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Header 1

List View

General Information

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Procurement Folder: 730423

Procurement Type: Central Contract - Fixed Amt

Vendor ID:

Legal Name: CONCORD UNIV RESEARCH & DEVELOPMENT CORP

Alias/DBA:

Total Bid: \$1,053,024.00

Response Date:

Response Time:

SO Doc Code: CRFQ

SO Dept: 0511

SO Doc ID: BCF2000000003

Published Date: 7/9/20

Close Date: 7/14/20

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 1

Total of All Attachments: 1



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 730423

Solicitation Description : Addendum 1 ASSIST IN DVLPMT/ IMPLEMENTATION OF CHILD WELFARE

Proc Type : Central Contract - Fixed Amt

Date issued	Solicitation Closes	Solicitation Response	Version
	2020-07-14 13:30:00	SR 0511 ESR07072000000000068	1

VENDOR
000000210265 CONCORD UNIV RESEARCH & DEVELOPMENT CORP

Solicitation Number: CRFQ 0511 BCF2000000003

Total Bid : \$1,053,024.00 **Response Date:** 2020-07-09 **Response Time:** 11:41:26

Comments:

FOR INFORMATION CONTACT THE BUYER
 Brittany E Ingraham
 (304) 558-0067
 brittany.e.ingraham@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	STAFF POSITION 1	12.00000	MO	\$7,363.000000	\$88,356.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : STAFF POSITION 1 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	STAFF POSITION 2	12.00000	MO	\$7,363.000000	\$88,356.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : STAFF POSITION 2 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	STAFF POSITION 3	12.00000	MO	\$7,212.000000	\$86,544.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : STAFF POSITION 3 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	YEAR 1 OPTIONAL RENEWAL STAFF POSITION 1	12.00000	MO	\$7,363.000000	\$88,356.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : YEAR 1 OPTIONAL RENEWAL STAFF POSITION 1 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	YEAR 1 OPTIONAL RENEWAL STAFF POSITION 2	12.00000	MO	\$7,363.000000	\$88,356.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : YEAR 1 OPTIONAL RENEWAL STAFF POSITION 2 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	YEAR 1 OPTIONAL RENEWAL STAFF POSITION 3	12.00000	MO	\$7,212.000000	\$86,544.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : YEAR 1 OPTIONAL RENEWAL STAFF POSITION 3 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	YEAR 2 OPTIONAL RENEWAL STAFF POSITION 1	12.00000	MO	\$7,363.000000	\$88,356.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : YEAR 2 OPTIONAL RENEWAL STAFF POSITION 1 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	YEAR 2 OPTIONAL RENEWAL STAFF POSITION 2	12.00000	MO	\$7,363.000000	\$88,356.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : YEAR 2 OPTIONAL RENEWAL STAFF POSITION 2 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	YEAR 2 OPTIONAL RENEWAL STAFF POSITION 3	12.00000	MO	\$7,212.000000	\$86,544.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : YEAR 2 OPTIONAL RENEWAL STAFF POSITION 3 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	YEAR 3 OPTIONAL RENEWAL STAFF POSITION 1	12.00000	MO	\$7,363.000000	\$88,356.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : YEAR 3 OPTIONAL RENEWAL STAFF POSITION 1 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	YEAR 3 OPTIONAL RENEWAL STAFF POSITION 2	12.00000	MO	\$7,363.000000	\$88,356.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : YEAR 3 OPTIONAL RENEWAL STAFF POSITION 2 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	YEAR 3 OPTIONAL RENEWAL STAFF POSITION 3	12.00000	MO	\$7,212.000000	\$86,544.00

Comm Code	Manufacturer	Specification	Model #
81112201			

Extended Description : YEAR 3 OPTIONAL RENEWAL STAFF POSITION 3 TO PROVDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.



Bureau of Children and Families

CRFQ 0511 BCF2000000003

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Overview

The Concord University Research and Development Corporation will provide the services delineated in section four of CRFQ 0511 BCF200000003 through the advertising, interviewing, and hiring of vacant staff for position one. Positions two and three are currently occupied. The new employee will be oriented and will work closely with the BCF Division of Training Director to carry out the program. The descriptions and announcements are provided in this document as well as the plan of work. The work plan will be continually evaluated and augmented to meet the needs outlined in section four if the referenced document.

4. Mandatory Services

4.1 - Employment

The Concord University Research and Development Corporation (Corporation) is responsible for setting all wages and salaries of the Training and Technical Assistant Specialist Announcement (Position One), the Title IV-E Coordinator Announcement (Position Two), and the Administrative Technology Assistant Announcement (Position Three). Salaries are calculated in accordance with industry standard, Corporation policies and procedures, federal and state regulations, and position type. Incorporated within this service are the withholding of requisite taxes, and the provision of fringe benefits as provided in accordance with the Corporation's operational processes. Travel and materials for all three positions are budgeted at \$10,000 annually and will be provided in consideration of length and full staffing. Expenses must receive prior approval from the Program Director, C. Scott Inghram (inghramcs@concord.edu – 304-384-5215). The Corporation has included these costs in the bid and they will not be billed separately from the positions.

4.1.2 - Location

The Training and Technical Assistant Specialist Announcement (Position One), the Title IV-E Coordinator Announcement (Position Two), and the Administrative Technology Assistant Announcement (Position Three) will be located at the Diamond Building at 350 Capitol Street, Charleston, West Virginia, 25301.

4.1.2.1 – Parking

The Corporation will inform the employees of the parking requirements.

4.1.3 – Travel

The Corporation will inform the employees of the travel requirements and will formalize the requirement in employment documentation.

4.2 – Annual Assessment

The Corporation will conduct an annual assessment of the Division of Training's child welfare programs using a multi-level evaluation system in tandem with and will report the results to the BCF-Training Director. The Title IV-E Coordinator and Training Technical Assistant Specialist will be responsible for analyzing the current process and recommend any changes to the BCF-Training Director. The process will be formalized and a copy will be held on file with both parties

(Corporation & DHHR). The evaluation will focus on the training's impact for staff and foster parents. The data will be reported to the BCF-Training Director semi-annually.

4.2.2 – Curriculum Development

The Training and Technical Assistant will be responsible for curriculum development and will work in tandem with the Administrative Technology Assistant and the IV- E Coordinator to meet identified training needs based on the results of assessment utilizing best practices in child welfare and social work. Staff will have access to all electronic and paper library materials offered through Concord University.



4.2.3. – Work Plan Development

The Training and Technical Assistant will be responsible for providing technical assistance with the development of work plans. The Title IV-E Coordinator will work with the Administrative Technology Assistant to ensure that work plans are implemented and are done so with best practices in curriculum design.

4.2.4 – Technology

The Administrative Technology Assistant will lead the team in working with the BCF- Division of Training to develop, implement, and maintain Access and/or other databases to record and maintain records.

4.2.5 – SWEC Coordination

The Title IV-E Coordinator will schedule and conduct planning meetings to maintain Social Work Education Consortia activities. S/he will be further responsible to ensure that activities are carried out in accordance with federal requirements.

4.2.6 – Training

Each position will be responsible to provide training and support in accordance to expertise and position requirements. The Title IV-E Coordinator will schedule and conduct training for parent trainers, Division trainers, provider trainers, and BCF staff.

4.2.7 – Performance

The Title IV-E Coordinator will lead, but be assisted by the other two positions, in monitoring and evaluating performance of participating SWEC schools through the collection, analyzing, and reporting on data necessary to assist BCF in meeting its staffing and provision needs. The Coordinator will evaluate existing procedures with BCF – Training Division and SWEC to augment the process as necessary.

4.2.8 – Online Resources

The Administrative Technology Assistant will be responsible for the developing and maintenance of online learning resources of BCF and SWEC including learning management systems, courses, and other systems in order to develop, present, and maintain information.

4.2.9 – New Initiatives

The Corporation and the two other positions will work through the Title IV – Coordinator with SWEC and BCF to develop new initiatives and technology to support workforce recruitment, retention and credentialing in accordance with BCF's staffing needs.

4.2.10 – Program Development

The Training and technical Assistant Specialist will work with BCF to develop and implement training programs. Other positions will assist the specialist in accordance with responsibilities and expertise.

Position Announcements

Training and Technical Assistant Specialist Announcement (Position One) – Will Be Advertised

The Concord University Research and Development Corporation is accepting resumes for a Training and Technical Assistant Specialist for the Bureau for Children and Families Training Division, located in Charleston, WV. This is a one-year funded position with an opportunity for renewal. Salary starts at \$45,000. This position will be based in Charleston WV within the Bureau for Children and Families' Division of Training. Position responsibilities include: Provide child welfare training development and technical assistance to the Bureau for Children and Families (BCF) in carrying out the purpose of the Title IV-E Child Welfare Training Program; develop training curricula to meet identified training needs based on recognized child welfare and social work best practice; and conduct an annual training needs assessment survey and report results. Successful candidates will possess a Master Degree in Social Work and a minimum of four years of experience in public child welfare, including two years of experience years of experience in teaching or training, instructional design, training methodology, and training evaluation methods. Demonstrated knowledge and experience in training methodology and evaluation methods is preferred. Application materials should include a resume and contact information of three references. Review of materials will begin immediately and continue until position is filled. Electronic submissions are preferred and should be sent to hr&d@concord.edu. Paper submissions should be mailed to: Concord University Research and Development Corporation, Attn: Melanie Farmer, P.O. Box 1000, Campus Box D-142, Athens, WV 24712. Concord University Research and Development Corporation is an affirmative action/equal opportunity employer. Women, minorities, and those with disabilities are encouraged to apply.

Title IV-E Coordinator Announcement (Position Two) Lena Lambert – Currently Filled

The Title IV-E Coordinator for the Bureau for Children and Families Training Division is located in Charleston, WV. This is a one-year funded position with an opportunity for renewal. The purpose of this position is to coordinate the Title IV-E training activities for which the BCF Division of Training is responsible. This position works closely with the colleges and universities in West Virginia that have accredited social work programs (the West Virginia Social Work Education Consortium, or SWEC) and the BCF Division of Training for the purpose of strengthening relationships, expanding partnerships, and enhancing training programs for children and families in WV. This individual works with the Division of Training to identify training needs and evaluate the impact of its child welfare training, provide technical assistance and provide for the development of professional development opportunities for BCF staff. Lena possesses a Master's Degree in Social Work, experience in child welfare training, including meeting facilitation, program planning, and development related to child welfare; and demonstrated knowledge and understanding of Title IVE regulations, funding, and resources related to public child welfare training.

Administrative Technology Assistant Announcement (Position Three) – Stephanie Young

The Administrative Technology Assistant for the Bureau for Children and Families Training Division is located in Charleston, WV. This is a one-year funded position with an opportunity for renewal. The position manages, maintains and/or develops online learning courses using Blackboard, the BCF online learning help desk, various databases, course design and implementation; and coordinates with appropriate state offices to update websites and calendars. Stephanie possesses a Bachelor's degree and has experience related to instructional design, information technology, or online learning design and management, with demonstrated proficiency in Microsoft Office including Access, Word, Power Point, and Excel; and two years of experience with Blackboard or other online Learning Management System platforms. Application materials should include a resume and contact information of three references.

Position Job Descriptions

The job responsibilities required to set out the duties described in the work plan, and as required through **Section Four Mandatory Services**, are outlined below.

Training and Technical Assistant Specialist Announcement (Position One)

**CONCORD UNIVERSITY
RESEARCH AND DEVELOPMENT CORPORATION
JUSTIFICATION TO HIRE
JOB DESCRIPTION**

Training and Technical Assistant Specialist

Employee Name: To Be Announced	Department: Bureau for Children and Families (Social Work Contract)
Position Title: Training and Technical Assistant Specialist	Effective Date:
Reports to: C. Scott Inghram	Shift: Day shift - variable
Prepared by: C. Scott Inghram	Approved by: Melanie Farmer
Title: Project Director	Title: Grants and Contracts Officer

POSITION SUMMARY: Provide child welfare training development and technical assistance to the Bureau for Children and Families (BCF) in carrying out the purpose of the Title IV-E Child Welfare Training Program; develop training curricula to meet identified training needs based on recognized child welfare and social work best practice; and conduct an annual training needs assessment survey and report results.

MINIMUM QUALIFICATIONS: Master Degree in Social Work and a minimum of four years of experience in public child welfare, including two years of experience years of experience in teaching or training, instructional design, training methodology, and training evaluation methods. Demonstrated knowledge and experience in training methodology and evaluation methods is preferred.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

30%	1	<p>Training and Curricula Development and Technical Assistance:</p> <ul style="list-style-type: none"> • Provide child welfare training development and technical assistance to the Bureau for Children and Families (BCF) in carrying out the purpose of the Title IV-E Child Welfare Training Program; • Develop training curricula to meet identified training needs based on recognized child welfare and social work best practice; • Provide technical assistance to the BCF Division of Training, Department of Health and Human Resources staff and other child welfare training partners; • Implement best practice methods in adult learning, training methods, curriculum design and evidence based practice;
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		<ul style="list-style-type: none"> • Develop child welfare training modules on policies and programs as defined by the BCF’s Child Welfare Policy Unit and the Division of Training; • Assist the Division of Training in development of curricula and training modules related to the Child and Family Services Federal Review and the West Virginia Program Improvement Plan; • Provide technical assistance in the development, implementation and on-going operation of statewide child welfare training; • Provide technical assistance for child welfare training needs assessment and evaluation; • Develop and implement training resources for trainers within the Division of Training on topics such as adult learning, presentation methods, and curriculum development; • Provide training to BCF field staff on topics relevant to the goals and needs identified by the Bureau, dependent on specialized areas of expertise.
30%	2	Evaluation: <ul style="list-style-type: none"> • Assist the BCF Division of Training in identifying training needs and evaluating the impact of its child welfare training; • Conduct annual training needs assessment survey and report results.
30%	3	Research: <ul style="list-style-type: none"> • Research from other states, national child welfare and social work organizations best practices in child welfare training, evidence based child welfare practice, adult learning, training methods and curriculum design; make recommendations for integration within the BCF’s training program.
5%	4	External Funding: <ul style="list-style-type: none"> • Research and apply for funding opportunities to enhance child welfare training.
5%	5	Other Duties as Assigned: <ul style="list-style-type: none"> • Performs other related job duties or responsibilities as requested or required, whether or not specifically mentioned in this job description.

Financial responsibility: Yes

Supervisory Responsibility: Yes

Positions Directly Supervised: Dependent on the number of help desk employees, fewer than five FTEs

Title IV-E Coordinator Announcement (Position Two)

**CONCORD UNIVERSITY
RESEARCH AND DEVELOPMENT CORPORATION
JUSTIFICATION TO HIRE
JOB DESCRIPTION
Title IV-E Coordinator**

Employee Name: Lena Lambert	Department: Bureau for Children and Families (Social Work Contract)
Position Title: Title IV-E Coordinator	Effective Date:
Reports to: C. Scott Inghram	Shift: Day shift - variable
Prepared by: C. Scott Inghram	Approved by: Melanie Farmer
Title: Project Director	Title: Grants and Contracts Officer

POSITION SUMMARY: The purpose of this position is to coordinate the Title IV-E training activities for which the BCF Division of Training is responsible. This position will work closely with the colleges and universities in West Virginia that have accredited social work programs (the West Virginia Social Work Education Consortium, or SWEC) and the BCF Division of Training for the purpose of strengthening relationships, expanding partnerships, and enhancing training programs for children and families in WV. This individual will also work with the Division of Training to identify training needs and evaluate the impact of its child welfare training, provide technical assistance and provide for the development of professional development opportunities for BCF staff.

MINIMUM QUALIFICATIONS: Master’s Degree in Social Work, four years of experience in child welfare, including two years of experience with meeting facilitation, program planning, and development related to child welfare; and demonstrated knowledge and understanding of Title IVE regulations, funding, and resources related to public child welfare training.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

25%	1	<p>Training and Curricula Development and Technical Assistance:</p> <ul style="list-style-type: none"> • Oversee the development of protocols for scheduling, changing and cancelling training sessions such as PRIDE training and new worker training • Provide technical assistance to the PRIDE Foster Parent Training Program, attend PRIDE quarterly meetings, and other relevant meetings • Identify and develop relevant professional development courses for tenured child welfare staff • Assist in the completion of curriculum revisions and design of the child welfare new worker training plan • Provide training to BCF field staff on topics relevant to the goals and needs identified by the BCF and dependent on specialized areas of expertise
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25%	2	<p>Coordination:</p> <ul style="list-style-type: none"> • Coordinate the activities of the Social Work Education Consortium(SWEC) with the needs and goals identified by the BCF Division of Training (DOT), Regional Trainers, Regional Management and Field Staff • Serve as a liaison between the SWEC and Departmental staff and participate in quarterly field meetings to ensure ongoing collaboration • Provide support and technical assistance to SWEC on funding and new service opportunities • Identify barriers and needs of contract initiatives and in conjunction with Departmental and SWEC staff, develop recommendations to address problem areas • Coordinate and oversee existing and new foster parent training provided by the SWEC • Oversee and maintain the provider status of BCF for Continuing Education units for the WV Board of Social Work, maintain the documentation for all BCF events using the provider number, review and approve Social Work CE requests for any new training offered within the BCF.
25%	3	<p>Evaluation, Reporting and Monitoring:</p> <ul style="list-style-type: none"> • Monitor performance based contract expectations of participating schools • Ensure the completion and reporting of an annual training needs assessment • Collect, analyze and report on relevant data, including but not limited to quarterly reports from SWEC, training evaluation date, staffing date, and other data necessary to assist the Bureau for Children and Families in meeting it staffing and service provision needs. • Submit biannual report and other requested documentation or reports to the Board of Social Work
20%	4	<p>Research:</p> <ul style="list-style-type: none"> • Research best practices in child welfare programs and training systems in other states and make recommendations to BCF for integration into West Virginia’s child welfare training system • Research and provide technical assistance in the development, implementation and continued operation of a statewide child welfare training and needs assessment and evaluation framework for the DOT
5%	5	<p>Other Duties as Assigned:</p> <ul style="list-style-type: none"> • Performs other related job duties or responsibilities as requested or required, whether or not specifically mentioned in this job description.

Financial responsibility: Yes

Supervisory Responsibility: Yes

Positions Directly Supervised: Dependent on the number of help desk employees, fewer than five FTEs

Administrative Technology Assistant Announcement (Position Three)

**CONCORD UNIVERSITY
RESEARCH AND DEVELOPMENT CORPORATION
JUSTIFICATION TO HIRE
JOB DESCRIPTION**

Administrative Technology Assistant Position Three

Employee Name: Stephanie Young	Department: Bureau for Children and Families (Social Work Contract)
Position Title: Administrative Technology Assistant	Effective Date:
Reports to: C. Scott Inghram	Shift: Day shift - variable
Prepared by: C. Scott Inghram	Approved by: Melanie Farmer
Title: Project Director	Title: Grants and Contracts Officer

POSITION SUMMARY: To provide technical assistance to the BCF Division of Training, DHHR staff and other child welfare training partners, related to the development, maintenance and management of online curriculum design and course implementation

MINIMUM QUALIFICATIONS: Bachelor's degree related to instructional design, information technology, or online learning design and management, certified or with demonstrated proficiency in Microsoft Office including Access, Word, Power Point, and Excel; and two years of experience with Blackboard or other online Learning Management System platforms; demonstrated by a resume or vita outlining the staff person's credentials and experience. Documentation should be submitted with the bid but must be submitted prior to award.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

25%	1	<p>Curricula Design Expectation:</p> <p>1) Shall implement best practice in adult learning, training methods, and curriculum design.</p> <p>2) Shall assist the Division of Training in developing curricula and training modules related to the Child and Family Services Federal Review and the West Virginia Program Improvement Plan.</p> <p>3) Shall assist the Division of Training with designing and implementing online curricula and training modules.</p> <p>4) Shall assist in the development of child welfare training modules on policies and programs as defined by the Policy Units and the Division of Training.</p>
15%	2	<p>Resource Management Expectation:</p> <p>1) Collect, analyze and report on relevant data, including but not limited to quarterly reports from SWEC, training evaluation data, staffing data, and other data necessary to</p>

		assist the Bureau for Children and Families in meeting its staffing and service provision needs. 2) Manage online learning courses, software, websites, and calendars, and manage BCF online learning help desk.
55%	3	Deliverables Expected: 1) Maintenance and management of the BCF training and student stipend ACCESS databases. 2) Maintenance and management of online curriculum design and course implementation. 3) Regular and required maintenance and management of DHHR's Blackboard and other online courses. 4) Coordinate with Office of Technology and MIS to post approved information or update information of the Division of Training website and online calendars.
5%	4	Performs other related job duties or responsibilities as requested or required, whether or not specifically mentioned in this job description.

Financial responsibility: Yes

Supervisory Responsibility: Yes

Positions Directly Supervised: Dependent on the number of help desk employees, fewer than five FTEs

Proof of Accreditation



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President
Concord University (WV)
Office of the President
president@concord.edu
presidentboggess@concord.edu

RE: Reaffirmation
Concord University (WV)
Master's Social Work Program (MSW)
2015 Educational Policy and Accreditation Standards (EPAS)

Dear President Boggess:

At its February 2020 meeting, the Commission on Accreditation (COA) reviewed the self-study, the COA *Letter of Instructions*, the *Site Visit Report*, and the program's response to the report as the *Reaffirmation* application for the master's social work program. The COA voted to *Reaffirm Accreditation for 8 Years*, ending in June 2027. The program's next *Reaffirmation* timeline is shortened due to the program receiving a 1-meeting agenda adjustment and 1-meeting deferral during this review cycle.

COA *Reaffirmation* decision types are described in [policy 2.6 in the EPAS Handbook](#).

Congratulations in this achievement.

Please be in touch with Katie Gibson-Ledl, LLMSW-Macro, Accreditation Specialist in the Department of Social Work Accreditation, if there are any questions about this letter or the procedures and actions of the Commission on Accreditation.

Sincerely,

Deana F. Morrow, PhD, LICSW, ACSW
Chair, Commission on Accreditation

DFM/KGL

Cc: C. Scott Inghram, BA, BSW, MSW, EdD
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