

September 10, 2019

Mark Atkins  
Senior Buyer  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

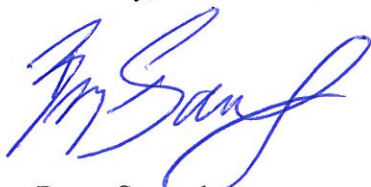
Dear Mr. Atkins:

Chapin Hall at the University of Chicago is pleased to submit this proposal "West Virginia Department of Health and Human Resources and U.S. Department of Justice Subject Matter Expert Services (CRFP 0506 HHR 2000000001)" to the West Virginia Department of Health and Human Resources.

Chapin Hall is uniquely qualified to provide subject matter expertise to West Virginia as it seeks to expand community based mental health services for children with mental or behavioral health needs and reduce over-reliance on residential treatment facilities. Our team is highly qualified with experience in the design and delivery of children's mental health services and reduction in use of residential treatment, and in the provision of technical assistance for large-scale system improvement. Chapin Hall experts have served on monitoring teams or led public agencies under consent decrees. We bring an important perspective and skill set to support West Virginia in its efforts to reach compliance with the Memorandum of Understanding with the United States Department of Justice.

Enclosed please find our proposal and cost proposal. If you have any questions, or if you have a need for further information, please contact me at [bsamuels@chapinhall.org](mailto:bsamuels@chapinhall.org) or Clare Anderson at [canderson@chapinhall.org](mailto:canderson@chapinhall.org).

Sincerely,



Bryan Samuels  
Executive Director  
Chapin Hall  
University of Chicago

RECEIVED

2019 SEP 12 AM 9:36

WV PURCHASING  
DIVISION



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

State of West Virginia  
Request for Proposal  
10 — Consulting

Proc Folder: 612158

Doc Description: RFP - DOJ Subject Matter Expert Services

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2019-08-08	2019-09-13 13:30:00	CRFP 0506 HHR2000000001	1

**BID RECEIVING LOCATION**

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

**VENDOR**

Vendor Name, Address and Telephone Number:

Chapin Hall at the University of Chicago  
1313 East 60th Street  
Chicago, IL 60637  
773-256-5100

**FOR INFORMATION CONTACT THE BUYER**

Mark A Atkins  
(304) 558-2307  
mark.a.atkins@wv.gov

Signature X

FEIN # 36-2167012

DATE Sept. 10, 2019

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION:**

The West Virginia Department of Administration, Purchasing Division (hereinafter referred to as the "Purchasing Division") is issuing this solicitation as a request for proposal ("RFP"), as authorized by W. Va. Code 5A-3-10b, for the Department of Health and Human Resources (hereinafter referred to as the "Agency") to provide Subject Matter Expert (SME) services in the design and delivery of children's mental health services and to provide technical assistance to the Agency to reach compliance with the Memorandum of Understanding between the United States Department of Justice and the state of West Virginia, dated May 14, 2019 (hereinafter referred to as the "Agreement") per the attached documents.

Note: Online response to this RFP is prohibited. Please refer to the "Instructions to Bidders" and the RFP Document Section 5.3 "Proposal Format" for instructions on submitting a proposal response.

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Project Monitoring & Evaluation (submit Attachment_A)	0.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
80101606			

**Extended Description :**

Note: Vendors must submit Attachment\_A Cost Sheet for bid pricing.

The per hour rate is an all-inclusive hourly rate for general and administrative expenses, including travel, training and supplies necessary to provide the services required in this solicitation.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Mandatory Pre-Bid Conference 1:30pm EDT	2019-08-22
2	Technical Questiond due by 10:00am EDT:	2019-08-29

HHR2000000001	<b>Document Phase</b> <b>Final</b>	<b>Document Description</b> RFP - DOJ Subject Matter Expert Services	<b>Page 3</b> <b>of 3</b>
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### ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

**REQUEST FOR PROPOSAL**  
**CRFP 0506 HHR2000000001**  
Department of Health and Human Resources  
DOJ Subject Matter Expert Services

**Attachment A: Cost Sheet**

Contract Item	Description	Estimated Hours	Price per Hour	Extended Price
Section 4	Technical Assistance Activity	500	\$ 250.00	\$125,000

- Estimated Hours are for estimation purposes only for the cost proposal.
- The per hour rate is an all-inclusive hourly rate for general and administrative expenses, including travel, training and supplies necessary to provide the services required in this solicitation.



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

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PURCHASING DIVISION

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1313 East 60th Street  
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**FOR INFORMATION CONTACT THE BUYER**

Mark A Atkins

(304) 558-2307

mark.a.atkins@wv.gov

Signature X

FEIN # 36-2167012

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Comm Code	Manufacturer	Specification	Model #
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**Extended Description :**

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HHR2000000001	Document Phase Final	Document Description RFP - DOJ Subject Matter Expert Services	Page 3 of 3
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#### ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



**REQUEST FOR PROPOSAL**  
**CRFP 0506 HHR2000000001**  
Department of Health and Human Resources  
DOJ Subject Matter Expert Services

<b>Vendor Name:</b> Chapin Hall at the University of Chicago
<b>Physical Address:</b> 1313 East 60th Street, Chicago IL 60637
<b>Remit to Address:</b> 1313 East 60th Street, Chicago IL 60637
<b>Telephone:</b> 773-256-5100
<b>Fax:</b> 773-256-5423
<b>Email:</b> jpearlman@chapinhall.org
<b>Vendor Representative (print name):</b> Joanne Pearlman
<b>Signature:</b> 
<b>Date:</b> 9/10/2019

**REQUEST FOR PROPOSAL**  
**CRFP 0506 HHR2000000001**  
Department of Health and Human Resources  
DOJ Subject Matter Expert Services

- 6.8. Availability of Information:** Proposal submissions become public and are available for review immediately after opening pursuant to West Virginia Code §5A-3-11(h). All other information associated with the RFP, including but not limited to, technical scores and reasons for disqualification, will not be available until after the contract has been awarded pursuant to West Virginia Code of State Rules §148-1-6.3.d.

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Chapin Hall at the University of Chicago  
(Company)

Joanne Pearlman, Director of Financial Operations  
(Representative Name, Title)

773-256-5222 / 773-256-5423  
(Contact Phone/Fax Number)

September 10, 2014  
(Date)

**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.

Joanne Pearlman, Director of Financial Operations

(Name, Title)

(Printed Name and Title)

1313 East 60th Street, Chicago IL 60637

(Address)

773-256-5222 / 773-256-5423

(Phone Number) / (Fax Number)

jpearlman@chapinhall.org

(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.

Chapin Hall at the University of Chicago

(Company)

*Joanne Pearlman, Director of Financial Operations*

(Authorized Signature) (Representative Name, Title)

Joanne Pearlman, Director of Financial Operations

(Printed Name and Title of Authorized Representative)

*September 10, 2019*

(Date)

773-256-5222 / 773-256-5423

(Phone Number) (Fax Number)

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: Chapin Hall at the University of Chicago

Authorized Signature: [Signature] Date: September 3, 2019

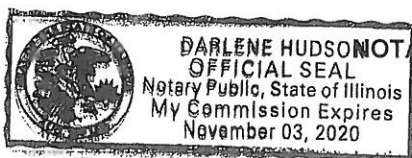
State of Illinois

County of Cook, to-wit:

Taken, subscribed, and sworn to before me this 5<sup>th</sup> day of September, 2019.

My Commission expires 11/03, 2020.

AFFIX SEAL HERE



[Signature]  
Purchasing Affidavit (Revised 01/19/2018)

# West Virginia Ethics Commission



## Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

*"Business entity"* means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

*"Interested party"* or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

*"State agency"* means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

*This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: [ethics@wv.gov](mailto:ethics@wv.gov); website: [www.ethics.wv.gov](http://www.ethics.wv.gov).*

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Chapin Hall at the University of Chicago Address: 1313 E. 60th Street, Chicago IL 60637

Name of Authorized Agent: Joanne Pearlman Address: 1313 E. 60th Street, Chicago IL 60637

Contract Number: \_\_\_\_\_ Contract Description: DOJ Subject Matter Expert Services

Governmental agency awarding contract: State of West Virginia

☐ Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (*attach additional pages if necessary*):

**1. Subcontractors or other entities performing work or service under the Contract**

☐ Check here if none, otherwise list entity/individual names below.

Nadia Sexton, Ph.D.

**2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**

☐ Check here if none, otherwise list entity/individual names below.

**3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**

☐ Check here if none, otherwise list entity/individual names below.

Signature: Joanne Pearlman Date Signed: September 9, 2019

**Notary Verification**

State of Illinois, County of Cook:

I, Joanne Pearlman, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 5<sup>th</sup> day of September, 2019.

Darlene Hudson  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_

