



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

State of West Virginia
Master Agreement

Order Date: 03-15-2023

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0511 2539 BCF2200000003 2	Procurement Folder:	1014056
Document Name:	Change Order No. 1	Reason for Modification:	Change Order 01 To Renew Contract
Document Description:	PROFESSIONAL AND SUPPORT SERVICES- EVALUATION OF CHILD		
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-06-30

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	000000100824	Requestor Name:	Lesley E Walizer																				
PUBLIC CONSULTING GROUP LLC 148 STATE ST 10TH FLR		Requestor Phone:	(304) 356-4545																				
BOSTON MA 02109-2510 US		Requestor Email:	lesley.e.walizer@wv.gov																				
Vendor Contact Phone:	999-999-9999 Extension:	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
Discount Details:																							
	<table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
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#1	No			0.0000	0																		
#2	No																						
#3	No																						
#4	No																						

INVOICE TO	SHIP TO
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV 25301-3711 US	ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BCF - COMMISSIONERS OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV 25301-3711 US

Total Order Amount: _____ **Open End**

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tina G 3/17/2023*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray 3/21/2023*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Tolson 3-29-2023*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 01 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal: 07/01/2023 through 06/30/2024.

Renewals Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81131504			HOUR	188.000000
	Service From	Service To		Service Contract Amount	
	2022-07-01	2024-06-30		0.00	

Commodity Line Description: Family Support Outcome Survey Analysis

Extended Description:

4.1.1 Family Support Outcome Survey Analysis

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81131504			HOUR	213.000000
	Service From	Service To		Service Contract Amount	
	2022-07-01	2024-06-30		0.00	

Commodity Line Description: CCR&R Quarterly and Annual Reporting Development

Extended Description:

4.1.2 CCR&R Quarterly and Annual Reporting Development

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81131504			HOUR	191.000000
	Service From	Service To		Service Contract Amount	
	2022-07-01	2024-06-30		0.00	

Commodity Line Description: Analysis and Reports of Results of CCR&R Data

Extended Description:

4.1.3 Analysis and Reports of Results of CCR&R Data

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81131504			HOUR	173.000000
	Service From	Service To		Service Contract Amount	
	2022-07-01	2024-06-30		0.00	

Commodity Line Description: Technical Assistance

Extended Description:

4.1.4 Technical Assistance

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81131504			HOUR	178.000000
	Service From	Service To	Service Contract Amount		
	2022-07-01	2024-06-30	0.00		

Commodity Line Description: Analysis and Reports of Results Survey

Extended Description:

4.1.5 Analysis and Reports of Results Survey

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81131504			HOUR	145.000000
	Service From	Service To	Service Contract Amount		
	2022-07-01	2024-06-30	0.00		

Commodity Line Description: Toll-free hotline

Extended Description:

4.1.6 Toll-free hotline



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Family Assistance
Division of Early Care & Education

Jeffrey H. Coben, MD
Interim Cabinet Secretary

Janie M. Cole
Commissioner

MEMORANDUM

DATE: February 28, 2023
TO: DHHR Purchasing
FROM: Lisa Ertl, Director, Division of Early Care and Education
RE: Renewal of Contract (CMA BCF2200000003)

JME

The Bureau for Family Assistance seeks to renew contract CMA BCF2200000003 to continue evaluation assistance for the federal Community Based Child Abuse and Neglect Prevention (CBCAP) funded programs as well as expand this evaluation to Child Care Resource and Referral (CCR&R) agencies funded by the federal Child Care and Development Fund. Forty CBCAP funded programs fidelity and preventative evidence rely upon the outcomes of the West Virginia Family Survey. Without this contract, there would be no avenue by which to collect data, evaluate programming and measure outcomes of the Home Visitation and Prevention Programs. Federal requirements of CCDF regulations effective September 2016 require the Division to apply this type of analysis to CCDF funded quality initiatives, and this contract would perform this service to the six CCR&R agencies that provide these services statewide.

Home Visiting, Prevention Programs, and CCR&R agencies will use the data and survey analysis performed by the winning bidder to ensure the accountability, positive outcomes, and effectiveness of these programs.

Per the CCDF Federal Regulations:

Lead Agencies are required to gather basic data on the state and territory goals for quality improvement and on the number of programs and providers benefiting from quality improvement investments. The report is organized according to the 10 authorized uses of quality funds specified in the CCDBG Act of 2014, as included in Sections 6 and 7 of the CCDF Plan:

- *Support the training and professional development of the child care workforce.*
- *Improve the development or implementation of early learning and development guidelines.*
- *Develop, implement, or enhance a tiered quality rating and improvement system for child care providers.*

- *Improve the supply and quality of child care programs and services for infants and toddlers.*
- *Establish or expand a statewide system of child care resource and referral services.*
- *Facilitate compliance with lead agency requirements for licensing, inspection, monitoring, training, and health and safety.*
- *Evaluate and assess the quality and effectiveness of child care programs, including how programs positively impact children.*
- *Support child care providers in the voluntary pursuit of accreditation.*
- *Support the development or adoption of high-quality program standards related to health, mental health, nutrition, physical activity, and physical development.*
- *Carry out other activities to improve the quality of child care services supported by outcome measures that improve provider preparedness, child safety, child well-being, or kindergarten entry.*

Data should reflect the cumulative totals for the FFY being reported unless otherwise stated. In cases where point in time data is used or only partial data exists, lead agencies should provide an explanatory note and describe what the data represents.

The Public Consulting Group is the entity that maintains the database for these required elements and prepares this information for required Federal reporting. Without this database, the WV DHHR may be subject to penalties for failing to properly meet the report guidelines.



Solutions that Matter

February 13, 2023

Lesley Walizer, WVPBC
Director of Purchasing
WV DHHR Bureau for Family Assistance
350 Capitol Street, Room 730
Charleston, WV 25301

Contract Title: Professional and Support Services Evaluation of Child
Contract Number: CMA BCF2200000003

Dear Lesley Walizer:

Public Consulting Group LLC (PCG) agrees to renew Contract# CMA BCF2200000003 for another year, effective 7/1/2023-6/30/2024, according to all terms, conditions, prices, and specifications contained in the original contract including any authorized change orders.

For more than a decade, PCG has been contracted by West Virginia Department of Health and Human Resources to conduct an annual evaluation of the Community-Based Child Abuse Prevention (CBCAP) and Child Care Resource and Referral (CCR&R) programs. The evaluation of the two programs is intended to provide feedback for continuous quality improvement of the respective professional and supportive services.

We have the experience, qualifications, and capacity to continue this momentum and look forward to another year of partnership with the Department.

Sincerely,

A handwritten signature in black ink that reads 'Jennifer MacBlane'.

Jennifer MacBlane
Public Consulting Group LLC

A handwritten signature in black ink that reads 'Robert Price' with 'Agree' written below it.

Agree



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Joshua D. Spence
Chief Information Officer

TO: Ron Courtney, Procurement Associate
Department of Health and Human Resources

FROM: Joshua D. Spence, Chief Information Officer
Office of Technology

A handwritten signature in black ink, appearing to read "JDS", written over the printed name of Joshua D. Spence.

SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR004043 CMA BCF22*003 IS&C NUMBER: 2023-9261

DATE: March 15, 2023

West Virginia Code §5A-6-4(a)(3) permits the Chief Technology Officer to "evaluate the economic justification, system design and suitability of information equipment and related services, and review and make recommendations on the purchase, lease or acquisition of information equipment and contracts for related services by the state spending units."

West Virginia Code §5A-6-4c requires that the Chief Technology Officer review and approve "a major information technology project."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'major technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Technology Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems."

After conducting a review of your request for renewal of contract (CMA BCF2200000003) (HR004043), the Office of Technology has determined:

That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at Consulting.Services@wv.gov.