



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

## State of West Virginia Contract

Order Date: 11-25-2025

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 2539 BSS2500000001 5	Procurement Folder:	1518175
Document Name:	Change Order 1	Reason for Modification:	Change Order 1 To Renew Contract
Document Description:	PROFESSIONAL/SUPPORT SERVICES FOR CHILD WELFARE TRAINING		
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:	2024-11-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-11-14

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000210265 CONCORD UNIV RESEARCH & DEVELOPMENT CORP 1000 Vermillion St.  Athens WV 24712 US <b>Vendor Contact Phone:</b> 3043846314 <b>Extension:</b>  <b>Discount Details:</b> <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>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			<b>Requestor Name:</b> Anthony J Walizer <b>Requestor Phone:</b> (304) 356-2915 <b>Requestor Email:</b> anthony.j.walizer@wv.gov  <h1>2026</h1> <b>FILE LOCATION</b> _____
	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 12-2-25  
Purchasing Division's File Copy

Total Order Amount:	\$636,768.00
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<b>PURCHASING DIVISION AUTHORIZATION</b>  <b>DATE:</b> 12/1/25 <b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>  <b>DATE:</b> 12/5/2025 <b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ENCUMBRANCE CERTIFICATION</b>  <b>DATE:</b> 12-9-25 <b>ELECTRONIC SIGNATURE ON FILE</b>
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**Extended Description:**

Change Order

Change Order No. 1 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 11/15/2025 through 11/14/2026.

Renewals Remaining: 2

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112201	12.00000	MO	8844.000000	\$106,128.00
Service From	Service To	Manufacturer		Model No	
2024-11-15	2025-11-14				

**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	12.00000	MO	8844.000000	\$106,128.00
Service From	Service To	Manufacturer		Model No	
2024-11-15	2025-11-14				

**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	8844.000000	\$106,128.00
Service From	Service To	Manufacturer		Model No	
2024-11-15	2025-11-14				

**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	8844.000000	\$106,128.00
Service From	Service To	Manufacturer		Model No	
2025-11-15	2026-11-14				

**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	12.00000	MO	8844.000000	\$106,128.00
Service From	Service To	Manufacturer		Model No	
2025-11-15	2026-11-14				

**Commodity Line Description:** STAFF POSITION 2

**Extended Description:**

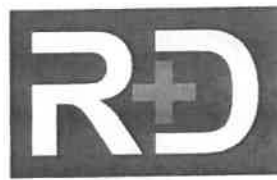
YEAR 1 OPTIONAL RENEWAL STAFF POSITION 2 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81112201	12.00000	MO	8844.000000	\$106,128.00
Service From	Service To	Manufacturer		Model No	
2025-11-15	2026-11-14				

**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.



**Research &  
Development  
Corporation**

November 3, 2025

Anthony Walizer, Director of Purchasing  
Bureau for Social Services  
350 Capitol Street, Suite 730  
Charleston, WV 25301

RE: Contract CCT BSS25\*1 – Concord University Research and Development Corporation

Mr. Walizer,

The Concord University Research and Development Corporation is pleased to request renewal of the above referenced contract for the period 11/15/2025 to 11/14/2026. The annual budget allocated terms and conditions will remain the same as outlined annually in CCT BSS25\*1. We look forward to continuing our valued relationship with DOHS in providing professional and support services to assist in the maintenance and implementation of child welfare training activities.

Should you have any questions or concerns in regard to this correspondence please feel free to contact me.

Kind regards,

**Kelly Bennington**

*Executive Director*

**304-384-6314**

***kelly@concord.edu***

Research & Development Corporation

Agree to renew.



WEST VIRGINIA DEPARTMENT OF

**HUMAN  
SERVICES**

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

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

Lorie Bragg  
Commissioner

**DATE:** November 3, 2025  
**TO:** OSA Purchasing  
**FROM:** Tony Walizer  
**SUBJECT:** Change Order 1 Contract Renewal CCT BSS25\*1 PF1518175

The Bureau for Social Services, Division of Training, seeks to renew contract CCT BSS25\*1 PF1518175 with Concord Univ Research & Development Corp to assist in the development and implementation of child welfare training activities reimbursable under Title IV-E, and to provide support to meet the requirements that will allow the agency to obtain enhanced reimbursement from the United States Department of Health and Human Services for those child welfare training activities.

Thank You  
Tony

A handwritten signature in black ink that reads "Tony Walizer".

**Revolutionary FAR Overhaul Impacts to SAM.gov**[Show Details](#)

Aug 15, 2025

[See All Alerts](#)**Records Retention Policy Impacts Old SAM Registration Data**[Show Details](#)

May 21, 2025

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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.*

### 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			
<b>Business Purpose</b>	6113 - Educational Services - Educational Services - Colleges, Universities and Professional Services		<b>Capital Stock</b> 0.0000
<b>Charter County</b>	Mercer	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	0.000000
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

**Addresses**

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

**Officers**

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

**DBA**

DBA Name	Description	Effective Date	Termination Date
CONCORD UNIVERSITY CHILD DEVELOPMENT CENTER	TRADENAME	10/12/2011	

SUMMERS COUNTY HEAD START PROGRAM	TRADENAME	2/17/2000	8/29/2011
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>

### Name Changes

<b>Date</b>	<b>Old Name</b>
7/5/2011	CONCORD COLLEGE RESEARCH AND DEVELOPMENT CORPORATION
<b>Date</b>	<b>Old Name</b>

<b>Date</b>	<b>Amendment</b>
7/5/2011	AMENDMENT FILED CHANGING NAME FROM CONCORD COLLEGE RESEARCH AND DEVELOPMENT CORPORATION
<b>Date</b>	<b>Amendment</b>

### Annual Reports

#### Filed For

2025

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2012

2011

2010

2009
2008
2006
2001
<b>Date filed</b>

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

Friday, November 21, 2025 — 8:49 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>11/26/25</u>  Solicitation No. <u>CCT BSSAS*01</u>	Agency: DoHS Bureau for Social Services <hr/> Procurement Officer Submitting Requisition: Tony Walizer <hr/> Requisition No. CCT BSS2500000001 <hr/> PF No.: 1518175
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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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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: Christopher Hestland