

Professional Services Contract

THIS CONTRACT (the "Contract") is made this 15th day of August 2011, by and between CUYAHOGA COUNTY, (the "County") and Andrea Jo Robb (the "Appraiser").

ARTICLE 1.

TERM and PERFORMANCE

- 1.1 **Term.** The term of this Contract (the "Term") shall begin on: a) the date first written above, or b) the date this form contract is approved by the State of Ohio Tax Commissioner, whichever is later (the "Effective Date"), and end on December 31, 2012 (the "Expiration Date"); the Expiration Date may be extended as set forth herein ("Term" includes any extension of the Expiration Date under this Contract). In the event Appraiser is, for any reason, unable to start the work described herein on the Effective Date, then the Appraiser shall immediately notify the Fiscal Officer. The Term is subject to prior termination in accordance with Section 1.2 and Article 5, below.
- 1.2 **Satisfactory Performance of Duties.** Notwithstanding any other provision of the Contract, this Contract shall continue only for such time as the services rendered by Appraiser are satisfactory to the Fiscal Officer, in his sole discretion.

ARTICLE 2.

DUTIES & RESPONSIBILITIES OF APPRAISER

- 2.1 **Generally.** Appraiser shall field review, verify physical characteristics of, and value parcels of real property within Cuyahoga County, Ohio, as assigned by the County Project Manager, defined below (the "Contract Parcels"; individually, a "Contract Parcel"). Appraiser acknowledges that he/she understands the identity of these parcels of real property and that he/she further understands the nature of the services which he/she is required to perform with respect to these parcels of real property. Appraiser further agrees to perform all services requested of him/her by the Fiscal Officer in accordance with the directions as provided by the project supervisor and/or project administrator identified to Appraiser by the Fiscal Officer (the "County Project Manager").
- 2.2 **Valuation.** Appraiser agrees to furnish to the County: (A) a Field Review Form ("red books") signed by Appraiser, indicating the value of land, the value of the buildings, and the total value of land and buildings, and (B) the property classification and land use code for each Contract Parcel ("A" and "B" together, the "Project"). The resulting values of land, the buildings, and the total of land and buildings, of each parcel shall be delivered to the Fiscal Officer not later than March 31, 2012 (the "Project Completion Date"). Appraiser acknowledges that the Project is intended to assist the County in meeting its requirement for a sexennial reappraisal in accordance with Section 5715.33 of the Ohio Revised Code (the "Update").
- 2.3 **Reports.** Appraiser shall, upon the written request of the County, report on the progress of the Project on D.T.E. form 108.
- 2.4 **Times of Performance.** To the extent that the performance of this Agreement requires Appraiser to be at the County's designated office, Appraiser shall perform this contract between 8:30 a.m. to 4:30 p.m., Monday through Friday. All other services required to be performed by Appraiser may be performed at such times determined to be appropriate by

Appraiser. Appraiser shall devote the required time, ability, and attention to the duties set forth herein in order to complete the Project pursuant to the terms of this Contract.

- 2.5 Work Space.** At the commencement of this contract, Appraiser shall have the option to utilize furnished work and office space at a location designated by the Fiscal Officer. Appraiser shall also be permitted to work from his/her home office.
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ARTICLE 3.

COMPENSATION & RETAINAGE

Compensation. Subject to Section 3.2, below, Appraiser shall receive compensation under this Contract in accordance with this Section 3.1; provided that such compensation shall not exceed **\$48,000.00**, inclusive of the Orientation remittance provided for in Section 3.3, below.

- 3.1.1** Appraiser shall be paid for each Contract Parcel for which he/she completes the services assigned pursuant to the following payment schedule:

- | | |
|---------------------------------|---------------------|
| a. <u>Residential:</u> | \$ 3.50 per parcel |
| b. <u>High-End Residential:</u> | \$ 10.00 per parcel |

- 3.1.2** Appraiser shall receive payment for services rendered within twenty (20) days of the County's review and approval of such services for any or all of the Contract Parcels.

- 3.2 Retainage.** The County will withhold 10% of each payment pending completion of the Project (the "Retainage").

- 3.2.1** The County shall pay Appraiser 80% of the Retainage within twenty (20) days of the Project Completion Date, provided that Appraiser has completed the Project to the full satisfaction of the County.

- 3.2.2** The County shall pay Appraiser the balance of the Retainage within twenty (20) days of the end of the Expiration Date, as may be extended, provided that Appraiser is in full compliance with the terms and conditions of this Contract and all County materials provided to Appraiser have been returned to the County.

- 3.3 Orientation.** The Appraiser shall attend an approximately 5-business-day orientation session prior to commencement of work on the Project. Appraiser shall be paid a \$200.00 per diem for attending the orientation session, not to exceed \$1,000.00, as part Appraiser's first remittance.

- 3.4 Force Majeure.** In the event that the Project can not be completed by the Project Completion Date due to a *Force Majeure Event*, as defined below, the Term shall be extended by the parties provided that: (a) Appraiser notified the Fiscal Officer of such *Force Majeure Event* within five (5) business days of the occurrence of same; and (b) the Fiscal Officer concurs in the validity of such *Force Majeure Event* and the effect thereof on the Project Completion date. For purposes of this Contract, "Force Majeure Event" shall mean the occurrence of any of the following: acts of God; the confiscation or seizure by any Government Authority; insurrections; wars or war-like action (whether actual or threatened); national strikes; landslides, lightning, earthquakes, fires, hurricanes, storms, floods or other severe weather; explosions; civil disturbance or disobedience; riot, sabotage, terrorism or

threats of sabotage or terrorism; change in law that prohibits or materially interferes with development or construction of the Project; or other cause that is not within the reasonable control of the Party claiming the right to delay or excuse performance on account of such occurrence. Notwithstanding the foregoing, "Force Majeure Event" shall not include an inability to pay debts or other monetary obligations in a timely manner.

ARTICLE 4.

ADDITIONAL REPRESENTATION AND COVENANTS OF APPRAISER

- 4.1 Status of Appraiser.** The relationship of Appraiser to the County shall be that of an independent contractor. No principal-agent or employer-employee relationship is created by this Contract. Appraiser will be solely responsible for reporting, withholding and/or paying all employment related taxes, payments and/or withholdings, including, but not limited to federal, state, and local income taxes, social security, medicare, unemployment or disability insurance and Worker's Compensation Insurance.
- 4.2 Engaging in Other Employment and Contracts.**
- 4.2.1** In order to assure that there is no conflict of interest between the County's responsibilities regarding valuation of real property and Appraiser, Appraiser shall provide the County Project Manager with a list of all parcels of real property within Cuyahoga County, Ohio which he/she has any form of an ownership interest in and/or which he/she is presently performing any form of real property appraisal services with respect thereto. Appraiser shall, from time to time during the Term, provide the County Project Manager with an updated list of such parcels.
- 4.2.2** During the Term Appraiser shall not directly or indirectly render any form of real estate appraisal services or service of a business, commercial, or professional nature with reference to any Contract Parcel.
- 4.2.3** During the Term Appraiser shall not, directly or indirectly, either as an employee, employer, consultant, agent, principal, partner, stockholder, corporate officer, director, or in any other individual or representative capacity, engage or participate in any business that is conflicting with the business of the County. During the Term Appraiser shall not, directly or indirectly, solicit for employment or employ any employee of the County for any reason, whether the employee is employed on the date of this Contract or at any time during the Term.
- 4.3 Prior Agreements.** Appraiser represents that he/she has disclosed to the Auditor any employment agreements and/or any other agreements, which impose any restrictions on Appraiser. Appraiser represents that he/she is under no obligation which in any manner may prohibit and/or restrict his/her authority to sign this Contract and/or to perform the services which this Contract requires.
- 4.4 Confidential Information.**
- 4.4.1 County Information.** Appraiser shall not, during the Term, directly or indirectly, use, disseminate, or disclose to any person, firm, or other business entity for any purpose whatsoever, any information related to the County's process or systems not generally known in the industry which was disclosed to or acquired by Appraiser as

a consequence of or through the performance of this Contract; including, without limitation, information regarding the County systems, data base, processes, and related matters, and also includes information relating to research, development, procedures and manuals.

4.4.2 Third-Party Information. Appraiser represents that he/she has not disclosed and will not disclose any confidential and proprietary information belonging to a third party, without first obtaining the written consent from the third party and the Fiscal Officer.

4.5 Ownership of Data. Appraiser shall hold in a fiduciary capacity for the benefit of the County all information obtained by Appraiser in performance of the Project which may be directly or indirectly related to the business of the County.

4.5.1 All data collected in conjunction with the services contemplated herein shall remain the property of the Auditor and no use or copying of such data shall be made except in connection with this Contract without the written permission of the Auditor.

4.5.2 To protect the interests of the County, Appraiser agrees that during or after the termination of this Contract, all documents, records, notebooks, computer files, and similar repositories containing such information, including copies of such items then in Appraiser's possession or work area, whether prepared by the County or others, are the property of the County and shall be returned to the County. All files, records, documents, drawings, specifications, equipment, and similar items relating to the business of the County, whether prepared by Appraiser or otherwise coming into his/her possession, shall remain the exclusive property of the County and shall not be removed from the County office under any circumstances without the prior written consent of the Fiscal Officer.

4.5.3 Appraiser shall not at any time use any information, data, computers, computer generated data or any other form of information which he/she may have access to as a result of this contract for the purpose other than the performance of this contract.

4.6 Insurance. Appraiser shall provide evidence of automobile liability insurance with limits of \$1,000,000, with the County as a named insured, upon execution of this Contract.

4.7 Indemnification. Appraiser shall indemnify, defend and hold harmless the County from and against any and all Losses, in contract or in tort, arising, directly or indirectly, from, out of or in connection with: (a) any material breach of any representation or any warranty made by Appraiser in this Contract or in any other certificate or document delivered by Appraiser pursuant to this Contract; (b) the negligence of Appraiser or any other person performing services in connection with the Project on behalf of Appraiser; and (c) any breach by Appraiser of any covenant or obligation of Appraiser under this Contract.

4.8 County Policies. Appraiser acknowledges that he has received and read the County's Policies and Procedures manual.

ARTICLE 5.
TERMINATION

- 5.1 **Termination for Cause.** If Appraiser willfully breaches or habitually neglects the duties required to be performed under this Contract, the Fiscal Officer, in his sole discretion, may immediately terminate this Contract by giving written notice of termination to Appraiser without prejudice as to any other remedy to which the County may be entitled either at law, in equity, or under this Contract.
- 5.2 **Termination for Convenience.** Either party, by thirty (30) days written notice to the other, may terminate this Agreement at any time for any reason.
- 5.3 **Option to Terminate if Appraiser Permanently Disabled.** If Appraiser becomes temporarily or permanently disabled such that, in the Fiscal Officer's reasonable discretion, Appraiser will be unable to complete the Project by the Project Completion Date, the Fiscal Officer may terminate this Contract by giving written notice of termination to Appraiser.
- 5.4 **Effect of Termination on Compensation.** In the event this Contract is terminated in accordance with this Article 5, Appraiser shall be entitled to compensation earned for completion of any portion of the Project prior to the date of termination in accordance with the schedule set forth in Section 3.1, provided that the County shall have the right to withhold any and all funds in accordance with Article 3. Appraiser shall be entitled to no further compensation.

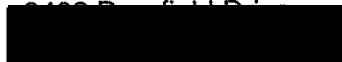
ARTICLE 6.
GENERAL PROVISIONS

- 6.1 **Public Comment.** Appraiser acknowledges that he/she has been expressly advised and agrees that the Fiscal Officer or the County Project Manager is the official spokesperson for the County before the public and news media, and therefore any invitations to comment publicly regarding any matter which pertains to the business of the County shall be declined and referred to the County Project Manager.
- 6.2 **Notices.** Any notice to be given under this Contract by either party to the other may be effected either by personal delivery in writing or by certified mail, postage prepaid, returned receipt requested. Notice delivered personally shall be deemed received upon actual receipt; notice sent by certified mail shall be deemed received on the date the return receipt is either signed or refused. Mailed notices shall be addressed to the parties at the addresses appearing below; either party may designate a different address upon written notice to the other party in accordance with this Section 6.2.

To County: Cuyahoga County Fiscal Officer
1219 Ontario Street, 2nd Floor
Cleveland, Ohio 44113

Copy to: Cuyahoga County Law Department
1219 Ontario Street, 4th Floor
Cleveland, Ohio 44113
Attn: Law Director

To Appraiser: Andrea Jo Roff

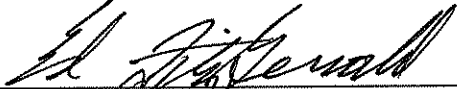


- 6.3 Background Check/Drug Testing.** The County may require Appraiser to undergo a criminal background check, including fingerprinting, and drug testing.
- 6.4 Amendments.** This Contract may not be amended or supplemented except by a writing executed by the County and the Appraiser.
- 6.5 Subcontracting.** No portion of the Project may be subcontracted by Appraiser absent the written consent of the County.
- 6.6 Laws Governing Contract.** This Contract shall be governed by and construed in accordance with the laws of the State of Ohio.
- 6.7 Attorneys' Fees and Costs.** If any action at law or in equity is necessary to enforce or interpret the terms of this Contract, each party shall pay their own attorneys' fees and costs.
- 6.8 Expense Reimbursement.** There are no expenses for which Appraiser will be reimbursed.
- 6.9 Entire Agreement.** This Contract supersedes all other oral and written agreements between the parties and this Contract contains all of the covenants and agreements between the parties.
- 6.10 Electronic Signature.** The Parties agree to conduct this transaction by electronic means and agree that all documents requiring signatures by the County may be executed by electronic means, and that the electronic signatures affixed by the County to this Agreement shall have the same legal effect as if that signature was manually affixed to a paper version of this Agreement. The Parties also agree, to be bound by the provisions of Chapters 304 and 1306 of the Ohio Revised Code as they pertain to electronic transactions, and to comply with the electronic signature policy of Cuyahoga County.

{Balance of page intentionally left blank; signature page follows.}

IN WITNESS WHEREOF, the Parties have each caused their duly authorized representatives to execute this Agreement as of the date aforesaid.

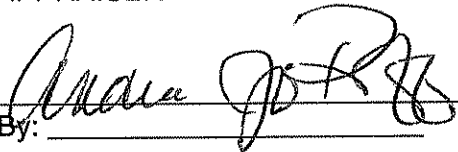
CUYAHOGA COUNTY, OHIO

X 

Edward FitzGerald, County Executive

Date: _____

APPRAISER

By:  _____

Date: 7-7-11

The legal form and correctness of the
within document is hereby approved.

By: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Name (as shown on your income tax return)
Andrea Jo Roff

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required): ☒ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

City, state, and ZIP+4[®]

List account name(s) (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ **Andrea Jo Roff** Date ▶ **7-7-11**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

CERTIFICATION OF COMPLIANCE WITH SECTION 3517.13 OF THE O.R.C.

Check all applicable boxes.

BUSINESS NAME: Andrea Jo Roff

☒ CONTRACTS AWARDED TO INDIVIDUAL, PARTNERSHIP, OTHER UNINCORPORATED BUSINESS, ASSOCIATION (INCLUDING A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785), ESTATE, OR TRUST MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(I)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- THE INDIVIDUAL
- EACH PARTNER OR OWNER OF THE PARTNERSHIP OR UNINCORPORATED BUSINESS
- EACH SHAREHOLDER OF THE ASSOCIATION
- EACH ADMINISTRATOR OF THE ESTATE
- EACH EXECUTOR OF THE ESTATE
- EACH TRUSTEE OF THE TRUST
- EACH SPOUSE OF ANY OF THE PRECEEDING PERSONS
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF ANY OF THE PRECEEDING PERSONS
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

☐ CONTRACTS AWARDED TO A CORPORATION OR BUSINESS TRUST (EXCEPT A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785) MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(J)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- EACH OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH SPOUSE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

It is hereby certified that all of the persons listed above are in compliance with section 3517.13(I)(1) or 3517.13(J)(1) of the Ohio Revised Code, or

☐ IF CONTRACTING ENTITY IS A NONPROFIT CORPORATION ESTABLISHED UNDER ORC CHAPTER 1702, THE UNDERSIGNED CERTIFIES THAT SECTIONS 3517.13(I)(1) AND 3517.13(J)(1) ARE NOT APPLICABLE TO THE CONTRACTING ENTITY.

Andrea Jo Roff

PRINTED NAME

TITLE

Andrea Jo Roff

SIGNATURE

7-2-11

DATE

GOVERNMENT BUSINESS AND FUNDING CONTRACTS

In accordance with section 2909.33 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration by an applicant for a government contract or funding of material assistance/nonassistance to an organization on the U.S. Department of State Terrorist Exclusion List ("TEL"). Please see the Ohio Homeland Security Division Web site for a copy of the TEL.

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, financial services, communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

COMPLETE THIS SECTION ONLY IF YOU ARE AN INDEPENDENT CONTRACTOR

LAST NAME Roff	FIRST NAME Andrea	MI Jo
HOME ADDRESS [REDACTED]		
CITY [REDACTED]	ZIP 44129	COUNTY Cuyahoga
HOME PHONE L [REDACTED]	WORK PHONE 440-886-4900	

COMPLETE THIS SECTION ONLY IF YOU ARE A COMPANY, BUSINESS OR ORGANIZATION

BUSINESS/ORGANIZATION NAME			PHONE
BUSINESS ADDRESS			
CITY	STATE	ZIP	COUNTY
BUSINESS/ORGANIZATION REPRESENTATIVE NAME			TITLE

DECLARATION

In accordance with section 2909.32 (A)(2)(b) of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List? ☐ Yes ☒ No
2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List? ☐ Yes ☒ No
3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List? ☐ Yes ☒ No
4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List? ☐ Yes ☒ No
5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List? ☐ Yes ☒ No
6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism? ☐ Yes ☒ No

If an applicant is prohibited from receiving a government contract or funding due to a positive indication on this form, the applicant may request the Ohio Department of Public Safety to review the prohibition. Please see the Ohio Homeland Security Web site for information on how to file a request for review.

CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced above on of this declaration.

APPLICANT SIGNATURE X [Signature]	DATE 7-7-11
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Dave Yost

Ohio Auditor of State

Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140
(614) 466-4514
(800) 282-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: Roff, Andrea Jo

Date: 04/21/2011

This search produced the following list of possible matches:

27 Possible matches were found

Name/Organization	Address
Allen, Sandy	
Baker, Candice	
Berry, Sandra	
Boone, Alexandra	
Boone, Alexandria	
Canterbury, Andrew	
Carpenter, Wanda	
Casey, Sandra	
Casey, Sandra	
Gilmore, Sandra	
Harris, Zandra	
James, Andrea	
LaFary, Miranda	
LaFary, Miranda	
McCready, Sandra	
McCullough, Deland	
McCullough, Deland	
Mills, Wanda	
Peterson, Andrea	
Ramage, Amanda	
Smith, Roland	
Stevens, Mandy	
Stevenson, Sandra	
Street, Andre	
Street, Andre	
Tilton, Sandra	

Wood, Randy

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.