



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: 06-23-2025

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:	CMA 0511 2539 BCF2200000003 4	Procurement Folder:	1014056
Document Name:	Change Order No. 3	Reason for Modification:	Change Order 3 To renew contract.
Document Description:	PROFESSIONAL AND SUPPORT SERVICES- EVALUATION OF CHILD		
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-06-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000100824 PUBLIC CONSULTING GROUP LLC 148 STATE ST 10TH FLR  BOSTON MA 02109-2510 US Vendor Contact Phone: 999-999-9999 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: Catherine Stephenson Requestor Phone: 304-352-3918 Requestor Email: catherine.e.stephenson@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  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

CR 6-26-25

Purchasing Division's File Copy

Total Order Amount: Open End

JA 6/25/25

PURCHASING DIVISION AUTHORIZATION  
DATE: *Turayha 6/26/25*  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
DATE: *6/27/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *6-30-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 03 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 07/01/2025 through 06/30/2026.

Renewal Years Remaining:0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81131504			Hour	188.000000
Service From		Service To	Service Contract Amount		
2022-07-01		2026-06-30	0.00		

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

**Extended Description:**

4.1.1 Family Support Outcome Survey Analysis

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81131504			Hour	213.000000
Service From		Service To	Service Contract Amount		
2022-07-01		2026-06-30	0.00		

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

**Extended Description:**

4.1.2 CCR&amp;R Quarterly and Annual Reporting Development

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81131504			Hour	191.000000
Service From		Service To	Service Contract Amount		
2022-07-01		2026-06-30	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&amp;R Data

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81131504			Hour	173.000000
Service From		Service To	Service Contract Amount		
2022-07-01		2026-06-30	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			HOURL	178.000000
Service From		Service To		Service Contract Amount	
2022-07-01		2026-06-30		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			HOURL	145.000000
Service From		Service To		Service Contract Amount	
2022-07-01		2026-06-30		0.00	

Commodity Line Description: Toll-free hotline

Extended Description:

4.1.6 Toll-free hotline



**Solutions that Matter**

May 14, 2025

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 7/1/2025-6/30/2026. 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 Human Services 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 dark ink, appearing to read 'Kathleen Fallon', with a long, sweeping horizontal line extending to the right.

Kathleen Fallon  
Public Consulting Group LLC

Agree to Renew

A handwritten signature in dark ink, appearing to read 'Althea Greenhowe', written in a cursive style.

To: All State Agencies Under Purchasing Division  
From: Samantha Willis, Director & General Counsel  
WV Purchasing *SW*  
Date: January 23, 2025  
Re: \$100,000 Spending Requests

**MEMORANDUM**

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

*June 7, 2025*  
Agency Head  
*AL J. M.*  
Cabinet Secretary/Department Head

*6-6-25*  
Date

*6-6-25*  
Date

Governor's Office Representative

Date



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

Alex J. Mayer  
Cabinet Secretary

Janie Cole  
Commissioner

## MEMORANDUM

**DATE:** June 6, 2025

**TO:** Alex. J. Mayer, Cabinet Secretary *AM*  
West Virginia Department of Human Services

**THRU:** Christina R. Mullins, Deputy Secretary  
West Virginia Department of Human Services

**FROM:** Janie M. Cole, Commissioner *JMC*  
Bureau for Family Assistance

**RE:** Renewal of PCG Contract (CMA BCF2200000003)

The Bureau of Family Assistance (BFA) 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 (CCDF) and the WV Family Survey Database/survey for Division of Family Support funded grants.

Federal requirements of the CCDF regulations, effective September 2016, require the West Virginia Department of Human Services (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 as it relates to the six Child Care Resource and Referral (CCR&R) agencies that provide these services statewide.

The BFA Division of Early Care and Education will use the data analysis performed under this contract to ensure accountability, positive outcomes, and effectiveness of the quality initiatives on the part of the statewide network of CCR&R agencies.

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 benefiting from quality improvement investments. The report is organized according to the ten authorized uses for





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

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

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

The BFA Division of Family Support also uses this contract for the purpose of capturing household makeup and income data on families visiting the statewide network of Family Support Centers in order to ensure compliance with the requirements of the Temporary Assistance to Needy Families (TANF) federal block grant. FSCs are required to capture family demographics and service provision information for families accessing family support centers (FSCs) for cost allocation purposes. The database developed and





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maintained under this contract provides the FSCs the ability to capture that information uniformly and the state to have continuous access to the necessary data for ensuring compliance with allowable usage of TANF funding.

An additional use of this contract is for the development, provision, analysis, and reporting of the annual WV Family Survey. This survey captures outcomes for the Community Based Child Abuse Prevention (CBCAP) program evaluation requirement, as well as capturing data on WV WORKS participants in the SPOKES and Community and Technical College programs in order to drive improvements to the WV WORKS program.

Failure to renew this contract would put BFA in jeopardy of not meeting CCDF, TANF, and CBCAP program requirements.

Please review the attached \$100,000 spending request memorandum from the Purchasing Division, and sign if you approve. Thank you for your time and consideration.

Attachment







STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY

Mark D. Scott  
Cabinet Secretary

State Capitol  
Charleston, West Virginia 25305

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).

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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>	5419 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Other Professional/Scientific/Technical Services (marketing research, public opinion polling, photographic, translation & interpretation, veterinary services)		
<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 STREET 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 STREET BOSTON, MA, 02109 USA
Type	Address

Officers	
Type	Name/Address
<b>Manager</b>	WILLIAM S. MOSAKOWSKI 148 STATE STREET BOSTON, MA, 02109
<b>Manager</b>	STEPHEN P. SKINNER 148 STATE STREET BOSTON, MA, 02109
<b>Member</b>	Y
Type	Name/Address

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

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

**Annual Reports****Filed For**

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2006

2004

2003

2001

2000

1999

**Date filed**[File Your Current Year Annual Report Online Here](#)

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

Tuesday, June 24, 2025 — 3:38 PM

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All Words

e.g. 1606N020Q02



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

e.g. 123456789, Smith Corp

"PUBLIC CONSULTING GROUP LLC" Entity Location Status 

- ☒ Active
- ☐ Inactive

Reset Entity Information 

All Entity Information

Entities

Disaster Response Registry

Responsibility / Q

**No matches found**

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>SA</u> Date: <u>6/25/25</u>  Solicitation No. <u>CO No.3 - Renew</u>	Agency: WV DoHS BFA  Procurement Officer Submitting Requisition: Althea Greenhowe  Requisition No. CMA BCF22*003  PF No.: 1014056
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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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> N/A
<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: \_\_\_\_\_

*[Handwritten Signature]*