



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: 06-04-2024

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 0511 2539 BCF2200000003 3	<b>Procurement Folder:</b>	1014056
<b>Document Name:</b>	Change Order No. 2	<b>Reason for Modification:</b>	Change Order 02 To Renew Contract
<b>Document Description:</b>	PROFESSIONAL AND SUPPORT SERVICES- EVALUATION OF CHILD		
<b>Procurement Type:</b>	Central Sole Source		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-07-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-06-30

VENDOR		DEPARTMENT CONTACT																					
<b>Vendor Customer Code:</b>	000000100824	<b>Requestor Name:</b>	Lesley E Walizer																				
PUBLIC CONSULTING GROUP LLC 148 STATE ST 10TH FLR		<b>Requestor Phone:</b>	(304) 356-4545																				
BOSTON MA 02109-2510 US		<b>Requestor Email:</b>	lesley.e.walizer@wv.gov																				
<b>Vendor Contact Phone:</b>	999-999-9999 Extension:	<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div>																					
<b>Discount Details:</b>																							
	<table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
	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  BFA - COMMISSIONER'S OFFICE  350 CAPITOL ST, RM 730  CHARLESTON WV 25301-3711  US	ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES  BFA - COMMISSIONERS OFFICE  350 CAPITOL ST, RM 730  CHARLESTON WV 25301-3711  US

*6-4-24 GC*

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

*CH 6/14/24*

<b>PURCHASING DIVISION AUTHORIZATION</b>
<b>DATE:</b> <i>Tara H 6/14/24</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>
<b>DATE:</b> <i>John S. Gray</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

<b>ENCUMBRANCE CERTIFICATION</b>
<b>DATE:</b> <i>6-17-24</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

*6/17/2024*

**Extended Description:**

Change Order

Change Order No. 02 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 07/01/2024 through 06/30/2025.

Renewal Years Remaining:01

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81131504			HOUR	188.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2022-07-01	2025-06-30		0.00	

**Commodity Line Description:** Family Support Outcome Survey Analysis

**Extended Description:**

4.1.1 Family Support Outcome Survey Analysis

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81131504			HOUR	213.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2022-07-01	2025-06-30		0.00	

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

**Extended Description:**

4.1.2 CCR&R Quarterly and Annual Reporting Development

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81131504			HOUR	191.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2022-07-01	2025-06-30		0.00	

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

**Extended Description:**

4.1.3 Analysis and Reports of Results of CCR&R Data

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81131504			HOUR	173.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2022-07-01	2025-06-30		0.00	

**Commodity Line Description:** Technical Assistance

**Extended Description:**

4.1.4 Technical Assistance

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81131504			HOUR	178.000000
	<b>Service From</b>	<b>Service To</b>	<b>Service Contract Amount</b>		
	2022-07-01	2025-06-30	0.00		

**Commodity Line Description:** Analysis and Reports of Results Survey

**Extended Description:**

4.1.5 Analysis and Reports of Results Survey

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81131504			HOUR	145.000000
	<b>Service From</b>	<b>Service To</b>	<b>Service Contract Amount</b>		
	2022-07-01	2025-06-30	0.00		

**Commodity Line Description:** Toll-free hotline

**Extended Description:**

4.1.6 Toll-free hotline



Solutions that Matter

May 2, 2024

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

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

Dear Lesley,

Public Consulting Group LLC (PCG) agrees to renew Contract # CMA BCF2200000003 for another year, effective 7/1/2024-6/30/2025. We agree to the terms, conditions, prices, and specifications contained in the original contract including any authorized change orders.

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

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Kathleen Fallon".

Kathleen Fallon  
Public Consulting Group LLC

Agree to renew.

A handwritten signature in cursive script, appearing to read "Althea Greenhowe".



STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES  
BUREAU FOR FAMILY ASSISTANCE  
DIVISION OF EARLY CARE AND EDUCATION

Cynthia A. Persily, Ph.D.  
Cabinet Secretary

Janie Cole  
Commissioner

**MEMORANDUM**

DATE: June 4, 2024  
TO: DHHR Purchasing  
FROM: Lisa M. Ertl, Director *LME*  
RE: Renewal of PCG Contract (CMA BCF2200000003)

The Bureau of Family Assistance seeks to renew contract CMA BCF2200000003 to continue evaluation of the Child Care Resource and Referral (CCR&R) agencies funded by the federal Child Care and Development Fund. Federal requirements of the CCDF regulations, effective September 2016, require WV DoHS, as the Lead Agency for the grant to apply this type of analysis to the CCDF funded quality initiatives, and this contract performs this service to the six CCR&R agencies that provide these services statewide.

CCR&R agencies will use the will use the data analysis performed by the winning bidder to ensure accountability, positive outcomes, and effectiveness of the quality initiatives.

Per the CCDF Federal Regulations:

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

- *Support the training and professional development of the child care workforce.*
- *Improve the development or implementation of early learning and development guidelines.*
- *Develop, implement, or enhance a tiered quality rating and improvement system for child care provider.*
- *Improve the supply and quality of child care programs and services for infants and toddlers.*
- *Establish or expand a statewide system of child care resource and referral servies.*
- *Facilitate compliance with lead agency requirements for licensing, inspection, monitoring, training and health and safety.*
- *Evaluate and assess the quality and effectiveness of child care programs, including how programs positively impact children.*





WEST VIRGINIA DEPARTMENT OF

**HUMAN  
SERVICES**

STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES  
BUREAU FOR FAMILY ASSISTANCE  
DIVISION OF EARLY CARE AND EDUCATION

Cynthia A. Persily, Ph.D.  
Cabinet Secretary

Janie Cole  
Commissioner

- *Support child care providers in the voluntary pursuit of accreditation.*
- *Support the development or adoption of high-quality program standards related to health, mental health, nutrition, physical activity, and physical development.*
- *Carry out other activities to improve the quality of child care services supported by outcome measures that improve provider preparedness, child safety, child well-being or kindergarten entry.*

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

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

Ok

*Althea Greenhowe*





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

Mark D. Scott  
Cabinet Secretary

Heather D. Abbott  
Chief Information Officer

**TO: Curtis Burress, Procurement Associate  
Department of Human Services**

**FROM: Heather D. Abbott, Chief Information Officer  
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
HR005458 IS&C NUMBER: 2024-2331**

**DATE: June 3, 2024**

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

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

After conducting a review of your request for Renewal for CMA BCF22\*003 for remaining renewals (2), the Office of Technology has determined:

X That your request is approved.

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

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

If you have questions, or need additional information, please contact Consulting Services at [Consulting.Services@wv.gov](mailto:Consulting.Services@wv.gov).



Excluded Individual



Excluded Entity



Entity Name

public consulting group [X] [▲]

public consulting group [X]

Unique Entity ID

e.g. HTYR9YJHK65L [▼]

CAGE / NCAGE

[▼]

Federal Organizations



Exclusion Type



Exclusion Program

No results found



Location



Dates



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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.*

#### PUBLIC CONSULTING GROUP LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	9/28/1994		9/28/1994	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)		<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>	0
<b>Charter State</b>	DE	<b>Excess Acres</b>	0
<b>At Will Term</b>	A	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Mailing Address</b>	148 STATE ST., BOSTON, MA, 02109 USA
<b>Notice of Process Address</b>	C. T. CORPORATION SYSTEM 1627 QUARRIER ST CHARLESTON, WV, 253112124
<b>Principal Office Address</b>	148 STATE ST., BOSTON, MA, 02109

USA	
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Manager</b>	WILLIAM S. MOSAKOWSKI 148 STATE ST BOSTON, MA, 02109
<b>Manager</b>	TONY MCLEAN BROWN 148 STATE ST. BOSTON, MA, 02109
<b>Member</b>	Y
<b>Type</b>	<b>Name/Address</b>

<b>Name Changes</b>	
<b>Date</b>	<b>Old Name</b>
<b>2/23/2021</b>	PUBLIC CONSULTING GROUP, INC.
<b>Date</b>	<b>Old Name</b>

<b>Date</b>	<b>Amendment</b>
<b>2/23/2021</b>	NAME CHANGE: FROM PUBLIC CONSULTING GROUP, INC.
<b>Date</b>	<b>Amendment</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2023	
2022	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, May 29, 2024 — 11:20 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>6/14/24</u>	Agency: DoHS Bureau for Family Assistance
Solicitation No. <u>CMA BCF22*03</u>	Procurement Officer Submitting Requisition: Althea Greenhowe
	Requisition No. CMA BCF22*003
	PF No.: 1014056

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 [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_

*Crystal Hester*