



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

State of West Virginia
Contract

Order Date: 11-10-2025

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:	CCT 0511 3054 BCF2100000001 19	Procurement Folder:	730423
Document Name:	Change Order 4	Reason for Modification:	Change Order 4 is issued to reduce the unused balance per the attached documentation.
Document Description:	ASSIST IN DVLPM/ IMPLEMENTATION OF CHILD WELFARE		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-09-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-09-14

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code: 000000210265 CONCORD UNIV RESEARCH & DEVELOPMENT CORP PO BOX 1000 D 142 ATHENS WV 247121000 US Vendor Contact Phone: 3043845145 Extension:				Requestor Name: Anthony J Walizer Requestor Phone: (304) 356-2915 Requestor Email: anthony.j.walizer@wv.gov	
Discount Details:				<div>2026</div> <div>FILE LOCATION _____</div>	
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

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

CR 11-18-25

Purchasing Division's File Copy

Total Order Amount: \$563,591.25

CCT 11/18/25

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tarah 11/18/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>[Signature]</i> DATE: <i>11/19/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> DATE: <i>11-19-25</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 4 is issued to reduce the unused balance on central contract from \$489,432.75 to \$0.00 per attached document:

Original Contract Total: \$1,053,024.00

Change Order No 4 Decrease: (\$489,432.75)

New Contract Total: \$563,591.25

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112201	6.50000	MO	7363.000000	\$47,859.50
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: STAFF POSITION 1

Extended Description:

STAFF POSITION 1 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112201	10.00000	MO	7363.000000	\$73,630.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: STAFF POSITION 2

Extended Description:

STAFF POSITION 2 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112201	12.00000	MO	7212.000000	\$86,544.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: STAFF POSITION 3

Extended Description:

STAFF POSITION 3 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112201	12.00000	MO	7363.000000	\$88,356.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: STAFF POSITION 1

Extended Description:

YEAR 1 OPTIONAL RENEWAL STAFF POSITION 1 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81112201	7.04000	MO	7363.000000	\$51,835.52
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: STAFF POSITION 2

Extended Description:

YEAR 1 OPTIONAL RENEWAL STAFF POSITION 2 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81112201	10.25000	MO	7212.000000	\$73,923.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 3

Extended Description:

YEAR 1 OPTIONAL RENEWAL STAFF POSITION 3 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81112201	8.85000	MO	7363.000000	\$65,162.55
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: STAFF POSITION 1

Extended Description:

YEAR 2 OPTIONAL RENEWAL STAFF POSITION 1 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	81112201	0.00000	MO	7363.000000	\$0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 2

Extended Description:

YEAR 2 OPTIONAL RENEWAL STAFF POSITION 2 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	81112201	0.00000	MO	7212.000000	\$0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 3

Extended Description:

YEAR 2 OPTIONAL RENEWAL STAFF POSITION 3 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	81112201	10.36000	MO	7363.000000	\$76,280.68
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 1

Extended Description:

YEAR 3 OPTIONAL RENEWAL STAFF POSITION 1 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	81112201	0.00000	MO	7363.000000	\$0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 2

Extended Description:

YEAR 3 OPTIONAL RENEWAL STAFF POSITION 2 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	81112201	0.00000	MO	7212.000000	\$0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 3

Extended Description:

YEAR 3 OPTIONAL RENEWAL STAFF POSITION 3 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.



STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR SOCIAL SERVICES

Alex J. Mayer, PhD, MS, PMP
Cabinet Secretary

Lorie Bragg
Commissioner

11/6/2025

Concord Univ Research & Development Corp
PO Box 1000 D 142
Athens WV 24712

Re: Cancellation of Remaining Balance
PO#: CCT BCF2100000001

Dear Vendor:

The above referenced Purchase Order in the amount of \$1,053,024.00 was issued on 9/11/2024. We are requesting your approval to cancel the remaining balance of \$489,432.75 that still exists on purchase order #CCT BCF2100000001.

Your signature on the line below will acknowledge that you concur with this action and there are no outstanding invoices against this purchase order. Please mail this letter back to my attention at 350 Capitol Street Room 730, Charleston, WV 25301, or email to me at Anthony.J.Walizer@wv.gov. Failure to receive written exception to this cancellation by 12/08/2025 will also constitute your concurrence with our cancellation plan.

This cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific purchase order only.

Please let me know if you have any questions.

Sincerely,

Tony Walizer
BSS Purchasing Director
Bureau for Social Services


Signature

Date 11/7/25


Agree

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Oct 9, 2025

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☐ Any Words 

☐ All Words 

☐ Exact Phrase 

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"Concord University Research" 

Federal Organizations

Enter Code or Name



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- ☒ Active
- ☐ Inactive

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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.

CONCORD UNIVERSITY RESEARCH AND DEVELOPMENT CORPORATION

Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/28/1999		7/28/1999	Domestic	Non-Profit			

Organization Information

Business Purpose	6113 - Educational Services - Educational Services - Colleges, Universities and Professional Services	Capital Stock	0.0000
Charter County	Mercer	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Pa	
Authorized Shares	0	Y Entr	

× Close

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

Addresses

Type	Address
Local Office Address	1000 VERMILLION ST. D-142 ATHENS, WV, 24712
Mailing Address	PO BOX 1000 D-142 ATHENS, WV, 24712 USA
Notice of Process Address	KELLY BENNINGTON PO BOX 1000 D-142 ATHENS, WV, 24712
Principal Office Address	1000 VERMILLION ST D-142 ATHENS, WV, 24712 USA
Type	Address

Officers

Type	Name/Address
Incorporator	APRIL V. BEAVERS RM 104B, MARSH HALL, VERMILLION ST ATHENS, WV, 247121000
President	KENDRA BOGGESE PO BOX 1000 ATHENS, WV, 24712
Secretary	ADRIANA FALCO PO BOX 1000 ATHENS, WV, 24712
Treasurer	DAN FITZPATRICK PO BOX 1000 ATHENS, WV, 24712
Vice-President	KELLY BENNINGTON PO BOX 1000 ATHENS, WV, 24712
Type	Name/Address

DBA

DBA Name	Description
CONCORD UNIVERSITY CHILD DEVELOPMENT CENTER	TRADENAME

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ite

10/12/2011

SUMMERS COUNTY HEAD START
PROGRAM

TRADENAME

2/17/2000

8/29/2011

DBA Name

Description

Effective Date

Termination Date

Name Changes

Date

Old Name

7/5/2011

CONCORD COLLEGE RESEARCH AND DEVELOPMENT CORPORATION

Date

Old Name

Date

Amendment

7/5/2011

AMENDMENT FILED CHANGING NAME FROM CONCORD COLLEGE
RESEARCH AND DEVELOPMENT CORPORATION

Date

Amendment

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2012

2011

2010

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2009
2008
2006
2001
Date filed

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

Monday, November 10, 2025 — 11:26 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Hirstead</u> Date: <u>11/18/25</u> Solicitation No. <u>CAT BCF21*01</u>	Agency: DoHS Bureau for Social Services Procurement Officer Submitting Requisition: Tony Walizer Requisition No. BCF2100000001 PF No.: 730423
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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 (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

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