



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: 08-18-2025

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 2548 BSS2600000004 1	Change Order No:	Procurement Folder:	1768221
Document Name:	SAFE PRACTICE MODEL IMPLEMENTATION		Reason for Modification:	
Document Description:	SAFE PRACTICE MODEL IMPLEMENTATION			
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 0511 BSS2500000004 1	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000213911 ACTION FOR CHILD PROTECTION INC 8920 Lawyers Road Charlotte NC 691210 US Vendor Contact Phone: 7022658436 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 2026 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

Purchasing Division's File Copy

Total Order Amount: \$971,437.50

CH 8/21/25
PURCHASING DIVISION AUTHORIZATION
DATE: 8/22/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 8-25-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Delivery Order for SAFE PRACTICE MODEL IMPLEMENTATION Year 1

Service Period: 7/01/2025 - 06/30/2026

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101607	0.00000		\$0.0000	\$49,500.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2025-09-30				

Commodity Line Description: Project Management Infrastructure
Implementation Plan**Extended Description:**Project Management Infrastructure
Develop and maintain comprehensive
Implementation Plan.
Hourly Rate: \$247.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101607	0.00000		\$0.0000	\$37,125.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2025-09-30				

Commodity Line Description: Project Management Infrastructure
Steering Committee**Extended Description:**Project Management Infrastructure
Develop working charter for project steering committee. Support steering committee activities. Hourly Rate: \$247.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101607	0.00000		\$0.0000	\$37,125.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-10-01	2025-12-31				

Commodity Line Description: Project Management Infrastructure
Judicial Leadership Team**Extended Description:**Project Management Infrastructure
Develop working charter for Judicial Leadership Team.
Hourly Rate: \$247.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101607	0.00000		\$0.0000	\$61,875.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2025-09-30				

Commodity Line Description: Project Management Infrastructure
Convene Implementation**Extended Description:**Project Management Infrastructure
Convene Implementation teams and implement working charter.
Hourly Rate: \$247.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101607	0.00000		\$0.0000	\$24,750.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2025-12-31				

Commodity Line Description: Project Management Infrastructure
Create inventory groups

Extended Description:

Project Management Infrastructure
Create an inventory of community groups, stakeholders, and service delivery partners.
Hourly Rate: \$247.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80101607	0.00000		\$0.0000	\$30,937.50
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-10-01	2026-03-31				

Commodity Line Description: Project Management Infrastructure
Coordinating meetings

Extended Description:

Project Management Infrastructure
Aid in coordinating and convening meetings with stakeholders.
Hourly Rate: \$247.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	80101607	0.00000		\$0.0000	\$37,125.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-06-30				

Commodity Line Description: Project Management Infrastructure
SAFE Practice Model

Extended Description:

Project Management Infrastructure
Develop and deliver SAFE Practice Model.
Hourly Rate: \$247.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80101607	0.00000		\$0.0000	\$160,875.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-03-31				

Commodity Line Description: Practice and Policy Supports
Comprehensive Review

Extended Description:

Practice and Policy Supports
Conduct a comprehensive review of all existing child and welfare policies.
Hourly Rate: \$247.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80101607	0.00000		\$0.0000	\$105,187.50
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2026-06-30				

Commodity Line Description: Technology Integrations
Facilitate system integrations

Extended Description:

Technology Integrations
Facilitate child welfare system integrations for each phase of the model implementation.
Hourly Rate: \$247.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80101607	0.00000		\$0.0000	\$92,812.50
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-07-01	2025-12-31				2026-06-30

Commodity Line Description: Training Program Review
Review existing training programs

Extended Description:
Training Program Review and Redevelopment. Review existing training programs and related materials.
Hourly Rate: \$247.50

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	80101607	0.00000		\$0.0000	\$334,125.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-10-01	2026-06-30				

Commodity Line Description: Staff Professional Development
Train, coach, support staff

Extended Description:
Staff Professional Development
Train, coach, and support staff in becoming SAFE Practice Model experts.
Hourly Rate: \$247.50



PROJECT INFORMATION

Project Name:	West Virginia: Department of Human Services
Project Location:	West Virginia State Wide
Project Background:	West Virginia: Department of Human Services, Bureau for Children and Families is seeking technical assistance and support services to ensure fidelity to the SAFE Practice Model state-wide. Implementation will include Intake, Initial Assessment, Protective Capacity Family Assessment, and Protective Capacity Progress Assessment.
Contract Initiation Date (tentative):	1-Jul-25
Primary Client Contact:	Kendra Boley-Rogers, MSW/LSW
Title:	Senior Program Manager
Contact E-mail:	kendra.f.boleyn-rogers@wv.gov
Billing /Travel Cost Estimates:	Action for Child Protection charges a billable rate of \$247.50 / hour. All activities, except for Training Delivery activities, are billed according to the time worked and based on this hourly rate. Travel costs will be billed based on actual expenses, and are estimated here to ensure project expenses/cost are appropriately calculated.

PROJECT BUDGET SUMMARY

YEAR 1		
MAJOR ACTIVITY AREAS	PROJECTED HOURS	COST
Project Management/Infrastructure	1,125	\$278,437.50
Practice and Policy Supports	650	\$160,875.00
Technology Integrations	425	\$105,187.50
Training Program Review and Redevelopment	375	\$92,812.50
Staff Professional Development and Expertise Building	1,350	\$334,125.00
Travel	-	\$178,562.50
TOTAL	3,925	\$1,150,000.00
YEAR 2		
MAJOR ACTIVITY AREAS	PROJECTED HOURS/DAYS	COST
Project Management/Infrastructure	280	\$69,300.00

Practice and Policy Supports	175	\$43,312.50
Technology Integrations	175	\$43,312.50
Training Delivery (in participant days)	2,400	\$1,080,000.00
Staff Professional Development and Expertise Building	750	\$185,625.00
Continuous Quality Improvement	375	\$92,812.50
Travel	-	\$235,637.50
TOTAL	4,155	\$1,750,000.00
YEAR 3		
MAJOR ACTIVITY AREAS	PROJECTED HOURS/DAYS	COST
Project Management/Infrastructure	195	\$48,262.50
Practice and Policy Supports	85	\$21,037.50
Technology Integrations	85	\$21,037.50
Training Delivery (in participant days)	250	\$112,500.00
Staff Professional Development and Expertise Building	350	\$86,625.00
Continuous Quality Improvement	900	\$222,750.00
Travel	-	\$87,787.50
TOTAL	1,865	\$600,000.00
		TOTAL COST
	GRAND TOTAL	\$3,500,000.00

	Year 1: Project Infrastructure and Initiation					
Scope of Work:						
The activities outlined below represent the core work to be completed during the first year of the SAFE Practice Model Implementation. Beginning July 1, 2025, the focus will be on developing a comprehensive implementation plan and establishing key working groups to lead and guide ongoing efforts. This foundational phase will include a full review and alignment of current practice and policy frameworks to ensure fidelity to the SAFE Practice Model. Concurrently, initial training, coaching, and support activities will be launched to begin building the internal staff capacity necessary to drive and sustain meaningful practice change.						
General Description of Activities and Efforts:						
Project Management/Infrastructure						
<ul style="list-style-type: none">• Project Plan (electronic file)• Project Steering and Judicial Leadership Team Committee Charter(s) (electronic file)• Implementation Team Material(s) (electronic file(s))• Partner Inventory (electronic file)• Model Overview Presentation Materials (electronic file(s))						
CONTRACTED DELIVERABLES						
Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes
Develop and maintain comprehensive implementation plan (project plan).	Develop and finalize a multi-year comprehensive project plan that includes a schedule of activities, responsible parties, and due dates for all project deliverables and represents the implementation of the SAFE Practice Model state-wide. Maintain project plan throughout life of implementation.	Jul-25	Sep-25	200	\$49,500.00	Development of comprehensive project plan will occur in the first quarter of the fiscal year. Maintenance of the project plan, including adjustment to implementation activities as needed, will occur monthly throughout the duration of the project.
Develop working charter for project steering committee. Support steering committee activities.	Partner to identify project management team and to identify key decision makers and decision making processes for project implementation. Develop a team charter which outlines roles and responsibilities for team members and includes process flow and timelines for project related decision making. Support on-going steering committee activities.	Jul-25	Sep-25	150	\$37,125.00	Project steering committee will be established in the first quarter of the fiscal year. Membership is likely to include administrators and those with authority over critical or key implementation decisions. May also include critical systems partners and stakeholders. Costs include participation in on-going steering committee activities throughout the year.
Develop working charter for Judicial Leadership Team. Support team activities.	Partner to establish judicial Leadership Team members and to develop a team charter which outlines roles and responsibilities for team members and how decision making flows to and from the project steering committee. Support on-going committee activities.	Oct-25	Dec-25	150	\$37,125.00	Preliminary discussion regarding members for Judicial Leadership Team will occur in the first quarter. It is anticipated that the team will be formed, including the development of the team charter, by the second quarter of the fiscal year.
Convene implementation teams and implement working charter.	Convene and support intake, Initial Family Assessment, and On-going Services Implementation teams. Facilitate regular meetings with each team to review project plans, provide status updates, and identify and escalate issues for timely decision-making.	Jul-25	Sep-25	250	\$61,875.00	Anticipated implementation teams include Intake, initial Family Assessment, and On-Going Services. Implementation teams will be established in the first quarter of the fiscal year. Note, costs include on-going support and participation in team activities throughout the year.
Create an inventory of community groups, stakeholders, and service delivery partners.	Partner to create a master list of community groups, stakeholders, and service delivery partners.	Jul-25	Dec-25	100	\$24,750.00	Inventory will also identify how the SAFE model will impact the partners, and mitigation strategies will be added to the sustainability plans.
Aid in coordinating and convening meetings with stakeholders.	Provide support in convening and educating key stakeholders to facilitate buy-in and support of the SAFE Practice Model Implementation.	Oct-25	Mar-26	125	\$30,937.50	Meetings can be held virtually or face-to-face.
Develop and deliver SAFE Practice Model overview education session materials.	At project onset, develop model overview and education sessions for key stakeholders and to increase awareness about overall implementation and the practice model. These materials will be developed for in-person and electronic delivery.	Jul-25	Jun-26	150	\$37,125.00	Overview sessions are designed to provide general model information and to provide an overview of the project implementation plan. Action staff can lead or guide these sessions.
TOTALS				1,125	\$278,437.50	
Practice and Policy Supports						
<ul style="list-style-type: none">• Document(s) related to policy/practice change recommendations (electronic file(s))						
CONTRACTED DELIVERABLES						

Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes
Conduct a comprehensive review of all existing child welfare policies and procedures.	Conduct a review of current policies and procedures to develop an understanding of current practices. This will inform the analysis of current practices that may be impacted by the SAFE Practice Model implementation and support remaining project activities. This will include a review of the integration of outside providers in the overall case management lifecycle.	Jul-25	Mar-26	650	\$160,875.00	Comprehensive review of current policies and procedures will begin at the onset of the project. It is anticipated that review of current practices and analysis of implications for SAFE model implementation will occur through the second quarter of fiscal year. Action will collaborate with WV DHS on considering revisions to policy and procedures to align with SAFE model Intervention manual in second and third quarter of fiscal year.
TOTALS				650	\$160,875.00	
Technology Integrations						
CONTRACTED DELIVERABLES <ul style="list-style-type: none"> SAFE-related CCWIS/SACWIS documentation and files (electronic files(s)) 						
Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes
Facilitate child welfare system integrations for each phase of the model implementation (Intake Assessment, Initial Family Assessment, and On-going Services).	Partner to ensure child welfare related IT systems incorporate SAFE Practice Model implementation changes and partner to develop system processes that align with SAFE (tools, forms, process and/or field customization).	Jul-25	Jun-26	425	\$105,187.50	
TOTALS				425	\$105,187.50	
Training Program Review and Redevelopment						
CONTRACTED DELIVERABLES <ul style="list-style-type: none"> Training Model Report (electronic files(s)) 						
Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes
Review existing training programs and related materials.	Review existing training programs and evaluate potential options for program improvement to support fidelity to the SAFE Practice Model.	Jul-25	Dec-25	375	\$92,812.50	
TOTALS				375	\$92,812.50	
Staff Professional Development and Expertise Building						
CONTRACTED DELIVERABLES <ul style="list-style-type: none"> Training Presentations and Participant Materials (electronic files(s)) Training and Coaching Schedules (electronic files(s)) 						
Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes
Train, coach, and support staff in becoming SAFE Practice Model experts.	Partner to build designated staff capacity on the SAFE Practice Model. This will include a combination of coaching training and activities for agency leadership and supervisors as well as focused efforts with staff designated as safety practice experts. This will also include the development of an implementation plan for workforce competency assessments on the SAFE Practice Model.	Oct-25	Jun-26	1,350	\$334,125.00	Activities to develop internal staff capacity and expertise in the SAFE model will begin in the second quarter of the fiscal year. Concerted efforts to develop competency of designated safety practice experts will occur through the first year of the project.
TOTALS				1,350	\$334,125.00	

Year 2: Project Infrastructure and Initiation						
Scope of Work:						
General Description of Activities and Efforts: In Year 2, the project transitions into full-scale implementation of the SAFE Practice Model. Key efforts will center on delivering comprehensive staff training, including direct instruction and a train-the-trainer model to ensure internal sustainability. Building upon the foundational work of Year 1, this phase will also focus on refining and institutionalizing practice and policy changes, continuing integration with child welfare technology systems, and expanding coaching and professional development supports. Workforce competency assessments and fidelity tools will be introduced to monitor the quality and consistency of practice across the agency. These coordinated efforts aim to embed the SAFE model into daily operations and practice at all levels of the system.						
Project Management/Infrastructure						
• Updated Project Plan (electronic file) • Project Steering Committee Material(s) (electronic file) • Implementation Team Material(s) (electronic file(s)) • Model Overview Presentation Materials (electronic file(s)) • Sustainability Plan (electronic file(s))						
CONTRACTED DELIVERABLES						
Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes
Maintain a comprehensive implementation plan and develop an on-going sustainability plan.	Maintain a comprehensive implementation plan and support leadership and other internal and external stakeholder groups in decision making. Partner to develop an on-going sustainability plan.	Jul-26	Jun-27	80	\$19,800.00	
Support on-going steering committee activities.	Support ongoing Steering Committee functions, including facilitation of regular meetings, documentation of key decisions, and coordination of stakeholder engagement to guide implementation progress and resolve emerging issues.	Jul-26	Jun-27	50	\$12,375.00	
Support on-going Judicial Leadership Team activities.	Support ongoing Judicial Leadership Team functions, including facilitation of regular meetings, documentation of key decisions, and coordination of stakeholder engagement to guide implementation progress and resolve emerging issues.	Jul-26	Jun-27	25	\$6,187.50	
Support implementation teams.	Support the Intake, Initial Family Assessment, and Ongoing Services Implementation Teams. Facilitate regular meetings with each team to review project plans, provide status updates, and identify and escalate issues for timely decision-making.	Jul-26	Jun-27	75	\$18,562.50	
Aid in coordinating and convening meetings with stakeholders.	Provide support in convening and educating key stakeholders to facilitate buy-in and support of the SAFE Practice Model implementation.	Jul-26	Jun-27	25	\$6,187.50	
Deliver SAFE Practice Model overview/education session materials.	Deliver and/or support the delivery of overview and education sessions for key stakeholders and to increase awareness about overall implementation and the practice model.	Jul-26	Jun-27	25	\$6,187.50	
TOTALS				280	\$69,300.00	
Practice and Policy Support						
CONTRACTED DELIVERABLES						
• Document(s) related to policy/practice change recommendations (electronic file(s))						
Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes
Review and revise existing child welfare policies and procedures.	Support the ongoing review of statutory requirements, policies, procedures, and other related practice documentation. Revise and finalize practice and policy materials to ensure continued alignment with the SAFE Practice Model standards and to support consistent application across all phases of child welfare intervention.	Jul-26	Jun-27	175	\$43,312.50	
TOTALS				175	\$43,312.50	

Technology Integrations						
CONTRACTED DELIVERABLES <ul style="list-style-type: none"> SAFE-related CCWIS/SACWIS documentation and files [electronic files(s)] 						
Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes
Facilitate child welfare system integrations for each phase of the model implementation (Intake Assessment, Initial Family Assessment, and On-going Services).	Partner to ensure child welfare related IT systems incorporate SAFE Practice Model Implementation changes and partner to develop system processes that align with SAFE (tools, forms, process and/or field customization).	Jul-26	Jun-27	175	\$43,812.50	
TOTALS				175	\$43,812.50	
Training Delivery						
CONTRACTED DELIVERABLES <ul style="list-style-type: none"> Training Presentations and Participant Materials (electronic files(s)) Training Schedules (electronic files(s)) 						
Activity	Description	Start Date	End Date	Total Number Participant Training Days	COST (travel not incl.)	Assumptions/Notes
Deliver SAFE Practice Model training to front-line staff.	Partner to deliver training to all staff on the SAFE Practice Model. Will incorporate a train the trainer approach to delivery of training materials and the estimate includes Action for Child Protection delivering majority of the training during initial rollout to staff.	Jul-26	Jun-27	2,400	\$1,080,000.00	Expenses for formal trainings delivered are billed at \$450/per person per day plus travel expenses. Train the trainer and other transition and sustainability training activities are billed at the standard hourly rates and included under Staff Professional Development and Expertise Building. Costs for training here are estimates based on known variables.
TOTALS				2,400	\$1,080,000.00	
Staff Professional Development and Expertise Building						
CONTRACTED DELIVERABLES <ul style="list-style-type: none"> Training Presentations and Participant Materials (electronic files(s)) Training and Coaching Schedules (electronic files(s)) Workforce Competency Assessment Process Documents (electronic files(s)) Workforce Competency Assessment Tools Documents (electronic files(s)) 						
Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes
Train, coach, and support staff in becoming SAFE Practice Model experts.	Continue to build designated staff capacity on the SAFE Practice Model. This will include a combination of coaching training and activities for agency leadership and supervisors as well as focused efforts with staff designated as safety practice experts. This will include train the trainer activities for designated training staff. This will also include the full implementation of workforce competency assessments on the SAFE Practice Model.	Jul-26	Jun-27	750	\$185,625.00	
TOTALS				750	\$185,625.00	
Continuous Quality Improvement						
CONTRACTED DELIVERABLES <ul style="list-style-type: none"> Fidelity Review Process Documents (electronic files(s)) Fidelity Review Tools (electronic files(s)) 						
Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes
Develop fidelity review tools and processes.	Develop fidelity criteria and related tools for SAFE Practice Model case reviews for each phase of the model implementation (Intake Assessment, Initial Family Assessment, and On-going Services).	Jul-26	Jun-27	375	\$92,812.50	
TOTALS				375	\$92,812.50	

Year 3: Project Sustainability and Closeout						
Scope of Work:						
General Description of Activities and Efforts:						
In Year 3, the project shifts toward sustaining and evaluating the SAFE Practice Model. With foundational structures and full-scale implementation in place, efforts will focus on monitoring practice fidelity, reinforcing internal capacity, and ensuring long-term sustainability. Support will be provided to internal trainers, supervisors, and implementation teams to maintain consistent application of the model. Continued use of workforce competency assessments and fidelity review tools will help evaluate the impact of implementation and identify areas for refinement. A comprehensive post-implementation fidelity assessment will be conducted to measure adherence to the model and inform final recommendations for sustained integration across all levels of the child welfare system.						
Project Management/Infrastructure						
<ul style="list-style-type: none"> • Updated Project Plan (electronic file) • Project Steering Committee Material(s) (electronic file) • Implementation Team Material(s) (electronic file(s)) • Model Overview Presentation Materials (electronic file(s)) • Updated Sustainability Plan (electronic file(s)) 						
CONTRACTED DELIVERABLES						
Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes
Maintain a comprehensive implementation plan and support leadership and other internal and external stakeholder groups in decision making. Maintain / finalize sustainability plan.		Jul-27	Jun-28	20	\$4,950.00	
Support on-going steering committee activities.	Support ongoing Steering Committee functions, including facilitation of regular meetings, documentation of key decisions, and coordination of stakeholder engagement to guide implementation progress and resolve emerging issues.	Jul-27	Jun-28	25	\$6,187.50	
Support on-going Judicial Leadership Team activities.	Support ongoing Judicial Leadership Team functions, including facilitation of regular meetings, documentation of key decisions, and coordination of stakeholder engagement to guide implementation progress and resolve emerging issues.	Jul-27	Jun-28	25	\$6,187.50	
Support Implementation teams.	Support the Intake, Initial Family Assessment, and Ongoing Services Implementation Teams. Facilitate regular meetings with each team to review project plans, provide status updates, and identify and escalate issues for timely decision-making.	Jul-27	Jun-28	75	\$18,562.50	
Aid in coordinating and convening meetings with stakeholders.	Provide support in convening and educating key stakeholders to facilitate buy-in and support of the SAFE Practice Model implementation.	Jul-27	Jun-28	25	\$6,187.50	
Deliver SAFE Practice Model overview education session materials.	Deliver and/or support the delivery of overview and education sessions for key stakeholders and to increase awareness about overall implementation and the practice model.	Jul-27	Jun-28	25	\$6,187.50	
TOTALS				195	\$48,262.50	
Practice and Policy Supports						
<ul style="list-style-type: none"> • Document(s) related to policy/practice change recommendations (electronic file(s)) 						
CONTRACTED DELIVERABLES						
Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes
Review and revise existing child welfare policies and procedures.	Support the ongoing review of statutory requirements, policies, procedures, and other related practice documentation. Revise and finalize practice and policy materials to ensure continued alignment with the SAFE Practice Model standards and to support consistent application across all phases of child welfare intervention.	Jul-27	Jun-28	85	\$21,037.50	

Technology Integrations				TOTALS	85	\$21,037.50	
CONTRACTED DELIVERABLES				• SAFE-related CCWIS/SACWIS documentation and files (electronic files(s))			
Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes	
Facilitate child welfare system integrations for each phase of the model implementation (Intake Assessment, Initial Family Assessment, and Ongoing Services).	Partner to ensure child welfare related IT systems incorporate SAFE Practice Model implementation changes and partner to develop system processes that align with SAFE (tools, forms, process and/or field customization).	Jul-27	Jun-28	85	\$21,037.50		
TOTALS				85	\$21,037.50		
Training Delivery							
CONTRACTED DELIVERABLES				• Training Presentations and Participant Materials (electronic files(s)) • Training Schedules (electronic files(s))			
Activity	Description	Start Date	End Date	Total Number Participant Training Days	COST (travel not incl.)	Assumptions/Notes	
Deliver SAFE Practice Model training to front-line staff.	Deliver SAFE Practice Model training, providing support and coaching to agency staff in delivery.	Jul-27	Jun-28	250	\$112,500.00	Expenses for formal trainings delivered are billed at \$450/per person per day plus travel expenses. Train the trainer and other transition and sustainability training activities are billed at the standard hourly rates and included under Staff Professional Development and Expertise Building. Costs for training here are estimates based on known variables.	
TOTALS				250	\$112,500.00		
Staff Professional Development and Expertise Building							
CONTRACTED DELIVERABLES				• Training Presentations and Participant Materials (electronic files(s)) • Training and Coaching Schedules (electronic files(s)) • Workforce Competency Assessment Process Documents (electronic files(s)) • Workforce Competency Assessment Tools Documents (electronic files(s))			
Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes	
Train, coach, and support staff in becoming SAFE Practice Model experts.	Continue to build designated staff capacity on the SAFE Practice Model. This will include a combination of coaching training and activities for agency leadership and supervisors as well as focused efforts with staff designated as safety practice experts. This will include train the trainer activities for designated training staff. This will also include the full implementation of workforce competency assessments on the SAFE Practice Model.	Jul-27	Jun-28	350	\$86,625.00		
TOTALS				350	\$86,625.00		
Continuous Quality Improvement							
CONTRACTED DELIVERABLES				• Fidelity Review Process Documents (electronic files(s)) • Fidelity Review Tools (electronic files(s))			
Activity	Description	Start Date	End Date	Total Projected Hours	COST (travel not incl.)	Assumptions/Notes	
Conduct fidelity reviews and processes.	Partner to assess SAFE Practice Model intervention fidelity and provide a summary of findings for 6-12 months post implementation. Intervention fidelity assessments will support full model implementation and the achievement of practice outcomes.	Jul-27	Jun-28	900	\$222,750.00		
TOTALS				900	\$222,750.00		



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

Alex J. Mayer
Cabinet Secretary

DATE: August 18, 2025
TO: OSA Purchasing
FROM: Tony Walizer
SUBJECT: Late Justification CDO BSS26*4 PF1768221

Please accept our sincere apologies for the late submission of the delivery order for the Year 1 Safe Practice Model Implementation (07/01/2025 – 06/30/2026). Unfortunately, our finance team encountered funding-stream conflicts that required resolution before we could proceed. I'm pleased to inform you that these conflicts were fully resolved today, and we are submitting the delivery order immediately.

Please accept this memo as late justification for CDO BSS26*4 PF1768221.

Thank You
Tony

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



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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"ACTION FOR CHILD PROTECTION INC"



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ACTION FOR CHILD PROTECTION, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/30/2025		5/30/2025	Foreign	Non-Profit			

Organization Information		
Business Purpose	Capital Stock	
Charter County	Control Number	9BBT0
Charter State	NC	Excess Acres
At Will Term	Member Managed	
At Will Term Years	Par Value	
Authorized Shares	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Notice of Process Address	CT CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 25313-1561 USA
Principal Office Address	5807 CHEERFUL LANE CHARLOTTE, NC, 27615 USA
Type	Address

Officers	
Type	Name/Address
President	LISA RUIZ-LEE (CHIEF ADMINISTRATION OFFICER) 8920 LAWYERS RD BOX 691210 CHARLOTTE, NC, 28227 USA
Vice-President	THERESA COSTELLO (CEO) 8920 LAWYERS RD BOX 691210 CHARLOTTE, NC, 28227 USA
Type	Name/Address

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

Thursday, August 21, 2025 — 9:28 AM

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