



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

## State of West Virginia Delivery Order

Order Date: 06-09-2025

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

Order Number:	CDO 0511 2539 BSS2400000003 7	Change Order No: 2	Procurement Folder: 1349907
Document Name:	Change Order 2		Reason for Modification: Change Order 2 Partial Contract Cancellation
Document Description:	Leadership Development Project		
Procurement Type:	Central Delivery Order		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Master Agreement Number: CMA 0313 DEP2200000014 7	
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000210891 EPIPHANY CONSULTING LLC PO BOX 9296  SOUTH CHARLESTON WV 25309 US Vendor Contact Phone: 304-556-4839 Extension:  Discount Details: <table><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			Requestor Name: Anthony J Walizer Requestor Phone: (304) 356-2915 Requestor Email: anthony.j.walizer@wv.gov  <b>2025</b> FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

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

Total Order Amount: \$231,900.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: *T. Walizer 4/12/25*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *6-16-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 2 is issued to cancel this contract/purchase order undelivered commodities and funds associated with the undeliverable commodities. All remaining provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Effective date of cancellation 05/30/2025

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

**Commodity Line Description:** 3.1.1 Profile XT or equal

**Extended Description:**

3.1.1 Profile XT or equal

Reference Section 3.1.1 of Specifications

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

**Commodity Line Description:** 3.2.6 Assessment Portal or equal

**Extended Description:**

3.2.6 Assessment Portal or equal

Reference Section 3.2.6 of Specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111500	344.00000	HOURL	\$400.0000	\$137,600.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-05-30				2024-01-01

**Commodity Line Description:** 3.2.7 Workshops

**Extended Description:**

3.2.7 Workshops

01/01/2024 - 12/31/2025

Emerging Leadership Development Workshop, 9-month Program, 15 classes at \$400.00 per hour, 7 hours per class/ \$2,800.00 per class.

15 participants per co-hort. 15 classes - \$42,000 per class.

Total Cost \$630,000.00

1/1/2024 - 6/30/2024

3 hour all staff debrief online or in person. DISC/PXT Select. 200 employees 25 per class.

Total Cost \$9,600.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80111500	0.00000	EA	\$1,995.0000	\$0.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2024-06-30				2024-01-01

**Commodity Line Description:** 3.2.8 Certification of Agency Trainers

**Extended Description:**

3.2.8 Certification of Agency Trainers

Reference Section 3.2.8 of Specifications

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

**Commodity Line Description:** 3.2.11.2 Everything DiSC Workplace or equal

**Extended Description:**

3.2.11.2 Everything DiSC Workplace or equal  
Reference Section 3.2.11.2 of Specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80111500	59.00000	EA	\$120.0000	\$7,080.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-05-30				2024-01-01

**Commodity Line Description:** 3.2.11.3 Everything DiSC Management or equal

**Extended Description:**

3.2.11.3 Everything DiSC Management or equal  
Reference Section 3.2.11.3 of Specifications

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

**Commodity Line Description:** 3.2.11.9 Everything DiSC Workplace Certification or equal

**Extended Description:**

3.2.11.9 Everything DiSC Workplace Certification or equal  
Reference Section 3.2.11.9 of Specifications

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

**Commodity Line Description:** 3.2.11.10 Everything DiSC Facilitation Kit or equal

**Extended Description:**

3.2.11.10 Everything DiSC Facilitation Kit or equal  
Reference Section 3.2.11.10 of Specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80111500	50.00000	EA	\$120.0000	\$6,000.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-05-30				2024-01-01

**Commodity Line Description:** 3.2.12.1 The Five Behaviors Profile or equal

**Extended Description:**

3.2.12.1 The Five Behaviors Profile or equal  
Reference Section 3.2.12.1 of Specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80111500	50.00000	EA	\$120.0000	\$6,000.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-05-30				2024-01-01

Commodity Line Description: 3.2.14 Everything DiSC Agile EQ or equal

Extended Description:  
 3.2.14 Everything DiSC Agile EQ or equal  
 Reference Section 3.2.14 of Specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	80111500	30.00000	HOUR	\$195.0000	\$5,850.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-01-01	2025-05-30				2024-01-01

Commodity Line Description: 3.2.15 Consulting Services

Extended Description:  
 3.2.15 Consulting Services  
 Reference Section 3.2.15 of Specifications



STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES

Alex J. Mayer  
Cabinet Secretary

April 30, 2025

Kathleen Walker  
Epiphany Consulting LLC  
P.O. Box 9296  
South Charleston, WV 25309

RE: Notice of Contract Cancellation - West Virginia Department of Human Services,  
Bureau for Social Services Contract with Epiphany Consulting LLC  
(CDO BSS24\*3)

Dear Ms. Walker,


This letter serves as formal notice that the Bureau for Social Services is exercising its right to cancel CDO BSS24\*3 in accordance with Term 19 of the contract's General Terms and Conditions. Pursuant to Term 19 of the General Terms and Conditions and W. Va. Code St. R. §148-1-5.2.2., this letter provides thirty (30) days' prior written notice of cancellation. The contract will be considered cancelled effective May 30, 2025.

Please take the necessary steps to ensure a smooth and orderly transition, including the cessation of services and the return of any outstanding deliverables or materials, as required by the terms of the contract.

Should you have any questions or require additional information, please do not hesitate to contact me at (304) 767-1519 or [chanin.w.krivonyak@wv.gov](mailto:chanin.w.krivonyak@wv.gov).

We appreciate your service to date and wish you the best in your future endeavors.

Sincerely,

  
Chanin W. Krivonyak, Esq.  
General Counsel

cc: Samantha L. Willis, Director, State Purchasing Division  
Crystal G. Hustead, Senior Buyer, State Purchasing Division

  
Agree





STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES

Alex J. Mayer  
Cabinet Secretary

April 22, 2025

**VIA EMAIL (samantha.l.willis@wv.gov)**

Samantha Willis  
Director  
West Virginia Purchasing Division  
Department of Administration  
2019 Washington Street East  
Charleston, WV 25305

RE: Request to Cancel Contract - West Virginia Department of Human Services,  
Bureau for Social Services Contract with Epiphany Consulting LLC  
(CDO BSS24\*3)

Dear Director Willis,

For budgetary reasons, the Bureau for Social Services is requesting that its leadership development project contract with Epiphany Consulting LLC, CDO BSS24\*3, be cancelled in accordance with Term 19 of the contract's General Terms and Conditions.

Please do not hesitate to contact me at (304) 558-0684 or [daron.a.light@wv.gov](mailto:daron.a.light@wv.gov) if you have any questions regarding this cancellation request.

Sincerely,

  
Daron A. Light  
Associate General Counsel

**APPROVED**

BY:  DATE: 4/23/25



## Subject: Governor's Office Approval of contracts over \$100,000



**Rosen, Bryan D** <bryan.d.rosen@wv.gov>  
to Wagner, Roberta A, Price, Robert L

Thu, Jan 23,

I spoke with Curtis early today. He relayed the following information for how we will process these through his office.

1. He would like a synopsis of the purchase. I would suggest in most cases we can pull the extended description populate that in the email to him.

2. Please note if there is a specific timeframe in the request.

3. Contracts will be reviewed at the Master Agreement level meaning that he will not be approving DOs.

4. Renewals for contracts over \$100,000 must be approved.

This process is going to be fluid and will likely morph as we move forward but this is the best information that I have today.

Bryan

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Keyword Search

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

Simple Search

Search Editor

- ☐ Any Words ⓘ
- ☐ All Words ⓘ
- ☐ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

"epiphany consulting llc" ×

Entity 

▼

Location 

▼

Status 

^

☒ Active

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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

### EPIPHANY CONSULTING, L.L.C.

*\*See Attached\**

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

Organization Information			
<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>Charter County</b>	Kanawha	<b>Control Number</b>	37735
<b>Charter State</b>	WV	<b>Excess Acres</b>	X Close
<b>At Will Term</b>	A	<b>M M:</b>	Hi, I'm SOLO! I can help you file your Annual Report.
<b>At Will Term Years</b>		<b>Pa</b>	

**Authorized  
Shares**

**Young  
Entrepreneur**

Not Specified

## Addresses

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

## Officers

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

Hi, I'm SOLO! I can help  
you file your Annual  
Report.

## Annual Reports

**Filed For**

2025
2024
2023
2022
2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
2011
2011
2010
2009
2008
2007
2006
2005
2004
2003
2002
<b>Date filed</b>

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

Monday, June 9, 2025 — 12:51 PM

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Hi, I'm SOLO! I can help  
you file your Annual  
Report.

Vendor/Customer

Address

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

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000210891

EPIPHANY CONSULTING LLC

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 01/01/1999

Active To :

Default Record :

Mail Returned :

Active Address : Yes

▼ Address Information

Address ID : CV10001

Street 1 : PO BOX 9296

Street 2 :

City : SOUTH CHARLESTON

State/Province : WV

Zip/Postal Code : 25309

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Country Phone Code : 1

Phone : 304-556-4839

Phone Extension :

County :

County Name :

Country : US

► Prenote/EFT

► Remittance Advice

► Contact Information

► Contact Address Information

► Geographic Designation

► Change Management

Top

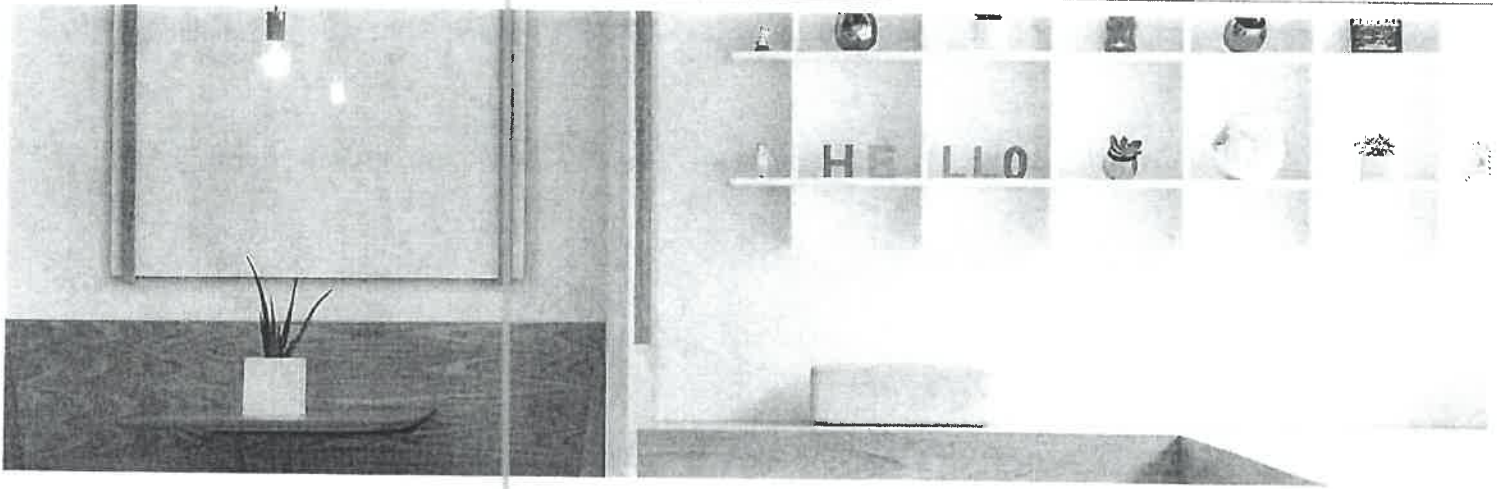
[Modify Existing Record](#) [Add New Address](#)

[Master Address](#)

[Master Contacts](#)

[Languages](#)

[Vendor Transaction History](#)



## Connect With Us

**Kathi Richards**

[304.556.4839](tel:304.556.4839)

[Kathi@EpiphanyWV.com](mailto:Kathi@EpiphanyWV.com)

[Connect on LinkedIn](#)

**Kathleen Walker**

[304.556.4839](tel:304.556.4839)

[Kathleen@EpiphanyWV.com](mailto:Kathleen@EpiphanyWV.com)

[Connect on LinkedIn](#)

# Location

Enter your email here\*

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



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>12/12/25</u>  Solicitation No. <u>CDO BSS24*03</u>	Agency: Bureau for Social Services <hr/> Procurement Officer Submitting Requisition: Tony Walizer <hr/> Requisition No. CDO BSS24*3 <hr/> PF No.: 1349907
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" 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: \_\_\_\_\_

*Ryland Hustead*