



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

State of West Virginia
Delivery Order

Order Date: 03-21-2024

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:	CDO 0511 2539 BSS2400000003 2	Procurement Folder:	1349907
Document Name:	Change Order 1	Reason for Modification:	CO 1 is issued to increase the Quantity on Commodity Line 7 from 4 to 5 due to an additional participant being registered.
Document Description:	Leadership Development Project		
Procurement Type:	Central Delivery Order		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0313 DEP2200000014 2
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000210891	Requestor Name:	Anthony J Walizer	
EPIPHANY CONSULTING LLC PO BOX 9296		Requestor Phone:	(304) 356-2915	
SOUTH CHARLESTON WV 25309		Requestor Email:	anthony.j.walizer@wv.gov	
US		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	304-556-4839			Extension:
Discount Details:				
Discount Allowed	Discount Percentage			Discount Days
#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 BSS - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV 25301-3711 US	ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BSS - COMMISSIONERS OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV 25301-3711 US

Total Order Amount:	\$808,450.00
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Purchasing Division's File Copy

CH 3BSS/24
PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara K... 3/26/2024*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *3-27-24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

CO 1

Change Order 1 is issued to increase the Quantity on Commodity Line 7 from 4 to 5 due to an additional participant being registered.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111500	200.00000	EA	\$200.0000	\$40,000.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-01-01	2024-06-30			2024-01-01	

Commodity Line Description: 3.1.1 Profile XT or equal

Extended Description:

3.1.1 Profile XT or equal
Reference Section 3.1.1 of Specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111500	1.00000	YR	\$1,000.0000	\$1,000.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-01-01	2024-06-30			2024-01-01	

Commodity Line Description: 3.2.6 Assessment Portal or equal

Extended Description:

3.2.6 Assessment Portal or equal
Reference Section 3.2.6 of Specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111500	1599.00000	HOUR	\$400.0000	\$639,600.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-01-01	2025-12-31			2024-01-01	

Commodity Line Description: 3.2.7 Workshops

Extended Description:

3.2.7 Workshops
01/01/2024 - 12/31/2025
Emerging Leadership Development Workshop, 9-month Program, 15 classes at \$400.00 per hour, 7 hours per class/ \$2,800.00 per class.

15 participants per co-hort. 15 classes - \$42,000 per class.
Total Cost \$630,000.00

1/1/2024 - 6/30/2024
3 hour all staff debrief online or in person. DISC/PXT Select. 200 employees 25 per class.
Total Cost \$9,600.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80111500	4.00000	EA	\$1,995.0000	\$7,980.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-01-01	2024-06-30			2024-01-01	

Commodity Line Description: 3.2.8 Certification of Agency Trainers

Extended Description:

3.2.8 Certification of Agency Trainers
Reference Section 3.2.8 of Specifications

Line#	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80111500	200.00000	EA	\$72.0000	\$14,400.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2024-06-30				2024-01-01

Commodity Line Description: 3.2.11.2 Everything DiSC Workplace or equal

Extended Description:
3.2.11.2 Everything DiSC Workplace or equal
Reference Section 3.2.11.2 of Specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80111500	200.00000	EA	\$120.0000	\$24,000.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-12-31				2024-01-01

Commodity Line Description: 3.2.11.3 Everything DiSC Management or equal

Extended Description:
3.2.11.3 Everything DiSC Management or equal
Reference Section 3.2.11.3 of Specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	80111500	5.00000	EA	\$2,495.0000	\$12,475.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2024-06-30				2024-01-01

Commodity Line Description: 3.2.11.9 Everything DiSC Workplace Certification or equal

Extended Description:
3.2.11.9 Everything DiSC Workplace Certification or equal
Reference Section 3.2.11.9 of Specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80111500	1.00000	EA	\$1,495.0000	\$1,495.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2024-06-30				2024-01-01

Commodity Line Description: 3.2.11.10 Everything DiSC Facilitation Kit or equal

Extended Description:
3.2.11.10 Everything DiSC Facilitation Kit or equal
Reference Section 3.2.11.10 of Specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80111500	200.00000	EA	\$120.0000	\$24,000.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-12-31				2024-01-01

Commodity Line Description: 3.2.12.1 The Five Behaviors Profile or equal

Extended Description:
3.2.12.1 The Five Behaviors Profile or equal
Reference Section 3.2.12.1 of Specifications

Line*	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80111500	200.00000	EA	\$120.0000	\$24,000.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-01-01	2025-12-31			2024-01-01	

Commodity Line Description: 3.2.14 Everything DiSC Agile EQ or equal

Extended Description:

3.2.14 Everything DiSC Agile EQ or equal
Reference Section 3.2.14 of Specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	80111500	100.00000	HOUR	\$195.0000	\$19,500.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-01-01	2025-12-31			2024-01-01	

Commodity Line Description: 3.2.15 Consulting Services

Extended Description:

3.2.15 Consulting Services
Reference Section 3.2.15 of Specifications

Epiphany Consulting, LLC
P.O. Box 9296
South Charleston, WV 25309 US
304-556-4839
kathleen@epiphanywv.com
www.EpiphanyWV.com



BILL TO
Commissioner Jeff Pack
WVDHS
350 Capitol Street
Charleston, WV 25301

INVOICE 211361

DATE 03/19/2024 TERMS Due on receipt

DUE DATE 03/19/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
03/19/2024	Certification Training	Everything DiSC Workplace Certification 3.2.11.9	5	2,495.00	12,475.00
03/19/2024	Facilitation Kit	Facilitation Kit 3.2.11.10	1	1,495.00	1,495.00
SUBTOTAL					13,970.00
TAX					0.00
TOTAL					13,970.00
TOTAL DUE					\$13,970.00



Greenhowe, Althea M <althea.m.greenhowe@wv.gov>

Fwd: Invoice 211361 from Epiphany Consulting, LLC

Walizer, Anthony J <anthony.j.walizer@wv.gov>
To: Althea M Greenhowe <althea.m.greenhowe@wv.gov>
Cc: Jim K Weekley <jim.k.weekley@wv.gov>

Wed, Mar 20, 2024 at 7:58 AM

Good Morning Althea!

The CDO BSS24*3 that you entered only has a quantity of 4 for CL7 -- Can you please change this to a quantity of 5 please. We accept the vendor's explanation for the increase.

Thank You!!
Tony

----- Forwarded message -----

From: **Kathleen Walker** <kathleen@epiphanywv.com>
Date: Tue, Mar 19, 2024 at 4:07 PM
Subject: Re: Invoice 211361 from Epiphany Consulting, LLC
To: Walizer, Anthony J <anthony.j.walizer@wv.gov>

Angie Ferris asked me to register five of her folks to take the certification, you may need to ask her about the number of people. I am attaching the corrected invoice.

Kathleen

On Tue, Mar 19, 2024 at 2:44 PM Walizer, Anthony J <anthony.j.walizer@wv.gov> wrote:

Hi Kathleen!

Our CDO only had a quantity of 4 for the Certification Training / Everything DISC Workplace Certification, but the invoice has a quantity of 5. Can you explain why this quantity is 5 instead of 4 please?
Also - I believe that there is a mistake on the description as it lists service to be 3.2.11.8, but the contract shows this as 3.2.11.9. We'll need a revised invoice on this please.

Thank You!!
Tony

----- Forwarded message -----

From: **Pack, Jeffrey M** <jeffrey.m.pack@wv.gov>
Date: Tue, Mar 19, 2024 at 1:45 PM
Subject: Fwd: Invoice 211361 from Epiphany Consulting, LLC
To: Anthony J Walizer <anthony.j.walizer@wv.gov>

----- Forwarded message -----

From: **Epiphany Consulting, LLC** <quickbooks@notification.intuit.com>
Date: Tue, Mar 19, 2024, 1:42 PM

3/21/24, 9:19 AM

State of West Virginia Mail - Fwd: Invoice 211361 from Epiphany Consulting, LLC

Subject: Invoice 211361 from Epiphany Consulting, LLC

To: <jeffrey.m.pack@wv.gov>

INVOICE 211361



Epiphany Consulting, LLC

DUE 03/19/2024

\$13,970.00

Review and pay

Powered by QuickBooks

Dear Commissioner Jeff Pack,

Here's your invoice! We appreciate your prompt payment.

Thanks for your business!

Epiphany Consulting, LLC

Epiphany Consulting, LLC

P.O. Box 9296 South Charleston, WV 25309 US

304-556-4839 kathleen@epiphanywv.com www.EpiphanyWV.com

If you receive an email that seems fraudulent, please check with the business owner before paying.



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WEST VIRGINIA DEPARTMENT OF
HUMAN SERVICES

Tony Walizer, WVPBC, WVPAC
Director of Purchasing
Bureau for Social Services
Commissioner's Office
West Virginia Department of Human Services
350 Capitol Street Room 730
Charleston, WV 25301
dhr.wv.gov

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Kathleen Walker
Co-Owner

phone: 304-556-4839
email: kathleen@epiphanywv.com

Facebook icon LinkedIn icon
 Twitter icon Instagram icon

The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

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Sherri A. Young, D.O., MBA, FAAFP
DH Cabinet Secretary



Michael J. Caruso
DHF Cabinet Secretary




Cynthia A. Persily, Ph.D.
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES
OFFICE OF SHARED ADMINISTRATION

DATE: March 21, 2024

TO: Crystal Hustead, Senior Buyer
DOA Purchasing

FROM: 
Althea Greenhowe, Procurement Specialist, Senior
Office of Shared Administration Purchasing

RE: CDO 0511 BSS24*3

Please accept this justification memo for the Change Order to the above referenced contract. We are increasing the quantity for Commodity Line 7 to a quantity of 5 due to the Office of Human Resources Management enrolling additional participants.

If you have any questions, please feel free to contact me.

Thanks.



Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"EPIPHANY CONSULTING LLC" ×

Entity ▾

Location ▾

Status ▴

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No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

EPIPHANY CONSULTING, L.L.C.

See Attached

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	1/4/2001		1/4/2001	Domestic	Profit			

Organization Information			
Business Purpose	5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Technical Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)		Capital Stock
Charter County	Kanawha	Control Number	37735
Charter State	WV	Excess Acres	× Close
At Will Term	A	M	Hi, I'm SOLO I'm here to help you launch your new LLC.
At Will Term Years		Pa	

Authorized
Shares

Young
Entrepreneur

Not Specified

Addresses

Type	Address
Designated Office Address	1740 UNION CARBIDE DRIVE SOUTH CHARLESTON, WV, 25303
Mailing Address	1740 UNION CARBIDE DRIVE SOUTH CHARLESTON, WV, 25303 USA
Notice of Process Address	KATHLEEN WALKER 1740 UNION CARBIDE DRIVE SOUTH CHARLESTON, WV, 25303
Principal Office Address	1740 UNION CARBIDE DRIVE SOUTH CHARLESTON, WV, 25303 USA
Type	Address

Officers

Type	Name/Address
Member	KATHLEEN WALKER 5 RUMBAUGH ROAD SOUTH CHARLESTON, WV, 25309
Member	KATHI RICHARDS 224 SUNDOWN ROAD SOUTH CHARLESTON, WV, 25309
Organizer	KATHI RHEA RICHARDS 1 MESSINGER LANE SOUTH CHARLESTON, WV, 25309 USA
Organizer	MARGARET KATHLEEN WALKER 5 RUMBAUGH RD SOUTH CHARLESTON, WV USA
Type	Name/Address

Hi, I'm SOLO I'm here to help you launch your new LLC.

Annual Reports

Filed For

2024
2023
2022
2021
2020
2019
2018
2017
2016
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2014
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2012
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2009
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2007
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2003
2002
Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, March 25, 2024 — 1:21 PM

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Hi, I'm SOLO I'm here to help you launch your new LLC.

Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	PO BOX 9296	SOUTH CHARLESTON	WV	25309	KATHI RICHARDS
Ordering	PO BOX 9296	SOUTH CHARLESTON	WV	25309	KATHI RICHARDS
Ordering	3121 D MACCORKLE AVE SW	SOUTH CHARLES	WV	253031436	KATHI RICHARDS

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000210891
EPIPHANY CONSULTING LLC

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 01/01/1999

Active To :

Default Record :

Mall Returned :

Active Address : Yes

Address Information

Address ID : CV10001

Street 1 : PO BOX 9296

Street 2 :

City : SOUTH CHARLESTON

State/Province : WV

Zip/Postal Code : 25309

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Country Phone Code : 1

Phone : 304-556-4839

Phone Extension :

County :

County Name :

Country : US

Prenote/EFT

Remittance Advice

Contact Information

Contact Address Information

Geographic Designation

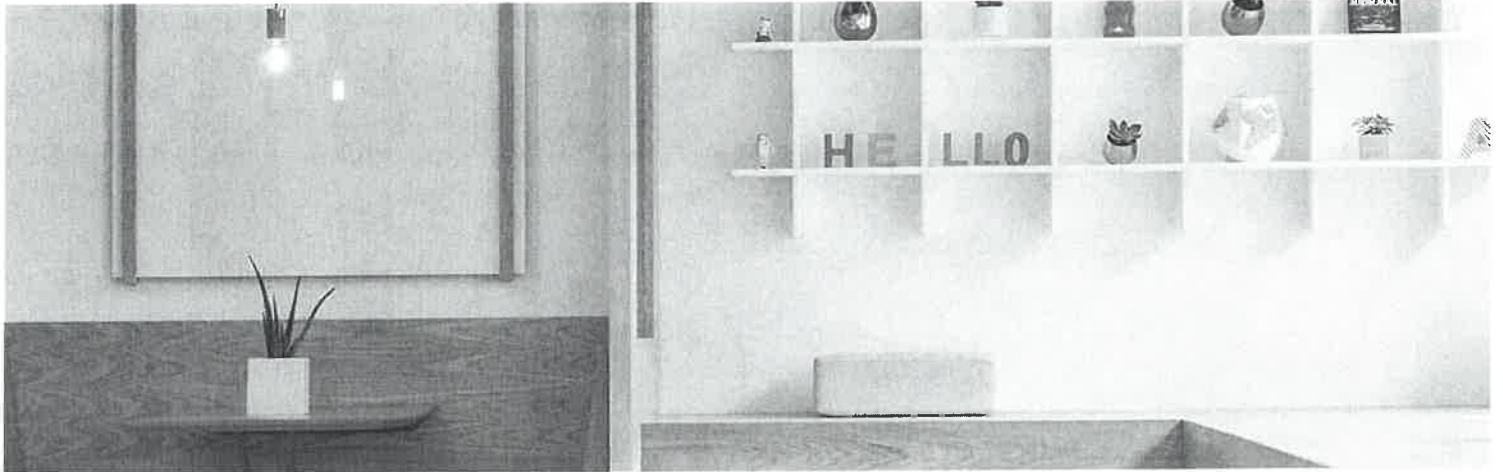
Change Management

Top

Modify Existing Record Add New Address

Master Address Master Contacts Languages

Vendor Transaction History



Connect With Us

Kathi Richards

[304.556.4839](tel:304.556.4839)

Kathi@EpiphanyWV.com

[Connect on LinkedIn](#)

Kathleen Walker

[304.556.4839](tel:304.556.4839)

Kathleen@EpiphanyWV.com

[Connect on LinkedIn](#)

Location



Enter your email here*

Join Our Mailing List

Epiphany Consulting | 304.556.4839
1740 Union Carbide Drive | South Charleston, WV 25309



COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Hushead</u> Date: <u>3/25/24</u> Solicitation No. <u>CDO BSS 24*03</u>	Agency: BSS Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CDO 0511 BSS24*3 PF No.: 1349907
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

#	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CROM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions www.state.wv.us/admin/purchase/TCP.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

