

October 28, 2015

Prospective Bidder

RE: Request for Proposals:

Dear Company Representative(s):

As follow-up to the recent public notice and/or your company's email request, this letter and the accompanying documents provide a request for proposal (the "RFP") from the High Technology Foundation for general liability insurance coverage. Accordingly, your company is invited to submit a proposal (the "Proposal"). If interested, five (5) copies of the proposal are due, via FedEx mail, **by 12:00p noon on November 16, 2015.**

Specifically, please respond with your broker company's proposal and include the following:

- (1) A completed, signed Proposal Cover Sheet (Proposal Attachment 1);
- (2) A summary of insurance coverage and cost for the organization's real estate activity, as set forth in the "Summary of Activities" attached to this letter (Proposal Attachment 2);
- (3) A summary of insurance coverage and cost for the organization's research and development activity, as those activities are set forth in the "Summary of Activities" attached to this letter (Proposal Attachment 3);
- (4) Key broker, agent and personnel who will be responsible for binding the coverage and providing follow-on administrative services (Proposal Attachment 4); and
- (5) Evidence of your broker's professional liability or errors and omissions coverage; bonding; certification of WV insurance broker licensure (Proposal Attachment 5).

The High Technology Foundation reserves the right to make an award based on the original offers, as submitted, without entering negotiations. Failure to submit a complete Proposal may result in disqualification. **Please send questions to Nancy Trudel, by e-mail, at ntrudel@wvhtf.org not later than noon on November 5, 2015. Answers and information, if any, will be provided to all proposers by 5:00p on November 10, 2015. Proposals shall be submitted, by FedEx mail, to the address listed in Attachment A and received by 12:00p noon on November 16, 2015.** Thank you for your interest in submitting a Proposal for the Insurance Brokerage Services.

Sincerely,


James L. Estep, President

Enclosures: Attachment A

Cc: Nancy Trudel, General Counsel

**INSURANCE COVERAGE FOR
HIGH TECHNOLOGY FOUNDATION AND SUBSIDIARIES
PROPOSAL COVER SHEET
ATTACHMENT A**

<p>1. In Response To: Solicitation No.:</p> <p>GL AND COMPREHENSIVE INS. COVERAGE FOR HIGH TECHNOLOGY FOUNDTION 12/01/2015 TO 12/01/2016</p>	<p>2. Addressee:</p> <p>INSURANCE TECH. EVAL. COMMITTEE C/O Nancy Trudel, Esq. High Technology Foundation 1000 Galliher Drive Fairmont, WV 26554</p>
<p>Name of Broker Representative:</p> <p>Contact Information: Phone:</p> <p style="padding-left: 100px;">Email:</p>	
<p>4. The Proposal Consists of the Following: (1) This Proposal Cover Sheet (Attachment 1); (2) A completed list of proposed insurance coverage and cost for the real estate activities (Attachment 2); A completed list of proposed insurance coverage and cost for the R&D activities (Attachment 3); Key broker personnel and services (Attachment 4); and Evidence of Insurance (Attachment 5).</p>	
<p>5. Total Price as Per Contract Per Month Cost:</p>	
<p>6. Acceptance Period:</p> <p style="padding-left: 40px;">By signing below, the undersigned offers and agrees, if this offer is accepted within sixty (60) calendar days from the date designated for receipt of proposals, to furnish the items and services in accordance with the solicitation, this proposal, and the resultant contract at the price stated. The proposer further certifies that it is a licensed insurance broker and capable of providing broker services for a Highmark WV BC/BS Health Insurance Plan.</p>	
<p>7. Offeror Information:</p> <p>Name:</p> <p>Street:</p> <p>City, County:</p> <p>State, Zip Code:</p> <p>Area Code & Telephone No.:</p> <p>Type of Entity:</p> <p>State of Incorporation /Organization:</p>	<p>8. Name/Title of Person Authorized to Sign:</p>
<p>9. Signature of Authorized Representative:</p>	
<p>10. Date of Offer:</p>	

ATTACHMENT B

WEST VIRGINIA HIGH TECHNOLOGY CONSORTIUM FOUNDATION, dba HIGH TECHNOLOGY FOUNDATION A WEST VIRGINIA NON-PROFIT CORPORATION

SUMMARY OF PROPERTY DEVELOPMENT AND LEASING AND RESEARCH AND DEVELOPMENT ACTIVITIES

October 28, 2015

The purpose and objectives of the West Virginia High Technology Consortium Foundation (the "High Technology Foundation") are clearly set forth as part of its mission statement, as contained in its corporate charter of August 12, 1993 and summarized as follows: to facilitate economic viability by building advanced technology and providing contractual support to government agencies; to develop better employment opportunities and improve the standard of living in West Virginia; to encourage research and development organizations and high technology manufacturers to locate in the State; to take steps to facilitate development of West Virginia's human resources by providing opportunities for its residents; to enhance the research capabilities of the State's public and private schools; to establish a continuing forum to foster greater dialogue throughout the research community within the State; and to promote the development of high technology industries and research facilities in West Virginia. II. Facility Development and Leasing.

In carrying out its purpose and objectives, the High Technology Foundation is engaged in scientific and/or technology-based research and development ("R&D"), including robotics R&D; technology transfer activities, including commercialization assessment; small business support, including professional assessment for product and/or services, commercialization and investment; government contracting; real estate development and commercial leasing/subleasing activities. The afore-referenced activities are more specifically set forth below.

I. The High Technology Foundation and the organization's subsidiary companies hold title to over 350 acres in which five commercial office facilities are located amount to a total of 543,166 gross square feet of Class A office space (See Attachment B-1). This space is mainly leased to government and technology-based companies but is also leased to other commercial entities and includes small business incubator. All parking is located within outdoor space, with the exception of the 248,000 gross square foot Research Facility at 1000 Galliher Drive in which there is a three-level parking garage.

II. Technology- Based Research and Related Programs.

A. Research & Development. The High Technology Foundation performs research and development projects in physics, electrical engineering, computer science, and related fields for a wide range of government and industrial customers. Much of the High

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Technology Foundation's work is performed for the federal government as customer, particularly the United States Department of Defense. Current projects include:

DEWRRED: This R&D program, funded by the Office of Naval Research, is developing a new optical sensor technology to detect explosive residues from a standoff distance of up to 50 feet.

ULTRACOMM Army STTR: This R&D program, funded by the Army, and working under subcontract to Ultra Communications, Inc., is developing an ultra-compact, high-bandwidth data link suitable for extreme military environments.

FLSP-2: This R&D program, funded by the FBI, and working under subcontract to West Virginia University, is developing a video surveillance system capable of identifying people using computer face recognition.

All activities related to the above-referenced programs are OSHA-compliant.

This RFP requests coverage for the activity set forth in this business summary and in the amounts set forth below:

<u>Type of Insurance</u>	<u>Coverage Limits</u>	<u>Deductible</u>
Comprehensive General Liability		\$10,000
Each Occurrence	\$1,000,000	
Personal and Adv. Injury	\$1,000,000	
Property Hazard	\$1,000,000	
General Aggregate	\$2,000,000	
Products/Completed Ops	\$2,000,000	
Loss of Rents-limited to \$1,000,000 annually		

Coverage to include all property, as set forth in Attachment B-1.

Commercial Auto Liability-Any Auto		\$1,000
Non-owned Auto	\$1,000,000	
Leased Vehicle	\$1,000,000	

Insurance to include coverage for 2011 Ford E350 Van, title in name of insured and 2015 BMW X5, leased to insured and coverage applicable to employees leasing vehicles while on travel in the course of employment.

Employer's Liability, including Workers Compensation		\$5,000
Bodily injury by accident	\$1,000,000 each accident	
Bodily injury by disease	\$1,000,000 each employee	

Insurance to include employer's liability coverage.

ATTACHMENT B-1

The following facilities are located within the I-79 Technology Park and titled in and leased by the High Technology Foundation and/or its subsidiary title-holding companies and single purpose entity limited liability company:

1. Alan B. Mollohan Innovation Center	119,971 GSF
2. WVHTC Foundation Training Center	25,000 GSF
3. Facility 3	18,000 GSF
4. 5000 NASA Boulevard	131,850 GSF
5. Robert H. Mollohan Research Center	248,345 GSF

Total: 543,166 GSF