



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: 01-26-2024

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

<b>Order Number:</b>	CMA 0907 0907 RNB2400000001 1	<b>Procurement Folder:</b>	1329614
<b>Document Name:</b>	WV RESTORE -FACILITATED SUPPORT GROUP MANAGEMENT	<b>Reason for Modification:</b>	
<b>Document Description:</b>	WV RESTORE -FACILITATED SUPPORT GROUP MANAGEMENT		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2024-02-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-01-31

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000019670	<b>Requestor Name:</b>	Margaret E Alston
BIRCHWOOD SOLUTIONS LLC 99 E MAIN ST., STE 200		<b>Requestor Phone:</b>	(304) 558-3596
FRANKLIN TN 37064		<b>Requestor Email:</b>	margaret.e.alston@wv.gov
US			
<b>Vendor Contact Phone:</b>	813-334-5070	<b>Extension:</b>	
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

**24**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV 25309 US	WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV 25309 US

2-8-24 66

<b>Total Order Amount:</b>	Open End
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Purchasing Division's File Copy

YMC/30/24

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tara Hester*  
 ELECTRONIC SIGNATURE ON FILE

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

**ENCUMBRANCE CERTIFICATION**  
 DATE: *Jim Gray*  
 ELECTRONIC SIGNATURE ON FILE

*2/14/2024*

**Extended Description:**

The Vendor, Birchwood Solutions, LLC, agrees to enter with the West Virginia Board of Registered Nurses, into an open- end contract to provide support group management segment of the nursing health program, per the specifications, terms and conditions, bid requirements, Addendum No. 1 issued 12/13/2023, Addendum No. 2 issued 12/15/2023, Addendum No. 3 issued 12/15/2023 and the Vendor's submitted and accepted bid dated 12/26/2023 incorporated herein by reference and made apart hereof.

See attached pricing page.

Effective dates: 02/01/2024 to 01/31/2025

Optional Renewals Remaining: 3

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	85121700			EA	65.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Facilitated Support Group Management - Initial Year

**Extended Description:**

For further details see attached pricing page.

## GENERAL TERMS AND CONDITIONS:

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** The Initial Contract Term will be for a period of One (1) year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

the contract will continue for \_\_\_\_\_ years;

the contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

**One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and continues until the project for which the vendor is providing oversight is complete.

**Other:** Contract Term specified in \_\_\_\_\_

**4. AUTHORITY TO PROCEED:** Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**Construction:** This Contract is for construction activity more fully defined in the specifications.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

**Commercial General Liability Insurance** in at least an amount of: \_\_\_\_\_ per occurrence.

**Automobile Liability Insurance** in at least an amount of: \_\_\_\_\_ per occurrence.

**Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \$1,000,000.00 \_\_\_\_\_ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

**Commercial Crime and Third Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Cyber Liability Insurance** in an amount of: \$1,000,000.00 \_\_\_\_\_ per occurrence.

**Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

**Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.

**9. WORKERS' COMPENSATION INSURANCE:** Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. VENUE:** All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

\_\_\_\_\_ for \_\_\_\_\_.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

**14. PAYMENT IN ARREARS:** Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

**15. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.



**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

**20. TIME:** Time is of the essence regarding all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy).

**31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**33. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**34. VENDOR NON-CONFLICT:** Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**37. NO DEBT CERTIFICATION:** In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming 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, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

**38. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**39. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.division@wv.gov](mailto:purchasing.division@wv.gov).

**40. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
  1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
  2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**44. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

**45. VOID CONTRACT CLAUSES:** This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

**46. ISRAEL BOYCOTT:** Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

**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.

(Printed Name and Title) Elizabeth Temple, CEO

(Address) 99 E. Main St., Ste. 200, Box 15, Franklin TN 37064

(Phone Number) / (Fax Number) 855-313-2457 / 866-385-7014

(email address) etemple@birchwoodsolutions.net

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Birchwood Solutions, LLC  
(Company)

Elizabeth Temple  
(Signature of Authorized Representative)

Elizabeth S. Temple, CEO 01-26-24  
(Printed Name and Title of Authorized Representative) (Date)

855-313-2457 / 866-385-7014  
(Phone Number) (Fax Number)

etemple@birchwoodsolutions.net  
(Email Address)



REQUEST FOR QUOTATION  
NURSE HEALTH PROGRAM – WV RESTORE  
Facilitated Support Group Management  
CRFQ RNB24\*08

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SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Board of Registered Nurses (Agency) to establish an open-end contract for the **Support Group Management** segment of the nursing health program referred to here after as “West Virginia Restore” (WVR). This program encourages voluntary participation in monitored alcohol, chemical dependency or major mental health condition. The WVR program provides ongoing support to approximately seventy-five (75) participants per year.

This support consists of a formal written agreement outlining the requirements for participation of a licensee or applicant in WVR. The agreement shall include mandatory conditions which must be met, which include support group participation. Public speaking, face-to-face education and outreach shall be approved by the Agency Executive Director, but should be limited, as the main purpose of this segment of WVR is the monitoring of its participants in the support groups.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

- 2.1 **“Contract Services”** means services for the referral, treatment and monitoring segment of the nursing health program known as West Virginia Restore (WVR) as more fully described in these specifications.
- 2.2 **“Monitoring”** means the Vendor’s surveillance of a participant to ensure compliance with the participant’s contract.
- 2.3 **“Participant Contract”** means a formal written document known as the Recovery Monitoring Agreement outlining the requirement for a participant to successfully complete the program, including the participant’s monitoring plan.
- 2.4 **“Pricing Pages”** means the pages contained wvOASIS or attached hereto as **Exhibit A**, upon which Vendor should list its proposed price for the Contract Services.
- 2.5 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 2.6 **“Vendor”** means an entity contracted to provide the services outline in the contract.

REQUEST FOR QUOTATION  
NURSE HEALTH PROGRAM – WV RESTORE  
Facilitated Support Group Management  
CRFQ RNB24\*08

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- 2.7 **“WV Restore”** means the nurse health program established by the Agency under WV Code 30-7-11a for the referral, treatment and monitoring segment of the nursing health program. The WV Restore program, including the name “WV Restore” and all program policies, forms, documents, including those electronically drafted and maintained are owned by the West Virginia Board of Registered Nurses.
- 2.8 **“Holidays”** means the West Virginia observed holidays and/or other days that the state is closed for business as communicated by the Agency to the selected vendor.
3. **QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications and must meet the following requirements:

Vendors must provide any documentation requested by the State/Agency to assist in confirmation of compliance with this provision. References, documentation, or other information to confirm compliance with this experience requirement may be requested.

- 3.1 A minimum of 5 years’ experience operating a professional healthcare support groups management program for alternative to discipline programs for state boards. The experience must include separate and distinct support groups for alumni, substance use disorder and mental health groups. The vendor must provide documentation verifying compliance with this section of the contract upon request and prior to the award of the contract.
- 3.2 Provide a network of facilitators. A facilitator must be licensed in the State of West Virginia with an active unencumbered license as a Social Worker, Professional Counselor, Registered Professional Nurse, Advanced Practice Nurse and other health professionals mutually agreed on by Vendor and Agency. Each facilitator must have 5 years’ experience as a facilitator of peer support group in substance use disorder.
- 3.3 Provide structure, coordination, training, and oversight, in accordance with program policies, of a network of trained support group facilitators which facilitate weekly monitoring and support groups which participants are required to attend in their RMA.
- 3.4 Provide an established job registry that is a place where participants, facilitators and other professionals can post job openings in the communities that the participants will have direct access to.
- 3.5 Provide established wellness tools and continuing education for participants.
- 3.6 Quality Improvement Program which includes an internal program for quality assurance as well as outcomes research and reports improvement activities to the Agency.

REQUEST FOR QUOTATION  
NURSE HEALTH PROGRAM – WV RESTORE  
Facilitated Support Group Management  
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- 3.7 Provide and require check-ins via engagement portal with check-in question sets sent virtually to participants to assure identity.
- 3.8 Provide a white-labeled, secure, closed online learning content and social management system (platform) tailored to meet the program's needs.
- 3.9 The Vendor will survey on a quarterly basis the participants to measure satisfaction/dissatisfaction with the program offerings and make appropriate changes if indicated in agreement with the Agency.
- 3.10 Upon award of this contract, submit a Program Implementation Plan with timeline for Agency approval within 15 days. Conduct a review and analysis of current program and discuss options and parameters which may need altered. Tailor all necessary documents, policies and procedures, program requirements, training, notification, communications, etc. to reflect West Virginia Restore. Provide a bi-weekly report of the implementation plan and progress for the first six (6) months of the contract.
- 3.11 Vendors must be an approved provider of nursing continuing education in West Virginia or reciprocal state. Evidence shall be provided prior to the award of the contract.

**4. MANDATORY REQUIREMENTS:**

**4.1 Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.

**4.1.1 Management of Services**

- 4.1.1.1 Adequate support services must be provided to meet the program needs. Support staff should have good communication and technical skills. The hours of operation shall be Monday through Friday from 9:00 AM. To 5:00 PM. EST unless other hours are needed to meet the participant's support groups. excluding State holidays.
- 4.1.1.2 WVR facilitators employed by the previous vendor shall be considered to remain as facilitators.
- 4.1.1.3 Provide for each facilitator performance evaluations and performance outcomes analysis at intervals mutually agreed upon by Vendor and Agency. Also, reporting of continuing education and training as well as their professional development plans.

**REQUEST FOR QUOTATION  
NURSE HEALTH PROGRAM – WV RESTORE  
Facilitated Support Group Management  
CRFQ RNB24\*08**

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- 4.1.1.4** Provide structure, coordination, training, and oversight, in accordance with program policies, of a network of trained support group facilitators which facilitate weekly monitoring and support groups which participants are required to attend in their RMA.
- 4.1.1.5** Provide an established job registry that is a place where participants, facilitators and other professionals can post job openings in the communities that the participants will have direct access to.
- 4.1.1.6** Provide established wellness tools and continuing education for participants.
- 4.1.1.7** Quality Improvement Program which includes an internal program for quality assurance as well as outcomes research and reports improvement activities to the Agency.
- 4.1.1.8** Provide and require check-ins via engagement portal with check-in question sets sent virtually to participants to assure identity.
- 4.1.1.9** Provide a white-labeled, secure, closed online learning content and social management system (platform) tailored to meet the program's needs.
- 4.1.1.10** The Vendor will survey on a quarterly basis the participants to measure satisfaction/dissatisfaction with the program offerings and make appropriate changes if indicated in agreement with the Agency.
- 4.1.1.11** Upon award of this contract, submit a Program Implementation Plan with timeline for Agency approval within 15 days. Conduct a review and analysis of current program and discuss options and parameters which may need altered. Tailor all necessary documents, policies and procedures, program requirements, training, notification, communications, etc. to reflect West Virginia Restore. Provide a bi-weekly report of implementation plan and progress for the first six (6) months of the contract.
- 4.1.1.12** Deliver a status report of the overall transition of participants to the selected vendor who were participants in the program as operated by the predecessor selected vendor.

**REQUEST FOR QUOTATION  
NURSE HEALTH PROGRAM – WV RESTORE  
Facilitated Support Group Management  
CRFQ RNB24\*08**

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- 4.1.1.13** Collect the participant support group fee of \$40.00 per month which will be paid by the participant. Collection of the fees from the participant shall remain the full responsibility of the vendor. Vendors shall use a secure electronic payment collection process and provide participants with access to their financial account information.
- 4.1.1.14** Capability to upload required participant data into the existing reporting system (Affinity Ehealth).
- 4.1.1.15** Receive eligible individuals into the professional peer support program who have been accepted into WV Restore in conjunction with the participant's case manager.
- 4.1.1.16** May only disclose information about an agency investigation to the student, applicant, or licensee with written approval of the agency and only to the extent that it is necessary to carry out the vendor's duties.
- 4.1.1.17** Collaborate with the selected vendor of the Referral, Treatment and Monitoring contract to exchange appropriate data related to participant compliance with their RMA.
- 4.1.1.18** Meet with facilitators online with Vendor staff for a minimum of 1 hour a month for education and training during the initial contract year. Agency and Vendor will assess the need to continue after the first year or change the meetings to quarterly meetings with an annual in-person meeting in West Virginia.
- 4.1.1.19** Provide weekly support groups using an online, secure password protected and HIPPA compliant platform with facilitators. Follow an Agency approved relapse prevention curriculum and other resources deemed appropriate by Vendor and Agency.
- 4.1.1.20** Provide a secure, closed online learning content and social management system (platform) for nurses to engage with the program and each other synchronously or asynchronously. Create Agency approved educational content, promote it, and make it available using the required platform.

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NURSE HEALTH PROGRAM – WV RESTORE  
Facilitated Support Group Management  
CRFQ RNB24\*08

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**4.1.2 Services for Participants:**

- 4.1.2.1 Provide services for students, applicants or licensees who are licensed, registered, certified and/or regulated by the Agency under *Chapter 30, Article 7, et. seq. of the West Virginia Code*. Contact the Agency should a dispute over eligibility determination arise, the final eligibility determination will be made by the Agency at its sole discretion.
- 4.1.2.2 Assign each participant to a support group. Assignment shall not exceed twelve (12) participants to a single group. Therefore, the ratio of participants to a facilitator shall not exceed the 12 participants per occurrence.
- 4.1.2.3 Ensure Facilitated Support Group Meetings include a variety of meeting options including days, times and virtually or face-to-face locations based on participant demographics specifically participant location. Each group shall meet weekly for 1 (one) hour.
- 4.1.2.4 Permit the participants to choose the support group day, time, and location that works best for their schedule to optimize participation.
- 4.1.2.5 Develop and maintain a process for participants who have completed monitoring through WVR to elect to continue participating in support through alumni specific support groups, mentoring opportunities, and engaging with relapse prevention.
- 4.1.2.6 Access to help desk assistance with the technology, training and support which is available during the hours of operation.
- 4.1.2.7 Allow for session make-up include monitoring while on vacation, travel and/or during illness and shall be reconciled with missed meetings.

**4.1.3 Services for the Agency:**

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- 4.1.3.1 Reporting Parameters are approved by the Agency at the award of the contract and reports will be provided based on the mutually agreed upon requirements per a Facilitated Peer Support Group Report Card with will be provided by the Agency. These are on the due date each quarter, with an annual report on the designated date.
- 4.1.3.2 Submit the following within ninety (90) days of being awarded this contract and by September 1st of each contract year thereafter:
  - 4.1.3.2.1 Recommendation(s) for changes to the policies and procedures to be approved by the Agency.
  - 4.1.3.2.2 List of all facilitators as well as staff members associated with the Vendor and their credentials.
  - 4.1.3.2.3 Copy of any forms or documents used by the Vendor in conjunction with the services of this contract.

**5. CONTRACT AWARD:**

**5.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**5.2 Pricing Pages:** Vendor should complete the Pricing Pages by providing a monthly rate per each participant. Vendor will invoice for exact number of participants monthly. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should electronically enter the information into the Pricing Pages through wvOASIS

- 6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

REQUEST FOR QUOTATION  
NURSE HEALTH PROGRAM – WV RESTORE  
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7. **PAYMENT:** Agency shall pay a monthly rate for each as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

7.1 Agency shall pay the Provider on a monthly basis, upon satisfactory completion of Contract Services for that month. The pricing quoted on the Pricing Pages must be inclusive of all expenses associated with providing the Contract Services and includes travel expenses. Payment is based upon written submission of an acceptable invoice to the Board at 5001 MacCorkle Avenue, SW, South Charleston, WV 25309 by the 15<sup>th</sup> of each month. The invoice shall be typed and include the following information: The Provider's mailing address to which payment should be sent; the provider's invoice point of contact and their phone number to which inquiries can be made; invoice number; the number of the contract governing the period in which services were rendered; a complete description of services charged; and total amount due.

8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

9. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

9.1 Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

9.2 Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

9.3 Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

9.4 Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

9.5 Vendor shall inform all staff of Agency's security protocol and procedures.

10. **VENDOR DEFAULT:**

10.1 The following shall be considered a vendor default under this Contract.

10.1.1 Failure to perform Contract Services in accordance with the requirements contained herein.



REQUEST FOR QUOTATION  
NURSE HEALTH PROGRAM – WV RESTORE  
Facilitated Support Group Management  
CRFQ RNB24\*08

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- 10.1.2 Failure to comply with other specifications and requirements contained herein.
- 10.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 10.1.4 Failure to remedy deficient performance upon request.
- 10.2 The following remedies shall be available to Agency upon default.
  - 10.2.1 Immediate cancellation of the Contract.
  - 10.2.2 Immediate cancellation of one or more release orders issued under this Contract.
  - 10.2.3 Any other remedies available in law or equity.

**11. MISCELLANEOUS:**

- 11.1 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager:	Elizabeth Temple
Telephone Number:	855-313-2457
Fax Number:	866-385-7014
Email Address:	etemple@birchwoodsolutions.net



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

State of West Virginia  
Centralized Request for Quote  
Medical

<b>Proc Folder:</b> 1329614	<b>Reason for Modification:</b> Addendum No. 1		
<b>Doc Description:</b> WV RESTORE -FACILITATED SUPPORT GROUP MANAGEMENT			
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Sollicitation Closes</b>	<b>Sollicitation No</b>	<b>Version</b>
2023-12-13	2023-12-18 13:30	CRFQ 0907 RNB2400000008	2

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :**

**Address :**

**Street :**

**City :**

**State :** **Country :** **Zip :**

**Principal Contact :**

**Vendor Contact Phone:** **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
Larry D McDonnell  
304-558-2063  
larry.d.mcdonnell@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

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

**ADDITIONAL INFORMATION**

Addendum No. 1 issued to extend the bid opening from 12/14/2023 to 12/18/2023. The bid opening time remains at 1:30 pm.

INVOICE TO		SHIP TO	
WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US		WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	WV RESTORE-FACILITATED SUPPORT GROUP MANAGEMENT -INTIAL YEAR	140.00000	EA		

Comm Code	Manufacturer	Specification	Model #
85121700			

**Extended Description:**The amount of the this Budget is for services from December 15, 2023 thru December 14, 2024.  
Year #1

INVOICE TO		SHIP TO	
WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US		WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	WV RESTORE-FACILITATED SUPPORT GROUP MANAGEMENT-OPTION YR #1	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
85121700			

**Extended Description:**

For Option Year #2

INVOICE TO	SHIP TO
WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US	WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	WV RESTORE-FACILITATED SUPPORT GROUP MANAGEMENT-OPTION YR #2	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
85121700			

**Extended Description:**  
For Option Year #3

INVOICE TO	SHIP TO
WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US	WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	WV RESTORE-FACILITATED SUPPORT GROUP MANAGEMENT-OPTION YR #3	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
85121700			

**Extended Description:**  
For Option Year #4

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Vendor Questions Due By 2:00PM EST	2023-12-07

**SOLICITATION NUMBER: CRFQ RNB24\*08**  
**Addendum Number: 1**

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

1. **To extend the bid opening from 12/14/2023 to 12/18/2023. The bid opening time remains at 1:30 pm.**

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.



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

State of West Virginia  
 Centralized Request for Quote  
 Medical

<b>Proc Folder:</b> 1329614		<b>Reason for Modification:</b> Addendum No. 2	
<b>Doc Description:</b> WV RESTORE -FACILITATED SUPPORT GROUP MANAGEMENT			
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2023-12-15	2023-12-27 13:30	CRFQ 0907 RNB2400000008	3

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :**

**Address :**

**Street :**

**City :**

**State :** **Country :** **Zip :**

**Principal Contact :**

**Vendor Contact Phone:** **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
 Larry D McDonnell  
 304-558-2063  
 larry.d.mcdonnell@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

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

**ADDITIONAL INFORMATION**

Addendum No. 2 issued to extend the bid opening from 12/18/2023 to 12/27/2023. The bid opening time remains at 1:30 pm.

INVOICE TO		SHIP TO	
WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US		WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	WV RESTORE-FACILITATED SUPPORT GROUP MANAGEMENT -INTIAL YEAR	140.00000	EA		

Comm Code	Manufacturer	Specification	Model #
85121700			

**Extended Description:**The amount of the this Budget is for services from December 15, 2023 thru December 14, 2024.  
Year #1

INVOICE TO		SHIP TO	
WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US		WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	WV RESTORE-FACILITATED SUPPORT GROUP MANAGEMENT-OPTION YR #1	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
85121700			

**Extended Description:**

For Option Year #2

INVOICE TO			SHIP TO		
WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US			WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	WV RESTORE-FACILITATED SUPPORT GROUP MANAGEMENT-OPTION YR #2	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
85121700			

**Extended Description:**  
For Option Year #3

INVOICE TO			SHIP TO		
WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US			WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	WV RESTORE-FACILITATED SUPPORT GROUP MANAGEMENT-OPTION YR #3	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
85121700			

**Extended Description:**  
For Option Year #4

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor Questions Due By 2:00PM EST	2023-12-07



**SOLICITATION NUMBER: CRFQ RNB24\*08**  
**Addendum Number: 2**

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

1. To extend the bid opening from 12/18/2023 to 12/27/2023. The bid opening time remains at 1:30 pm.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.



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

**State of West Virginia  
 Centralized Request for Quote  
 Medical**

<b>Proc Folder:</b> 1329614			<b>Reason for Modification:</b> To post addendum 3
<b>Doc Description:</b> WV RESTORE -FACILITATED SUPPORT GROUP MANAGEMENT			
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2023-12-15	2023-12-27 13:30	CRFQ 0907 RNB2400000008	4

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR:**

**Vendor Customer Code:**

**Vendor Name :**

**Address :**

**Street :**

**City :**

**State :** **Country :** **Zip :**

**Principal Contact :**

**Vendor Contact Phone:** **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
 Larry D McDonnell  
 304-558-2063  
 larry.d.mcdonnell@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

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

**ADDITIONAL INFORMATION**

Addendum No. 3

1. To attach answers to vendor questions.
2. To revise commodity lines.
3. To attach Exhibit A - Pricing Page
4. To revise section 5.2 - Pricing Pages and section 7 - Payment.
5. To briefly allow additional vendor questions.

Additional vendor questions due by 12/20/2023 by 2:00PM EST.

Bid opening date still remains 12/27/2023 at 1:30PM EST

No other changes

**INVOICE TO****SHIP TO**

WV BOARD OF EXAMINERS  
FOR  
REGISTERED  
PROFESSIONAL NURSES  
5001 MACCORKLE AVE SW  
SOUTH CHARLESTON WV  
US

WV BOARD OF EXAMINERS  
FOR  
REGISTERED  
PROFESSIONAL NURSES  
5001 MACCORKLE AVE SW  
SOUTH CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Facilitated Support Group Management - Total Overall Cost	0.00000	EA		

**Comm Code****Manufacturer****Specification****Model #**

85121700

**Extended Description:**

For further details see attached documentation and all addendums.

Provide Total Overall Cost

INVOICE TO			SHIP TO		
WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US			WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Use Commodity Line 1	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
85121700			

**Extended Description:**

Put total overall cost calculated on Exhibit A - Pricing Page on Commodity Line 1

INVOICE TO			SHIP TO		
WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US			WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Use Commodity Line 1	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
85121700			

**Extended Description:**

Put total overall cost calculated on Exhibit A - Pricing Page on Commodity Line 1

INVOICE TO	SHIP TO
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WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON      WV US	WV BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES 5001 MACCORKLE AVE SW SOUTH CHARLESTON      WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Use Commodity Line 1	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
85121700			

**Extended Description:**  
 Put total overall cost calculated on Exhibit A - Pricing Page on Commodity Line 1

SCHEDULE OF EVENTS
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<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor Questions Due By 2:00PM EST	2023-12-07
2	Vendor Questions Due By 2:00PM EST	2023-12-20

**SOLICITATION NUMBER: CRFQ RNB24\*08**  
**Addendum Number: 3**

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The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

1. To attach answers to vendor questions.
2. To revise commodity lines.
3. To attach Exhibit A - Pricing Page
4. To revise section 5.2 - Pricing Pages and section 7 - Payment.
5. To briefly allow additional vendor questions.

Additional vendor questions due by 12/20/2023 by 2:00PM EST.

Bid opening date still remains 12/27/2023 at 1:30PM EST

No other changes

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

**Addendum 03**

Nurse Health Program – WV Restore

Facilitated Support Group Management - CRFQ RNB24-08

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**Vendor Question 01:**

I am requesting clarification on the Unit of Measurement in the CRFQ RNB24\*08. I see Quantity for the 1st year is 140, however it's not clear what Unit issue refers to whether group or individual participant.

**Agency Answer 01:**

Commodity line 1 for first year's quantity of 140 is being revised to add the overall total cost listed on Exhibit A – Pricing Page. Vendor's will need to review and complete Exhibit A – Pricing Page

Commodity lines 2 through 4 are being removed.

Agency is revising section 5.2 Pricing Page to read as follows:

**5.2 Pricing Pages:** Vendor should complete the Pricing Pages by providing a unit price per participant. The unit price per participant is automatically calculated to the monthly rate. The monthly rate will be calculated to the estimated yearly cost. The vendor will provide unit price per participant for optional renewal years 1 through 3. The vendor will take the total overall cost and enter that on commodity line 1. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

**Example:**

<b>Estimated Quantity</b>		<b>Unit Price Per Participant</b>	<b>=</b>	<b>Monthly Rate</b>		<b>Extended Cost (Estimated Yearly Cost)</b>
75	x	\$10.00	=	\$750.00	x 12	= \$9,000.00

Agency is revising section 7 Payment to read as follows:

**7. PAYMENT:** Agency shall pay the unit price per participant as the monthly rate as shown on Exhibit A – Pricing Page, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

The WV Purchasing Division is accepting additional Vendor Questions. All questions will need to be submitted on 12/20/2023 by 2:00PM EST.



## EXHIBIT A - PRICING PAGE

### NURSE HEALTH PROGRAM – WV RESTORE

#### Facilitated Support Group Management - CRFQ RNB24\*08

Contract Item Number	Description	Unit of Measure	Estimated Quantity*	Unit Price Per Participant	Monthly Rate	Extended Cost (estimated yearly cost)
4.1	Facilitated Support Group Management - Intital Year	EA	75		\$0.00	\$0.00
4.1	Facilitated Support Group Management - Optional Renewal Year 1	EA	75		\$0.00	\$0.00
4.1	Facilitated Support Group Management - Optional Renewal Year 2	EA	75		\$0.00	\$0.00
4.1	Facilitated Support Group Management - Optional Renewal Year 3	EA	75		\$0.00	\$0.00
<b>TOTAL OVERALL COST →</b>						<b>\$0.00</b>

\*The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

---

Vendor Signature

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ RNB24\*08**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

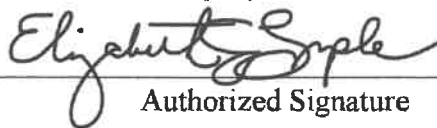
(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Birchwood Solutions, LLC

Company



Authorized Signature

December 26, 2023

Date

**NOTE:** This addendum acknowledgment should be submitted with the bid to expedite document processing.

Revised 6/8/2012

## EXHIBIT A - PRICING PAGE

NURSE HEALTH PROGRAM – WV RESTORE						
Facilitated Support Group Management - CRFQ RNB24*08						
Contract Item Number	Description	Unit of Measure	Estimated Quantity*	Unit Price Per Participant	Monthly Rate	Extended Cost (estimated yearly cost)
4.1	Facilitated Support Group Management - Intital Year	EA	75	\$65.00	\$4,875.00	\$58,500.00
4.1	Facilitated Support Group Management - Optional Renewal Year 1	EA	75	\$65.00	\$4,875.00	\$58,500.00
4.1	Facilitated Support Group Management - Optional Renewal Year 2	EA	75	\$67.00	\$5,025.00	\$60,300.00
4.1	Facilitated Support Group Management - Optional Renewal Year 3	EA	75	\$70.00	\$5,250.00	\$63,000.00
<b>TOTAL OVERALL COST →</b>						<b>\$240,300.00</b>

\*The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Elizabeth Suple

Vendor Signature