE
 PROPERTY TAX DIVISION
 GREENBROKE BUILDING
 1124 SMITH STREET
 CHARLESTON, WV
 25301 304-558-3940**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/23/2008				

BID OPENING DATE: **02/28/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>REQUEST FOR QUOTATION</p> <p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE WEST VIRGINIA STATE TAX DEPARTMENT TO PROVIDE AN OPEN END CONTRACT FOR APPRAISAL SERVICES FOR 19 WV COUNTIES.</p> <p>ATTACHMENTS: SPECIFICATIONS PURCHASING AFFIDAVIT</p> <p>A MANDATORY PRE-BID CONFERENCE WILL BE HELD 02/13/2008 AT 9:30 AM IN THE COMMISSIONERS CONFERENCE ROOM LOCATED AT 1001 LEE STREET EAST, CHARLESTON, WEST VIRGINIA.</p> <p>FAILURE TO ATTEND THIS MANDATORY PRE-BID CONFERENCE WILL RESULT IN BID DISQUALIFICATION.</p> <p>INQUIRES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 02/15/2008. 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 INQUIRES TO:</p> <p style="text-align: center;"> SHELLY MURRAY DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 EMAIL: SHELLY.L.MURRAY@WV.GOV </p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE				TELEPHONE		DATE
TITLE		FEIN		ADDRESS CHANGES TO BE NOTED ABOVE		

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**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term 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.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. 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.
12. 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 may be deemed null and void, and 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 §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

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



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0001	1	LS		946-15		
APPRAISAL SERVICES, REAL ESTATE						
<p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS, AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p style="text-align: center;">VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE,</p>						

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<p>5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() 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</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS 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</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</p>						

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<p>ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID; OR () 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 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 & 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>						

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<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>BIDDER: -----</p> <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>						

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<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: SHELLY MURRAY / FILE 31</p> <p>RFQ. NO.: TAX08011</p> <p>BID OPENING DATE: 02/28/2008</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>-----</p>						

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Specifications for Appraisal Services

SCOPE OF THE REVIEW

The purpose of the Request for Quote (RFQ) is to solicit responses from qualified contractors to perform the enumerated duties in this RFQ. At the direction of the Legislature, the State Tax Department, over the next three years, is to evaluate the quality of property assessment in all 55 of the State's counties. In order to do this, approximately one third of the State's counties will be subject to review each year. This RFQ covers only the 19 counties to be reviewed in the first year.

The 19 counties have been divided into 6 groups. Responders may submit pricing for any or all groups listed on the pricing summary sheet. All costs are to be provided on a group basis if more than one group is to be completed. In addition the costs and services are to be provided by county for each of the services in the RFQ.

The State may award multiple contracts for the lowest responsible bid on a per county or group basis.

1. Program Objective

The Contractor(s) will complete the gathering of sufficient facts and information including sales data, which coupled with the proper analysis, will aid in the determination of the appraised value of residential, commercial and industrial real property in 19 counties located in 6 groups in West Virginia as provided in Section 12 of this RFQ. Each group may be bid separately or in conjunction with one or more additional group(s).

2. Contractor(s)

- a. The Contractor(s) must comply with all laws and regulations regarding the appraisal and assessment of real property in the State of West Virginia. All activities performed by the Contractor(s) must be consistent with those laws and the regulations of the State.
- b. All direct appraisal activities that include organization, supervision or review must be performed by a contractor(s) who shall employ as the principal investigator a West Virginia Certified General Appraiser who has in excess of 5 years of appraisal experience.
 - The Contractor(s) must understand the confidential nature of appraisal data.
 - Additionally, the Contractor(s) must fulfill the following duties:
 - (1) Final Recommendations concerning the accuracy and quality of the appraisal in the subject counties,
 - (2) Subjective parcel and neighborhood ratings review,
 - (3) Statistical analysis for land value modification;
 - (4) Parameters for neighborhood boundary

Specifications
for
Appraisal Services

delineation; (5) Statistical analysis of the assessment/sales ratio studies; (6) Final determination of accuracy of data collection to include quality grade and condition, desirability and usefulness (CDU); (7) Final determination if “sales chasing” is occurring. “Sales chasing” is defined as the practice of using the sale of a property to trigger a reappraisal of that property at or near the selling price. “Sales chasing” causes invalid uniformity results in a sales ratio study and causes invalid appraisal level results unless similar unsold parcels are reappraised at a method that produces an appraisal level for unsold properties equal to the appraisal level of sold properties.

c. The parcels to be reviewed by the Contractor(s) are limited to the following classes of real property: Residential, Industrial and Commercial. Agricultural Property assessed by Use Valuation, Managed Timberland, and Public Utility real property is not included in the review.

d. Subcontractors. The Contractor(s) may employ subcontractors that the Contractor(s) deems necessary provided that all subcontractors are listed in the response to the RFQ and that the same information provided for the Contractor(s) is provided for each subcontractor. Evidence must also be provided to show each subcontractor meets or exceeds the qualifications required of the contractor. Any change in the subcontractor during the term of the project must be made by an approved “change order” to the original contract.

e. Administrative personnel may be employed by the Contractor(s) to fulfill the following duties: (1) General data review, (2) General quality control, and (3) General office duties.

f. The Contractor(s) shall be responsible for:

- Review of Land Valuation: Reviewing land values established by the county assessor. The Contractor(s) shall use the land valuation neighborhood maps, and all land valuation support documentation to review the land valuations. The Contractor(s) shall review sales validated by the county for a minimum of 12 months prior to the July 1 assessment date for the respective tax year. If a valid sale does not exist in any neighborhood during the twelve-month period, the Contractor(s) may use sales which occurred over the previous twenty-four month period prior to the July 1 assessment date for the respective Tax Year. The Contractor(s) shall then submit the study and any land value recommendations in report form to the State Tax Commissioner.

Specifications for Appraisal Services

- Review of Neighborhood Boundaries: The Contractor(s) shall review neighborhood boundaries by reviewing a sample of at least 10% of the market neighborhoods set by the county assessor. The Contractor(s) shall include more than 10% if needed to obtain statistically significant results. The Contractor(s) shall submit the study and any recommended neighborhood boundary changes in report form to the State Tax Commissioner.
- Review of Data Collection: The Contractor(s) shall review a sample of at least 5% of the residential, commercial and industrial improved parcels to assure the accuracy and uniformity of the data collection to include the quality grades, CDU and appraised values within the neighborhood boundaries. The Contractor(s) shall include more than 5% if needed to obtain statistically significant results.
- Review of Sold vs. Unsold Properties: The Contractor(s) shall review at least 10% sampling of the unsold properties to assure the sold and unsold properties are treated equally and therefore “sales chasing” is not occurring. The Contractor(s) shall include more than 10% if needed to obtain statistically significant results.
- Assessment/Sales Ratio Study: The Contractor(s) shall perform an assessment/ratio analysis study according to standards as determined by the International Association of Assessing Officers (IAAO) and the State Tax Department. The IAAO Standards and the most recent Assessment Ratio Study prepared by the State Tax Department are available for review at the Property Tax Division Offices at The Greenbrooke Building, 1124 Smith Street, 2nd Floor, Room 211, Charleston, West Virginia. The sales ratio analysis study will contain sales that occurred 12 months prior to the July 1 assessment date for the respective tax year and analyze current market trends and stratification of different property types within each neighborhood. The sales included in the study are to be “validated” to assure each sale is an “arm’s length transaction”. “In an arm’s-length sale, the seller seeks the highest possible price for his property on the open market. While eager to sell, he is under no coercion to do so. Similarly, the buyer is knowledgeable concerning the market and seeks to buy the property at the lowest possible price. While eager to buy, he is under no undue coercion to do so.” (Improving Real Property Assessment, International Association of Assessing Officers, 1978) The general instructions for the validation or determination of a sale as “arm’s-length” is contained in Appendix A of the West Virginia Assessment Ratio Study Tax Year 2007, which is available from the Property Tax Division upon request. An assessment/ratio study and recommendations shall be submitted to the State Tax

Specifications for Appraisal Services

Commissioner. The Contractor(s) acknowledges that he/she will validate all sales to be used in the assessment/sales ratio analysis study that have been entered on the statewide computer network by the County Assessor.

- Final Report: The contractor shall provide a final report for each county which shall contain a summary of their findings and recommendations for each of the activities outlined above.

g. The response shall provide an all-inclusive fee by task by county group. The Contractor(s) shall incur any additional expenses and liabilities resulting without any obligation to the State of West Virginia or any of its counties.

3. State Tax Department and County Responsibilities

The State Tax Department shall be responsible for:

- (1) Photocopying or printing existing property record cards to be used for the support services by the Contractor(s), and (2) Copying current tax maps for use by the Contractor(s) for the appraisal review.
- The State Tax Department shall supply to the Contractor(s) all sales listing forms, validity questionnaires, property record cards, and photographs if available for all sales to be reviewed and used in the sales analysis study.
- The State Tax Department, during the sales analysis study, shall provide, upon request by the Contractor(s), the following information: property split information, new legal descriptions and parcel numbers, property ownership transfers and building permit information.
- The State Tax Department shall provide to the Contractor(s) a copy of all maps and documentation used in defining the current neighborhood boundary lines and the current land rates.
- The State Tax Department will appoint/employ an individual to serve as "Project Manager" who shall be a highly qualified individual with extensive experience in West Virginia in the appraisal and assessment of real property for ad valorem taxation and the development of assessment ratio studies.
- The Property Valuation Training and Procedures Commission (PVC), of which the State Tax Commissioner or his designee is chairperson shall serve as the oversight body for the project and

Specifications for Appraisal Services

shall establish objective criteria for the evaluation of the performance of the vendor.

- All transfer records and map cards of the Assessor shall be available to the Contractor(s). However, map cards or transfer records shall not be removed from any office without permission from the Assessor. The Contractor(s) shall be directly responsible for the proper return of all records when removed from their respective locations.

4. Reports

The Contractor(s) must understand the need and importance of planning and provide a comprehensive work plan to the State Tax Commissioner once the contract is awarded or upon the request of the Project Manager. The work plan must be a working document that establishes procedure and measures performance. The work plan is to detail the billing process, completion schedule and quality control plan.

The Contractor(s) shall inform the Project Manager and the State Tax Department of the project progress during meetings held monthly. A monthly progress report shall be provided at the meeting reflecting the status of the county or counties currently in progress.

5. Public Relations

Public Relations are an understood part of this project. The Contractor(s) shall provide the County Assessors with news releases notifying property owners of the areas in which work is being performed, general information about the project objectives, and methods used in the program.

The Project Manager and the State Tax Department will evaluate the quality of work performance and adherence with contractual specifications and approved procedures. The Contractor(s) shall provide access to all records requested by the Project Manager or the State Tax Department for the purpose of project monitoring.

6. Identification

All personnel involved in the project shall be issued identification cards by the State Tax Department, which include a photograph of the individual employee and signature of the State Tax Commissioner. After the Contract is awarded, but before beginning work in a county, the Contractor(s) shall register all field personnel and vehicles with the County Sheriff's office as well as local police departments and County Assessor's office in which it is undertaking appraisal activities.

Specifications
for
Appraisal Services

7. Scope Of Work

The review shall be carried out in the 19 counties listed in Section 12 within a 12-month period with approximately 467,000 parcels being reviewed. The vendor may bid on any number of county groups listed in Section 12. The work in each year shall be completed and a written report with recommendations submitted to the Tax Commissioner no later than 12 months after the contract has been awarded. The vendor shall include a breakdown of the individual cost for each review activity outlined in Section 2f.

8. Qualifications of Contractor(s) and SubContractor(s)

- a. Must be registered to do business in West Virginia and be current with all taxes, licenses, and fees including those issued by state, county or municipal governments.
- b. Must demonstrate high level of competency in performing mass appraisals. This shall be verified by providing:
 - At least one of the principals must be a Certified West Virginia General Appraiser.
 - The successful vendor(s) shall maintain at least one Certified West Virginia General Appraiser with at least 5 years of appraisal experience.

9. Mandatory Pre-bid Conference

A mandatory prebid conference shall be conducted on 02/13/2008 at 9:30 am in the Tax Commissioner's Conference Room located at 1001 Lee Street, East, Charleston, West Virginia. **All interested bidders are required to be present at this meeting. Failure to attend the mandatory prebid conference shall automatically result in disqualification. No one person can represent more than one vendor.**

10. Liquidated Damages

The State Tax Commissioner may assess liquidated damages at the rate of \$300 a day per county for the failure of the contractor to have completed a county or counties within twelve months (365 days) after the award of the contract.

Specifications
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Appraisal Services

11. Payment Schedule

Monthly progress payment shall be made based on the completion of a task in a county or counties by the contractor and the acceptance by the State Tax Commissioner.

12. Schedule

The review shall begin immediately after the contract is awarded and be completed in all 19 counties within 12 months of the award date. The list on the following pages contains the initial 19 counties including the estimated number of residential, commercial and industrial parcels of property present in each county, an estimate of the number of transfers (sales) to be validated annually and the estimated number of neighborhoods currently in each county.

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County groups to be evaluated are:

	<u>Estimated Parcels</u>			<u>Estimated</u>	<u>Number</u>
	<u>Residential</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Annual</u> <u>Transfers</u>	<u>of</u> <u>Neighborhoods</u>
<i>Group 1</i>					
Jefferson	27,606	915	35	2,572	227
Berkeley	46,269	1,823	74	5,933	513
Total	73,875	2,738	109	8,505	740
<i>Group 2</i>					
Morgan	14,065	356	100	1,120	238
Hampshire	19,389	415	18	1,832	92
Mineral	17,225	737	62	1,047	96
Hardy	10,755	393	64	633	72
Grant	9,000	448	52	458	53
Total	70,434	2,349	296	5,090	551
<i>Group 3</i>					
Preston	28,552	754	33	2,333	73
Tucker	8,703	396	23	467	46
Barbour	12,127	412	43	594	34
Taylor	11,845	515	33	573	42
Total	61,227	2,077	132	3,967	195
<i>Group 4</i>					
Monongalia	44,535	2,849	86	2,207	84
Wetzel	13,362	691	14	504	77
Total	57,897	3,540	100	2,711	161
<i>Group 5</i>					
Marion	35,154	2,845	118	1,542	123
Harrison	46,206	3,466	73	2,884	235
Total	81,360	6,311	191	4,426	358
<i>Group 6</i>					
Hancock	18,827	1,496	125	851	117
Brooke	13,336	891	133	548	40
Ohio	21,305	2,362	97	1,217	30
Marshall	19,304	1,064	148	1,004	102
Total	72,772	5,813	503	3,620	289

Specifications
for
Appraisal Services

CONTRACT APPRAISAL PRICING SUMMARY

ACTIVITY						
	Review of land valuation	Review of neighborhood boundaries	Review of data collection	Review of sold vs. unsold properties	Assessment / sales ratio study	Final report
Group 1 –	Price per parcel	Price per neighborhood	Price per parcel	Price per parcel	Price per county	Price per county
Jefferson						
Residential	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Berkeley						
Residential	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
ACTIVITY TOTALS	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____

Group 1 Total: \$ _____ (Total the six Activity Totals, above)

Specifications
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CONTRACT APPRAISAL PRICING SUMMARY

ACTIVITY					
Review of land valuation	Review of neighborhood boundaries	Review of data collection	Review of sold vs. unsold properties	Assessment / sales ratio study	Final report
Group 2 –	Price per neighborhood	Price per parcel	Price per parcel	Price per county	Price per county
<u>Morgan,</u>	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Residential	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
<u>Hampshire,</u>	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Residential	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
<u>Mineral,</u>	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Residential	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
<u>Hardy,</u>	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Residential	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
<u>Grant</u>	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Residential	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
ACTIVITY TOTALS	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____

Group 2 Total: \$ ____ (Total the six Activity Totals, above)

Specifications
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Appraisal Services

CONTRACT APPRAISAL PRICING SUMMARY

ACTIVITY						
	Review of land valuation	Review of neighborhood boundaries	Review of data collection	Review of sold vs. unsold properties	Assessment / sales ratio study	Final report
Group 3 –	Price per parcel	Price per neighborhood	Price per parcel	Price per parcel	Price per county	Price per county
<u>Preston</u>						
Residential	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
<u>Tucker</u>						
Residential	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
<u>Barbour</u>						
Residential	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
<u>Taylor</u>						
Residential	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
ACTIVITY TOTALS	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____

Group 3 Total: \$ _____ (Total the six Activity Totals, above)

Specifications
for
Appraisal Services

CONTRACT APPRAISAL PRICING SUMMARY

ACTIVITY						
	Review of land valuation	Review of neighborhood boundaries	Review of data collection	Review of sold vs. unsold properties	Assessment / sales ratio study	Final report
Group 4 –	Price per parcel	Price per neighborhood	Price per parcel	Price per parcel	Price per county	Price per county
<u>Monongalia</u>	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Residential	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
<u>Wetzel</u>	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Residential	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
ACTIVITY TOTALS	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____

Group 4 Total: \$ _____ (Total the six Activity Totals, above)

Specifications
for
Appraisal Services

CONTRACT APPRAISAL PRICING SUMMARY

ACTIVITY						
	Review of land valuation	Review of neighborhood boundaries	Review of data collection	Review of sold vs. unsold properties	Assessment / sales ratio study	Final report
Group 5 –	Price per/ parcel	Price per neighborhood	Price per/parcel	Price per/ parcel	Price per/county	Price per/county
Marion						
Residential	\$ _____/parcel	\$ _____/neighborhood	\$ _____/parcel	\$ _____/parcel	\$ _____	\$ _____
Industrial	\$ _____/parcel	\$ _____/neighborhood	\$ _____/parcel	\$ _____/parcel		
Commercial	\$ _____/parcel	\$ _____/neighborhood	\$ _____/parcel	\$ _____/parcel		
Harrison						
Residential	\$ _____/parcel	\$ _____/neighborhood	\$ _____/parcel	\$ _____/parcel	\$ _____	\$ _____
Industrial	\$ _____/parcel	\$ _____/neighborhood	\$ _____/parcel	\$ _____/parcel		
Commercial	\$ _____/parcel	\$ _____/neighborhood	\$ _____/parcel	\$ _____/parcel		
ACTIVITY TOTALS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Group 5 Total: \$ _____ (Total the six Activity Totals, above)

Specifications
for
Appraisal Services

CONTRACT APPRAISAL PRICING SUMMARY

ACTIVITY						
	Review of land valuation	Review of neighborhood boundaries	Review of data collection	Review of sold vs. unsold properties	Assessment / sales ratio study	Final report
Group 6 –	Price per parcel	Price per neighborhood	Price per parcel	Price per parcel	Price per county	Price per/county
<u>Hancock</u>	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Residential	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
<u>Brooke</u>	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Residential	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
<u>Ohio</u>	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Residential	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
<u>Marshall</u>	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Residential	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Industrial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
Commercial	\$ ____/parcel	\$ ____/neighborhood	\$ ____/parcel	\$ ____/parcel	\$ ____	\$ ____
ACTIVITY TOTALS	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____

Group 6 Total: \$ _____ (Total the six Activity Totals, above)

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.

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 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: _____