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Responded By User ID: probolsky	Total of Header Attachments: 1
First Name: Adam	Total of All Attachments: 1
Last Name: Probolsky	
Email: bids@probolskyresearch	
Phone: 2025590270	

West Virginia Division of Natural Resources

Quotation for: Resident Hunter and Trapper Survey

Prepared for:
Jamie Adkins

October 28, 2021



Market and Opinion Research



PROBOLSKY RESEARCH
1629 K Street NW Suite 300
Washington DC 20006

Washington DC (202) 559-0270
San Francisco (415) 870-8150
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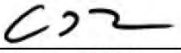
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 Washington DC 20006

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 (949) 855-6400

Signatory Sheet

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.

 , President

(Name, Title)
Adam Probolsky, President

(Printed Name and Title)
1629 K Street NW Suite 300

(Address)
202-559-0270 / 949-855-6405

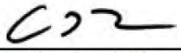
(Phone Number) / (Fax Number)
adamp@probolskyresearch.com

(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contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated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.

Probolsky Research

(Company)

 Adam Probolsky, President

(Authorized Signature) (Representative Name, Title)

Adam Probolsky, President

(Printed Name and Title of Authorized Representative)

10/28/2021

(Date)

202-559-0270 / 949-855-6405

(Phone Number) (Fax Number)



Cover Letter

October 28, 2021

West Virginia Division of Natural Resources
Property & Procurement Office
324 4th Avenue
South Charleston, WV 25303-1228

Subject: Resident Hunter & Trapper Survey

Authorized Representative:

Adam Probolsky, President
Probolsky Research
1629 K Street NW Suite 300
Washington DC 20006
adamp@probolskyresearch.com
Telephone: 202-559-0270
Fax: 949-855-6405

Jamie:

Thank you for the opportunity to offer our research services to the West Virginia Division of Natural Resources (WVDNR). We look forward to accurately recording big and small game hunting participation, success, and pressure in the state, including the number of hunters for multiple species and white-tailed deer harvest at the county level among resident hunters and trappers.

We will also design and implement a supplemental “correction factor” survey of West Virginia general population residents to assess hunting participation and associated license purchases to account for hunters who may be hunting without a license or on private properties.

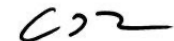
We love measuring data and look forward to conducting this survey. We have specific methodological recommendations to reach a representative sample of at least 100 hunters and trappers in each of West Virginia’s 55 counties. We will employ multiple methodologies to yield insightful, valid results to uncover the number and success of white-tailed deer hunters in each county, as well as the number and success of spring turkey, black bear, wild boar, fall wild turkey, and all small game species hunters.

We are not just about the numbers — we are storytellers. We look forward to providing WVDNR staff with an analysis of our findings to better their understanding of current hunters and trappers to inform priorities for future decision-making. We will track changes over time using information collected from past hunting and trapping seasons – including 2021.

You can count on me to be available, as much as requested, to facilitate meetings, design research instruments and after our research is complete, develop the ideal reporting and make presentations – in-person or virtually to WVDNR staff. We are looking forward to working together on this important project and helping build the roadmap to your strategic goals and priorities.

I am the contract manager for Probolsky Research. We will comply with all insurance requirements.

Sincerely,



Adam Probolsky
President



Company Profile

Established in 1992 and organized as a Limited Liability Corporation, Probolsky Research LLC specializes in market and opinion research. We are a woman and Latina-owned firm; we are multi-lingual.

While Adam Probolsky will serve as project manager and the Agency's point of contact, we also have a pool of experienced staff with broad research experience. We are a medium sized firm with a staff of twelve – everyone working on this project possesses an understanding of design, implementation, and statistical analysis of both wildlife and resident surveys.

You always work with our senior staff at the executive and director level.

Probolsky Research understands community needs and municipal services: We have acted as pollster and strategic advisor on hundreds of local, county, and statewide government agencies – each state has its own uniquely diverse constituency.

Services

Our research services include:

- Telephone surveys
- Mail surveys
- Online surveys
- Multi-mode surveys
- Individual in-depth interviews (IDIs)
- Focus groups
- Field Focus Groups™
- Community meetings
- Engagement
- Community Discussion Boards

Client Service Philosophy

We include unlimited meetings and presentation time. We welcome the chance to meet and make presentations as directed, without limitations.

We believe in regular and open communication and a collaborative working relationship. We know that staff is busy, so we limit the need for staff time and make ourselves available on your schedule.

Cyber Security

We take data integrity seriously. All client materials are hosted in a secure digital cloud environment. We use 256-bit Advanced Encryption Security to keep your data and your hunter and resident data secure. This is the same level of encryption used by the U.S. Government. Our data is stored on U.S. based computers and cloud services.

Accessibility

Our online survey platform follows the most current and best practices to ensuring accessibility for people with a diverse range of sight, hearing, movement, and cognitive abilities, including impaired users. Our online survey platform is 508 compliant (U.S. Rehabilitation Act), offering features to adhere to Section 508 including screen-reader and navigation capabilities, responsive survey layout design, accessible survey themes for visually impaired, and accessibility testing.



Client List

Probolsky Research has extensive survey experience. Below is a list of our clients.

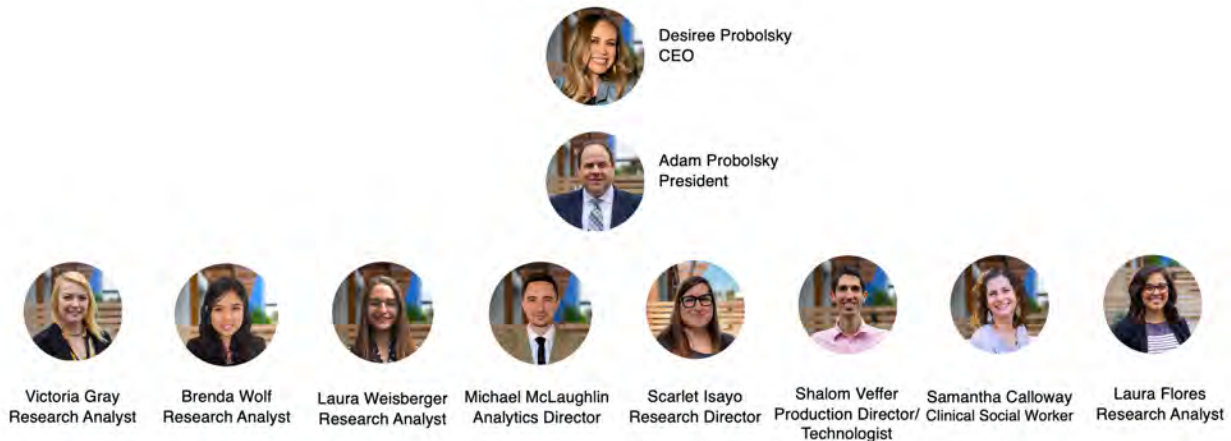
Town of Avon, CO
City of Beaverton, OR
Borrego Springs Fire Protection District
Clean Water Services, OR
Coachella Valley Association of Governments
California Coastal Conservancy
California Department of Water Resources
City of Canyon Lake
City of College Park
City of Colton Water Department
City of Corona Dept. of Water/Power
City of Dixon
City of El Segundo
City of Encinitas
City of Fontana
City of Huntington Beach
City of Huntington Park
City of Indian Wells
City of Laguna Niguel
City of La Quinta
City of Loma Linda
City of Loma Linda Water Division
City of Napa
City of Newport Beach
City of Norco
City of Placerville
City of Rancho Cucamonga
City of Redlands
City of Redlands Utilities Department
City of Rialto
City of Riverside
City of San Bernardino Water Dept.
City of San Dimas
City of Santa Ana
County of Santa Cruz
City of San Clemente
City of Twentynine Palms
Coachella Valley Water District
Costa Mesa Sanitary District
Contra Costa Water District
County of Dakota, MN
County of Kern
County of Los Angeles
County of Macomb, MI
Delta Vector Control District
Desert Healthcare District
Desert Water Agency
Dublin San Ramon Services District
El Dorado Irrigation District
East Bay Municipal Utility District
East Valley Water District
Eastern Municipal Water District
Elsinore Valley Municipal Water District
Great Parks of Hamilton County, OH
Irvine Ranch Water District
Jurupa Community Services District
Kaweah Health
Marin Water
Metropolitan Water Dist. of Southern California
Mission Springs Water District
Municipal Water District of O. C.
Nevada Department of Transportation
Nevada Irrigation District
North Texas Tollway Authority
Orange County Cemetery District
Orange County Sanitation District
Orange County Water District
Paramount Unified School District
People for the Ethical Treatment for Animals (PETA)
Resources Legacy Fund
Richland County, SC
Riverside Public Utilities
San Bernardino County Employee's Retirement
San Bernardino Municipal Water Department
San Bernardino Valley Municipal Water District
San Bernardino Valley Water Conservation Dist.
San Geronio Pass Water Agency
Santa Margarita Water District
Saint Louis Zoo
Sea Isle City, NJ
Social Compassion
Temescal Valley Water District
Truckee Donner Public Utility District
Santa Clara Valley Water District
Town of Westerly Public Schools, RI
Western Community Energy
Western Municipal Water District



Probolsky Research Team

All Probolsky Research staff is cross-trained, and every member of our team will be intimately familiar with the Agency's project details. This ensures continuity, timeliness, and quality of work product. We conduct objective research and provide impartial analysis. Probolsky Research does not enlist the services of any subcontractors.

This organizational chart includes the Probolsky Research team that will be assigned to this project.



Desiree Probolsky, CEO

Desiree has more than a decade of branding, customer service, market research and strategy development experience.

Project Responsibilities:

- Oversee all staff
- Oversee contract compliance

Experience:

- She works with Probolsky Research's broad client base spanning business, government, and non-profit sectors.
- A credentialed English teacher and former legislative staffer for the California State Senate, Desiree earned her MBA from the Paul Merage School of Business at the University of California, Irvine and her undergraduate degree at California State University, Fullerton.

Adam Probolsky, President and Project Manager

Adam has 29 years of experience as pollster and strategic advisor on thousands of national, state, and local research projects for governments, large institutions, corporations, and non-profits.

Project Responsibilities:

- Project Manager
- Oversee all aspects of the project
- Responsible for staff and contract compliance

Experience:

- Adam works with Probolsky Research's broad client base spanning business, government, and non-profit sectors.
- Adam was both a planning and finance commissioner for the City of Irvine.
- As a past chairman of the Irvine Valley College Foundation, he has overseen the fundraising and the award of hundreds of thousands of dollars in scholarships to students and funding for college police. He was also a member of the Orange County Waste & Recycling Commission where he oversaw landfills, recycling programs, waste hauling companies and power generating facilities.
- He volunteered for nearly eight years with the Orange County Sheriff's Department as a spokesperson.



Scarlett Isayo, Research Director

Project Responsibilities:

- Scarlett is involved with all types of research projects we conduct for clients.
- Manages development of research instruments, recruiting, conducting the research, and reporting.

Experience:

- Scarlett has experience in political campaigns and non-profit work.
- Received her B.A. in political science from California State University Stanislaus, and her M.A. in Political Science from California State University Los Angeles.

Michael McLaughlin, Analytics Director

Project Responsibilities:

- Michael is involved with all types of research projects we conduct for clients.
- Manages development of research instruments, data analysis, and reporting.

Experience:

- Michael has experience in both economic and public policy research.
- Received his B.A. in Economics from East Stroudsburg University, his M.A. in Economics from the University of Detroit Mercy, and his M.A. in Political Science from Lehigh University.

Shalom Veffor, Production Director/Technologist

Project Responsibilities:

- Shalom is involved with all technological aspects of our research projects.
- Shalom is responsible for our research technologies and the facilitation of research projects.

Experience:

- For more than a decade, he has been producing compelling graphics and video.
- Shalom is involved in all aspects of the messaging content, motion graphics, presentation graphics, printed materials, and video Probolsky Research produces for all clients.
- Shalom has also been the driving force behind creating Probolsky Research new research technologies, including our Field Focus Groups™.

Samantha Calloway, LCSW, MSW, Clinical Social Worker

Samantha is a Clinical Social Worker with more than twelve years of community and human connection experience.

Project Responsibilities:

- She is a licensed clinical social worker with a deep understanding of the human experience. Her expertise with accessing the emotional drivers behind resident behaviors brings a new dimension to the research process.

Experience:

- She works with Probolsky Research's broad client base spanning business, government, and non-profit sectors.
- Samantha's training affords her a special understanding of human experiences that provides us insight into human behaviors and patterns.
- She has overseen project development and implemented solutions that get to the root cause of social drivers.
- Graduated with her B.A. in Sociology from Brandeis University and her Master of Social Work from the University of Southern California.



Laura Flores, Research Analyst

Project Responsibilities:

- She is involved in all aspects of the diverse research projects our firm conducts.
- Responsible for the development of research instruments, recruiting, conducting the research, and reporting.

Experience:

- Laura is an expert at parsing through background information for individualized projects. She understands the importance of narrowing down our client's true concerns to craft a survey that will capture the overall objective.
- Graduate of the University of South Florida, B.A. in English.

Victoria Griffin, Research Analyst

Project Responsibilities:

- Victoria is involved with all types of research projects we conduct for clients.
- Responsible for development of research instruments, recruiting, conducting the research, and reporting.

Experience:

- Victoria has been developing survey questionnaires for the past five years. She understands how to properly articulate questions that get to the main objectives and goals of our governmental projects.
- Graduate of the University of California, Irvine, B.A. Political Science.

Laura Weisberger, Research Analyst

Project Responsibilities:

- Laura is involved with all types of research projects we conduct for clients.
- Laura will be responsible for development of research instruments, recruiting, conducting the research, and reporting.

Experience:

- She is highly trained in research methodology, quantitative and qualitative data analyses, grant proposal writing, and study conceptualization.
- Received her B.A. in Psychological Science from the University of California, Irvine.

Brenda Wolf, Research Analyst

Project Responsibilities:

- Brenda is involved with all types of research projects we conduct for clients.
- Brenda will be responsible for development of research instruments, recruiting, translating, conducting the research, and reporting.

Experience:

- Spanish-language and statistical analysis software expert
- Received her B.A. in Sociology from the University of California, Irvine and an M.A. of Social Science from the University of California, Los Angeles.



Research Methodology

We begin every research project by understanding how our client got to this moment in time. We have already reviewed resident demographics, prior surveys, and other relevant data.

You cannot overwhelm us with background information and data. We expect to pour through staff reports, news clips and social media posts talking about the Agency. We believe this is an essential part of ensuring we can be strategic partners. There is nothing peripheral about our work.

Goals

Specifically, we will:

- **Develop** and conduct a survey of hunters and trappers in each of West Virginia's 55 counties regarding season participation, harvest success and opinions of deer population size
- **Design** and implement a supplemental "correction factor" survey of West Virginia general population residents to assess hunting participation and associated license purchases to account for hunters who may be hunting without a license on private property that doesn't require the purchase of a license, or they haven't checked in game
- **Survey** West Virginia's residents' opinions on deer population size in their respective county and deer hunters' opinions on the county they deer hunt the most during the correction factor survey
- **Obtain** a sample of land line and cellular phone numbers for the "correction factor survey", to yield a higher response rate, ensure the representativeness of the sample and reduce bias
- **Run** crosstabulations examining how major demographic variables such as age, gender and residence type correlate with key opinions and attitudes held by survey respondents
- **Use** human interviewers to conduct the surveys and enter responses into a computer assisted phone interview system
- **Develop** a sampling plan designed to ensure representativeness at the county unit level for the deer hunter survey to ensure a 95% confidence interval and a sampling error that will not exceed plus or minus 2.00 percentage points for West Virginia hunters in the Division of Natural Resources' database for residents aged 18 years old and older
- **Develop** a sampling plan for the correction factor survey to ensure a 95% confidence interval and a sampling error that will not exceed plus or minus 3.00 percentage points for West Virginia residents, age 18 years and older

Survey Process

Initial Kick-off Meeting

We will meet with WVDNR to develop the themes and essential questions the surveys need to answer.



Using the information gleaned from meetings, conference calls, past research, background information provided by staff, and our own open-source preliminary research, we will make question recommendations.

We are always available to our clients. We will continually keep the Agency informed of progress with meetings and updates. We will accommodate any meeting or call schedule staff requests. As an example, this might include daily emails, weekly calls, and monthly meetings. At least one project team member will be available 24/7 for urgent matters.

Following meetings or conference calls in which we discuss proposed modifications, Probolsky Research will incorporate agreed-upon changes. We recognize that this may require several rounds of revisions. Once we produce the final draft, we will submit the questionnaire for final approval before the survey is translated and fielded.

Conducting the Surveys

Once the questionnaires have been finalized, we professionally translate the questionnaire into the languages decided on, create phonetic pronunciations of names for telephone responses, and establish quotas to match resident demographics and geographic location within West Virginia, and program the quotas, along with the survey, into our software utilized for telephone and online responses.

After programming, the surveys are tested for logic and presentation. Once this initial testing has been completed, we conduct a soft launch, also known as a pre-test, of the survey and collect 20 completed interviews. Once the pre-test collection period is complete, our team meets to go over the results and address any problem areas that come to light, adjusting the survey as necessary.

We conduct quality control checks on a regular basis throughout the survey process. We check for correct skip patterns, randomization and rotation, and completeness of responses. We also actively monitor to ensure that respondents will match the demographic make-up of both West Virginia hunters and residents.

Verbatim Responses to Open-Ended Questions

Once we code the responses to open-ended questions into categories, we analyze the tone and word choices and overlay demographic data for each response. This demographic overlay will provide WVDNR with a deep understanding of the opinions by age, ethnicity, gender, language, county, residence type, etc. when reading their comments. Here is an example:

Female, White/Caucasian, 40-54, English, Webster, Single-family home
Question: What if anything would you change about the hunting experience in West Virginia?
Answer: Make licenses last for more than one year

Example of a verbatim response with demographic overlay

Phone Survey Approach

We will conduct both surveys by telephone using our live U.S.-based professional interviewers.

We believe that conducting research in the language most comfortable to respondents is critical in obtaining accurate results in a statistically valid survey and is one of the best ways to alleviate language barriers.

Participants can choose their preferred language at the onset of their survey experience. We initiate all interviewing calls with live U.S.-based interviewers in English and will switch to Spanish language upon request or when a clear language communication issue presents itself.

Statistically Valid Multi-mode, Multi-lingual Survey Approach (RECOMMENDED)

While we can accommodate WVDNR and conduct exclusively phone surveys, we recommend using a multi-mode methodology for these surveys, meaning that we will conduct the survey by telephone using our live U.S.-based professional interviewers, and online via our secure digital platform.

This multi-mode approach maximizes the accuracy and reach of the research (especially when contacting hard-to-reach groups), increases participation rates, and minimizes response bias.

Most people are more likely to respond to an email or text message and complete a survey online. Incidentally, this includes more seniors than millennials. Of course, some people still prefer to speak on the phone.

We believe that conducting research in the language most comfortable to respondents is critical in obtaining accurate results in a statistically valid survey and is one of the best ways to alleviate language barriers. We will include Spanish in both the telephone and online survey modes.

Participants can choose their preferred language at the onset of their survey experience. We initiate all interviewing calls with live U.S.-based interviewers in English and will switch to Spanish language upon request or when a clear language communication issue presents itself.

For the online mode, we email or send a text message invitation and provide a secure link for the individual to access the survey online. Our online survey platform is easy to use and allows participants to complete the survey from any device: computer, tablet, or mobile phone.

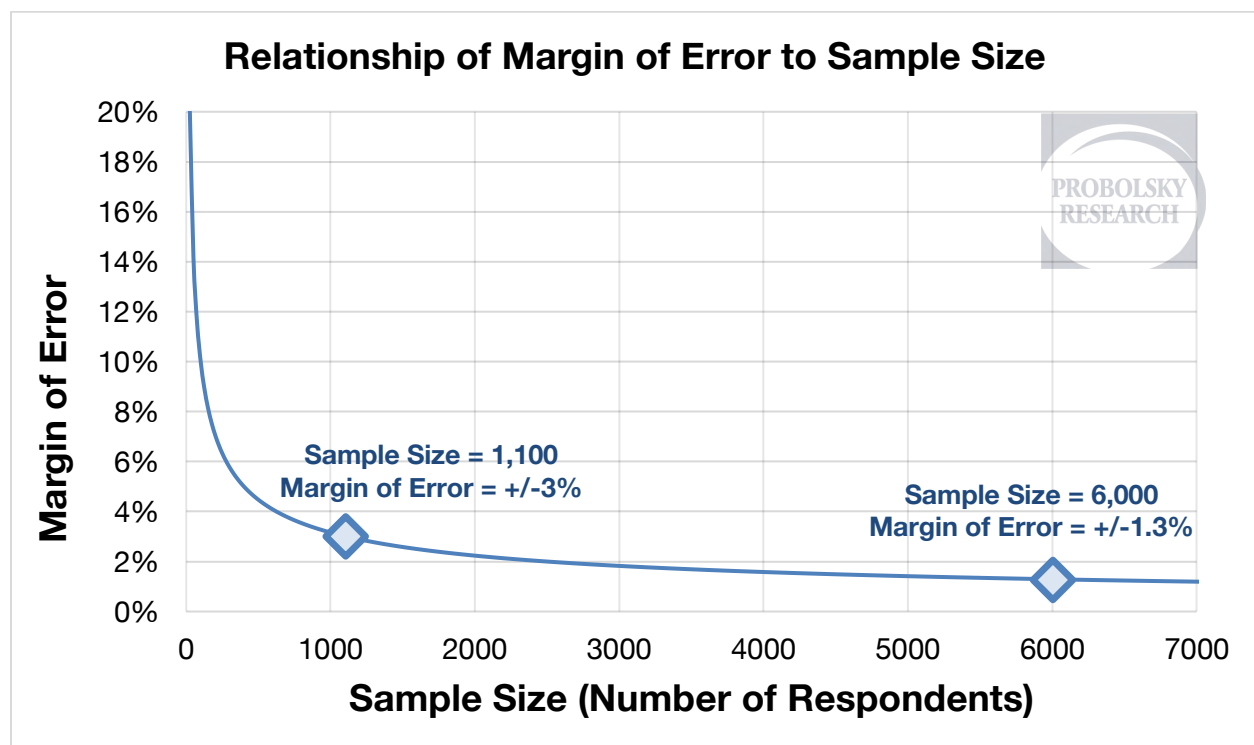
After launching the online portion of the survey, we contact participants who have not already completed the survey online, on their landline and mobile phones. We place no limit on the number of completed responses via mobile phone – we match the population that uses mobile phones exclusively or prefer to respond on mobile phones in general.

Hunter and Trapper Survey Sample

We will obtain a random sample of 6,000 hunters completed phone interviews with hunters statewide, including at least 100 completed interviews in each of West Virginia's 55 counties. A sample size of 6,000 hunters is robust and will be more than adequate to fulfill the Agency's goals and will yield a +/-1.3% margin of error at a 95% level of confidence. This will also allow for statistically reliable comparisons among subgroups of West Virginia hunters (e.g., by demographic and geographic variables). The number of questions will be determined in consultation with staff.

Preferred Sample Size for Supplemental "Correction Factor" Survey

A sample size of at least 1,100 residents is robust and will be more than adequate to fulfill the Agency's goals and will yield a +/-3% margin of error at a 95% level of confidence. This will also allow for statistically reliable comparisons among subgroups of West Virginia residents (e.g., by demographic and geographic variables). The number of questions will be determined in consultation with staff.



Sample Stratification

The statistically valid sample file of West Virginia residents will be secured by Probolsky Research, at our expense, from consumer and government databases that include emails and phone numbers – (landlines and mobile phones) and is inclusive of all West Virginia residents, both demographically and geographically. We provide a secure encrypted upload link for WVDNR to provide the database of current hunting and trapping license holders for the hunter and trapper survey.

Data Analysis

We complete comprehensive statistical analyses of the research results, utilizing software programs, including IBM, SPSS, and R to conduct deep statistical testing, such as multiple regression analysis. This helps us discover and present statistically significant results – beyond the broad opinions – and understand the specific factors that contribute to attitudes and beliefs of both hunters and residents. Such analyses are crucial in identifying gaps in public perception and awareness. Once we have run all analyses on results, cross tabulations are developed, graphics are generated, and other elements of the report are prepared.

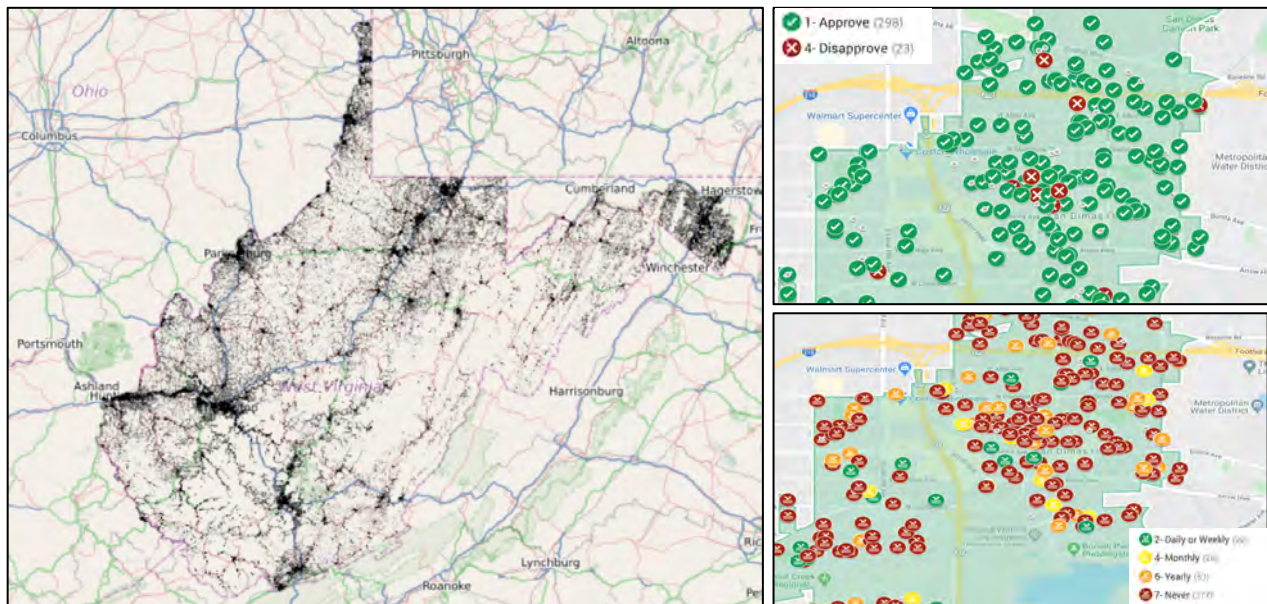
Reporting

Our reporting is comprehensive and immediately usable by decision makers. Our reporting includes:

1. Crosstabulations examining how major demographic variables such as age, gender and residence type correlate with key opinions and attitudes held by survey respondents
2. Submit a final report, detailed data analysis, an executive summary, and summary of findings in PowerPoint presentation format – focused on actionable and usable data results, graphics, benchmarking data and banner cross-tabulations with all data tables and statistical tests within thirty days of the conclusion of the survey administration
3. General overview of the survey and a report on results, including survey background and results, methodological description, questionnaire, survey top lines, cross-tabulations based on key demographic information, open-ended question responses with demographic overlay, analysis, conclusions, and recommendations
4. Present survey results to WVDNR
5. Meetings, presentations, and conference calls ongoing

GIS Mapping

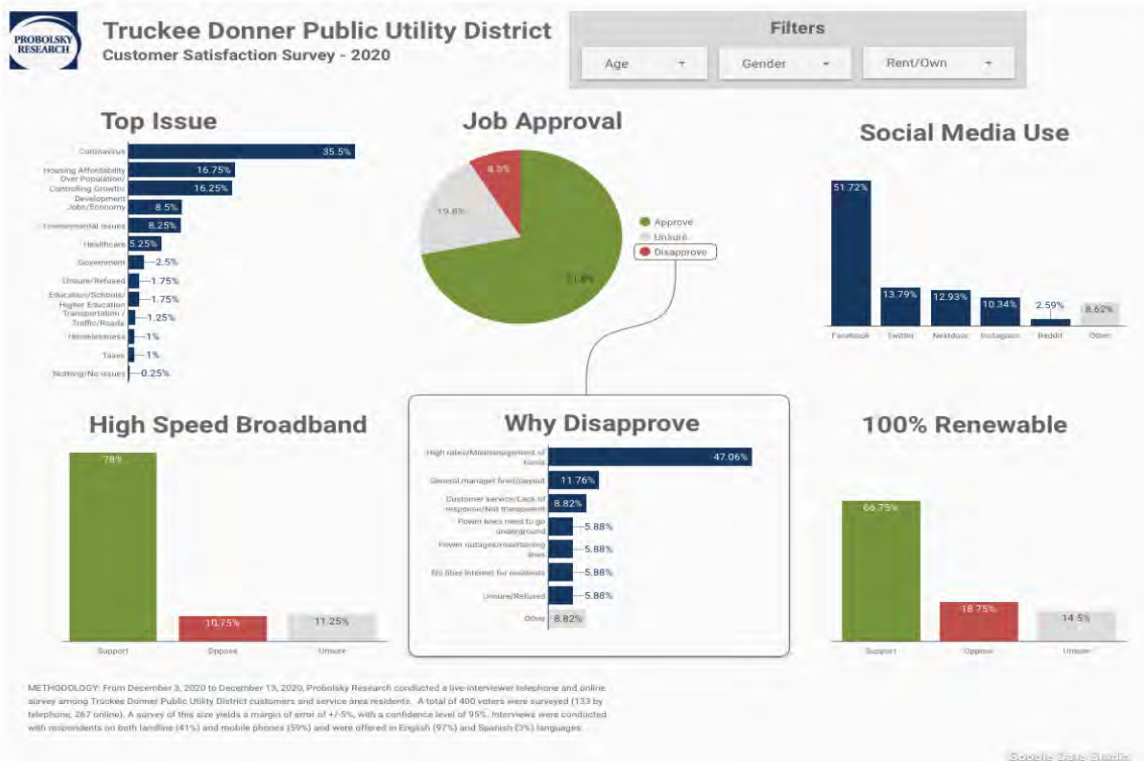
GIS mapping of results is included. We will map survey respondents and their responses to different questions geographically. Our method ensures that individual respondents cannot be identified.



EXAMPLE: West Virginia residents mapped (left). Respondents mapped by geography and response to questions (San Dimas, CA- right)

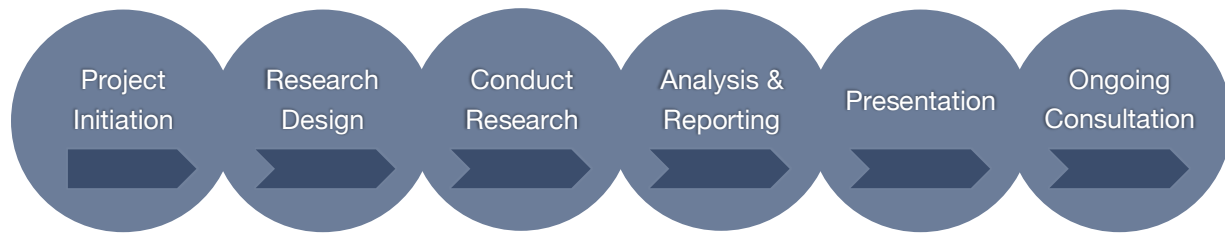
Results Dashboards

Probolsky Research offers interactive results dashboards to display key findings from our research. Each results dashboard is customized to meet the Agency's needs and goals. Below is an example of a dashboard which you can explore: <https://www.probolskyresearch.com/dashboard/>



Project Schedule

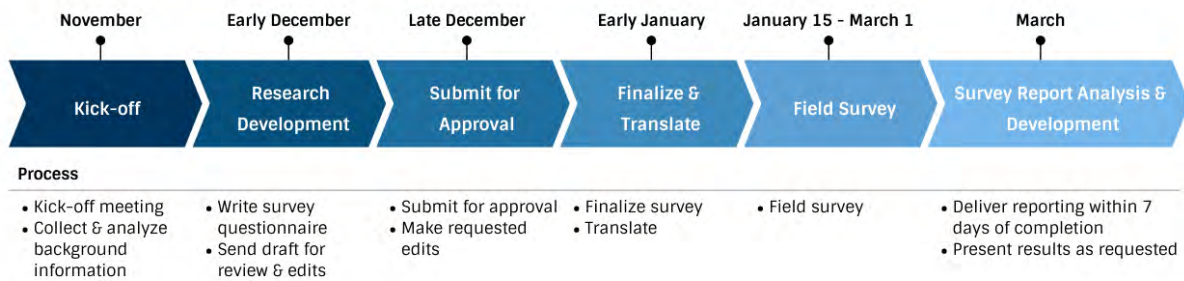
We have a simplified process that delivers accurate and actionable results.



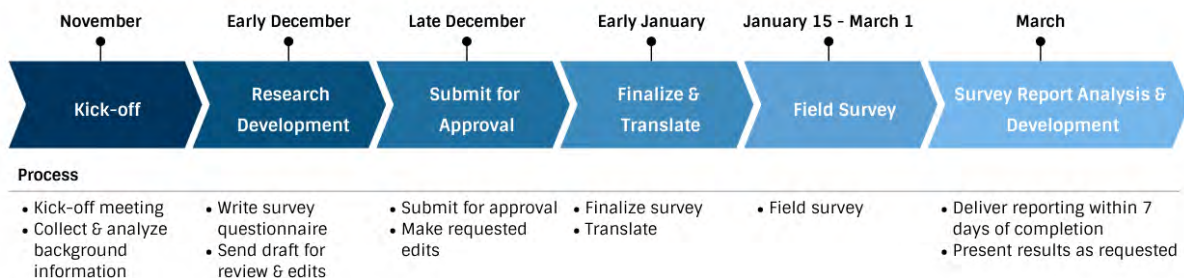
We can meet the schedule provided by WVDNR in the RFQ. We see no challenges in submitting the final survey report by September 1st, 2022. We can start our work for the Agency immediately.

Below is an example timeline for both the hunter and trapper and supplemental surveys that can easily be modified. All surveys will be completed between January 15 and March 1, 2022.

Hunter and Trapper Survey Timeline



Supplemental “Correction Factor” Survey Timeline



References

California Coastal Conservancy

Contact: Amy Hutzal, Deputy Executive Director
Telephone: 510-286-4180
Email: amy.hutzal@scc.ca.gov

People for the Ethical Treatment for Animals (PETA)

Contact: Kathy Guillermo, Senior Vice President
Telephone: 757-943-7443
Email: kathyg@peta.org

Resources Legacy Fund

Contact: Corey Brown, Attorney/Program Officer
Telephone: 916-442-5057
Email: CBrown@resourceslegacyfund.org

Social Compassion

Contact: Judie Mancuso, Founder, CEO, and President
Telephone: 949-466-6009
Email: judie@socialcompassion.org



Pricing

Our pricing is all inclusive, not-to-exceed. We do not charge by the hour or for expenses. We welcome the chance to develop the ideal methodology and budget in discussion with staff. We are flexible.

Exhibit A - Pricing Page
REQUEST FOR QUOTATION
West Virginia Division of Natural Resources - Wildlife Resources Section
WV Resident Hunter and Trapper Phone Survey

Item No.	DESCRIPTION	Unit of Measure	Quantity	TOTAL AMOUNT
4.1	WVDNR 2021 Hunting and Trapping Season Phone Survey	Job	1	\$ 111,000

Probolsky Research
 Vendor Name


 Authorized Signature

10/28/2021
 Date

West Virginia Resident Hunter and Trapper Phone Survey Pricing

Number of Questions/Time	Universe	Number of Respondents	Margin of Error	Cost
To Be Determined	West Virginia hunters	6,000	+/-1.3%	\$89,000
Languages: English and Spanish				
Level of confidence: 95%				
Mode: Telephone (landline and mobile phones)				

Supplemental “Correction Factor” Phone Survey Pricing

Number of Questions/Time	Universe	Number of Respondents	Margin of Error	Cost
To Be Determined	West Virginia general population residents	1,100	+/-3%	\$22,000
Languages: English and Spanish				
Level of confidence: 95%				
Mode: Telephone (landline and mobile phones)				



Insurance

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a check mark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancellation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of this contract. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

- Commercial General Liability Insurance** in at least an amount of:
\$1,000,000.00

- Automobile Liability Insurance** in at least an amount of \$500,000.00





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/1/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER (HD) Heffernan Insurance Brokers... CONTACT NAME: Heffernan Insurance Brokers... INSURER A: Travelers Casualty Insurance Company of America... INSURER B: Continental Casualty Company... INSURER C: Hartford Accident & Indemnity Company...

COVERAGES CERTIFICATE NUMBER: 1967365341 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Workers Compensation, and Professional Liability.

CERTIFICATE HOLDER and CANCELLATION sections. CANCELLATION text: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

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Washington DC

San Francisco

Newport Beach

Purchasing Affidavit

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: Probolsky Research
Authorized Signature: [Signature] Date: 10-28-21

State of _____
County of _____, to-wit: SEE ATTACHED CERTIFICATE
Taken, subscribed, and sworn to before me this _____ day of _____, 20____.
My Commission expires _____, 20____.

AFFIX SEAL HERE

NOTARY PUBLIC _____

Purchasing Affidavit (Revised 01/19/2018)



CALIFORNIA JURAT

GOVERNMENT CODE § 8202



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of ORANGE

Subscribed and sworn to (or affirmed) before me on this 28TH day of OCTOBER, 2021, by
Date Month Year



(1) ADAM PROBOLSKY

(and (2) _____),
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature [Signature]
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document
Title or Type of Document: PURCHASING AFFIDAVIT
Document Date: 10/28/2021 Number of Pages: 2 INCH. CERTIFICATE
Signer(s) Other Than Named Above: _____



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