

The Phillips Group

Buyer: RW/File 22

RFQ No: BCF10074

Bid opening date: April 1, 2010

Bid opening time: 1:30 p.m.

**Child Abuse Prevention Grantees
Protective Factors Evaluation Project**

*A Proposal for West Virginia Department
of Health and Human Resources
Bureau for Children and Families*

Submitted by:

The Phillips Group
98 Findley Street
Elkins, WV 26241
(304) 636-5568

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**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
 2. The State may accept or reject in part, or in whole, any bid.
 3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
 4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
 5. Payment may only be made after the delivery and acceptance of goods or services.
 6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
 7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
 10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
 12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
 13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
 14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
 15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
 16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.
- I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualification: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W. Va. C.S.R. §148-1-6.6)



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

Request for Quotation

RFQ NUMBER
 BCF10074

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 ROBERTA WAGNER
 304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

Stadelman Consulting
 dba The Phillips Group
 98 Findley Street
 Elkins, WV 26241

SHIP TO

HEALTH AND HUMAN RESOURCES
 BCF - COMMISSIONER'S OFFICE
 350 CAPITOL STREET, ROOM 730
 CHARLESTON, WV
 25301-3711 304-558-4682

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/01/2010				

BID OPENING DATE: 04/01/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEMNUMBER	UNIT PRICE	AMOUNT
0001	1	EA		968-77		
OPEN-END BLANKET CONTRACT CHILD ABUSE PREVENTION GRANTEES PROTECTIVE FACTORS EVALUATION PROJECT THE DEPARTMENT OF HEALTH AND HUMAN RESOURCES (DHHR), BUREAU FOR CHILDREN AND FAMILIES (BCF) IS SEEKING BIDS TO OBTAIN PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE ADAPTATION/DEVELOPMENT OF A CLIENT SURVE TO MEASURE CLIENT OUTCOMES OF PREVENTION PROGRAMS RELATED TO PROTECTIVE FACTORS PLEASE SEE ATTACHED. EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD. AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY						

RECEIVED
 2010 APR -1 AM 10:37
 W/DEPT OF HHS
 DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Chris Stadelman</i>	TELEPHONE 304 636 5568	DATE 3.29.10
TITLE CEO	FBN 271999441	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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<p>REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO ONE (1) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p>WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV 05/26/2009</p> <p>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 3/16/2010. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET EAST</p>						

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CHARLESTON, WV 25311</p> <p>FAX: 304-558-4115</p> <p>E-MAIL: ROBERTA.A.WAGNER@WV.GOV</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED.</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:-----RW/FILE 22-----</p> <p>RFQ NO :-----BCF10074-----</p> <p>BID OPENING DATE:-----4/1/2010-----</p>						

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0001	1	EA		968-77		
CHILD ABUSE PREVENTION GRANTEE'S PROTECTIVE FACTORS						
***** THIS IS THE END OF RFQ BCF10074 ***** TOTAL:						\$61,500.00

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *Chris Stadelman* TELEPHONE 304.636.5568 DATE 3-29-10

TITLE CEO FEIN 271999441 ADDRESS CHANGES TO BE NOTED ABOVE

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ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ARE ATTACHED.						
2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
EXHIBIT 10						
REQUISITION NO.: BCF10074						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1 <input checked="" type="checkbox"/>						
NO. 2 <input type="checkbox"/>						
NO. 3 <input type="checkbox"/>						
NO. 4 <input type="checkbox"/>						
NO. 5 <input type="checkbox"/>						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Chris Stadelman</i>	TELEPHONE 304.636.5568	DATE 3-30-10
TITLE CEO	FEIN 211999441	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">  SIGNATURE Stadelman Consulting COMPANY 3-29-10 DATE </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p style="text-align: center;">END OF ADDENDUM NO. 1</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE 	TELEPHONE 304.634.5568	DATE 3-29-10	
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Project Goal

The objectives of this research study are 1) To assist the West Virginia Department of Health and Human Resources (DHHR) Bureau for Children and Families in the adaptation and development of a client survey to measure client outcomes of prevention programs related to protective factors; 2) To adapt and/or develop an accompanying Microsoft Access database that will be sustained for DHHR continued use; and 3) To analyze this past year's Starting Points Family Support Outcome surveys into an established database

The Phillips Group will work closely with the designated state lead, program managers and other staff in the management and monitoring of the prevention grants. It will complete the project tasks and deliverables outlined in the request for quotations.

The Phillips Group Capabilities

With more than 10 years of experience, The Phillips Group is a solutions and strategy oriented firm highly experienced in providing market research, economic development, grassroots marketing, communication planning, public relations services and strategy development.

We do not offer a “one size fits all” approach. Instead our staff works closely with the clients to ensure the project goals and objectives build on strengths and opportunities.

The Phillips Group specializes in the research and development and delivery of communication and marketing campaigns for government agencies, social service programs, small and large organizations and businesses in the education, travel and leisure, healthcare, economic development, government and private industries.

Our team offers a diverse and experienced pool of talent in the following areas: full service marketing, advertising, press and public relations, media and public information services, market research and analysis, conference and event planning, art and graphic design, web development, educational training and material development services, video and audio production, and project management.

We have conducted thousands of interviews throughout West Virginia and Appalachia. Our services range from secondary (background research) identifying research objectives and developing strategy to creating study design, collecting data, analyzing data and developing recommendations. Our experience includes multiple methods of qualitative and quantitative research including focus groups, in-depth interviews, concept sessions, message testing, baseline and tracking studies and attitude and perceptual studies. We utilize traditional methods (e.g. secondary research, telephone surveys, direct mail, in-depth interviews, mall intercepts and focus groups) along with cutting edge technologies (e.g., Internet surveys, online consumer panel, interactive data collection and online data delivery) to provide fast, actionable results.

Upon completion of the research, we tabulate and analyze the data with appropriate cross-tabulations, including demographic and geographic variables. We also prepare a detailed executive summary of the key findings, which includes our analysis, interpretation of the data and recommendations.

The Phillips Group has provided research services to the health care industry, financial community, legal profession, political candidates, media companies, marketing/communications groups, associations, non-profit organizations and industrial corporations.

The philosophy of our firm is that clients need ideas and well-thought-out plans that are translated into creative marketing. We believe messages must target specific audiences and outlets to conserve the resources of the client. These decisions must be based upon sound research.

The Phillips Group works with clients to produce organization-specific idea solutions. We do that by identifying target audiences, developing messages and creating and coordinating promotional materials geared toward delivering this message. Our expertise runs the gamut of a full service research and marketing firm.

Services Overview

Our services are shaped by our clients' needs. We understand, educate, plan and develop the solutions necessary for your success. We produce effective marketing strategies that are strengthened and supported by intensive market research, innovative design and media management.

- Market Research (qualitative and quantitative)
- Marketing & Economic Development Plans
- Branding Strategies
- Public Relations Campaigns
- Identity Programs
- Research & Public Opinion Surveys (Tracking & Evaluation)
- Advertising Campaigns (Outdoor, TV, Radio & Print)
- Web Development & Internet Marketing
- Database programming
- Media Planning & Placement
- Copy Writing
- Advertising Design
- Direct Mail Programs
- Training programs

kellystadelman

• RESEARCH • DATA • FOCUS GROUPS • SURVEYS

profile

Over 10 years of experience in market research and coordinating and conducting attitude, behavior and communication research among youth and adults for education, marketing and economic development campaigns throughout West Virginia. Skilled in identifying areas of research, collecting data and managing research projects, designing questionnaires, moderating focus groups and presenting clients with research-based implications and recommendations.

education

Bachelor of Art, Political Science, Purdue University, 1988
Bachelor of Science, International Agriculture, Purdue University, 1988
Masters of Science, Development Economics, Purdue University, 1995

career development

The Phillips Group 2006-Present
Research Manager

Responsible for management of all research projects. Experience in qualitative research (focus groups, in-depth interviews) message/concept testing, and quantitative research design and execution. Broad and deep experience in health studies, customer satisfaction, crisis communication research and strategy development, litigation research, segmentation studies, advertising effectiveness, and usage and attitude research. Previous work experience with the Department of Health and Human Resources in tobacco prevention program (development of RAZE program), ovarian cancer, abstinence, WIC program, CHIP program, obesity and clean indoor air.

Stadelman Publishing 2004-Present
President of The Parsons Advocate

Primary responsibilities include management of business finances, increasing advertising revenue, generating story ideas, assisting with the production of a weekly newspaper, public relations with the community and subscribers, editing news stories, reporting on area stories, photography and management of circulation system.

Tucker County Family Resource Network 2006-2007
SPF SIG Coordinator

Responsible for the overall management of the Strategic Prevention Framework State Incentive Grants (SPF SIG) in Tucker County. Developed comprehensive substance abuse plans, submitted a monthly written and financial reports, scheduled quarterly meetings of prevention partners, gathered data for the comprehensive planning grant, established a Teen Court Program and youth partnership team, conducted community forums regarding substance abuse issues, and developed and distributed public relations documents including press releases, fliers, and brochures.

Randolph County Family Resource Network 2006-2007
SPG SIG Coordinator

Responsible for the overall management of the Strategic Prevention Framework State Incentive Grants (SPF SIG) in Randolph County. Developed comprehensive substance abuse plans, submitted a monthly written and financial reports, scheduled quarterly meetings of prevention partners, gathered data for the comprehensive planning grant, established a youth partnership team, conducted community forums regarding substance abuse issues, and developed and distributed public relations documents including press releases, fliers, and brochures.

RMS Strategies, INC 1996-2006
Senior Vice President

Overall responsible for \$500,000 in revenue with focus on communication research, behavioral research and customer satisfaction studies. Supervised all aspects of research design, data collection, data analysis, and publication of research findings with appropriate interpretations and recommendations. Experience in attitude studies, customer satisfaction, crisis communication and image studies.

Manager Analytical Services 2003-2004

Primary responsibilities included marketing, business development and senior level client engagements. Responsible for generating \$300,000 in revenue in behavioral and product research and customer and employee satisfaction studies. Managed quantitative survey research and secondary research projects including data analysis, reporting and project budgets.

Senior Project Manager 2001-2003

Responsible for generating \$200,000 in revenue. Primary responsibilities included managing qualitative and quantitative survey research projects including data collection, data analysis, reporting, client engagements and business development opportunities.

Research Analyst 1999-2001
Primary duties included survey design, data collection process and analysis and the reporting of research findings (including research-based implications and recommendations) to the client. Additional responsibilities included proposal writing, report writing and presentations.

EnterpriseWorks Worldwide 1996-1999
Senior Program Development Officer
Responsible for the management of the feed and production research and budget of the India Dairy Project (\$2.8 million); Designed feeding trials and managed livestock research; Conducted methane measurements in collaboration with the National Dairy Research Institute, India; Trained scientists and project managers; Secure grant funds from the USEPA for the implementation of a pilot livestock technology project in Nepal (\$85,000); and Conducted feasibility studies in Bangladesh and Nepal.

training of trainers

West Virginia Department of Education April 2002
Trained 20 teachers in West Virginia to moderate groups throughout the state in regards to the Standards of Learning for West Virginia Department of Education. Developed and prepared training materials and conducted training sessions in several areas of West Virginia.

West Virginia Department of Tourism October 2000
Developed and established a data collection center for the West Virginia Division of Tourism, Charleston, WV. Trained 15 call counselors and research manager on data collection, data management, and the Survey System data software.

leadership and activities

Tucker County Family Resource Network 2008-Present
board, secretary

Leadership West Virginia Class of 2008

Tucker Community Foundation, board member 2007-Present

Kenneth "Honey" Rubenstein Juvenile Facility, 2007-Present
board member

Returned Peace Corps Association, member

professional organizations

- American Marketing Association
- National Association for Returned Peace Corps Volunteer

examples of social service programs research projects

Randolph County Schools (telephone survey and focus groups)	2009-2010
Cortland Acres Nursing Home (mail survey)	2009
WV Department of Education (telephone survey)	2008
City of Elkins (In-depth interviews and focus groups)	2007
West Virginia University (focus groups)	2007
Health Care Services (In-depth interviews)	2006
Tucker County Family Resource Network (substance abuse survey)	2006
Randolph County Family Resource Network (substance abuse survey)	2006
Aged and Disabled Resources Centers	2006
West Virginia Mountains of Hope (IDIs, focus groups, surveys)	2004-2006
WV Department of Education(Training focus group moderators)	2002
WV Department of Health and Human Resources	
•RAZE campaign (focus groups, IDIs and telephone survey)	2001-2004
•Ovarian cancer (telephone survey)	2004
•Smoking and pregnancy (focus groups)	2003
•Clean Indoor Air (focus groups)	2002
•WIC program (telephone survey and focus groups)	2003

profile

More than 15 years experience in developing and managing marketing, public relations and communications programs for large and small business, and government and non-profit agencies.

education

Bachelors of Science, Journalism, West Virginia University, 1989
Certification, Secondary English Education,
George Mason University, 1994
Graduate Work, M.B.A Program, West Virginia Wesleyan, 2001

career development

The Phillips Group 2002-Present
CEO
Responsible for the development, coordination and implementation of marketing and strategic planning initiatives for a diverse client base and oversees the operations of the organization.

Davis Health System 1995-2002
Director of Marketing & Strategic Communications
Responsible for all aspects of healthcare marketing, planning and public relations for large health care system. Experience in strategic marketing planning, competitive analysis, strategy implementation, budgeting and customer and physician relations.

Women Physicians of Northern Virginia 1990-1994
Front Office and Billing Manager
Daily administrative and managerial coordination of front office and billing procedures for three clinics. Patient relations functions included scheduling, benefits coordination and overall patient satisfaction. Business office duties included accounts receivable, insurance verification/billing and patient billing and collections.

profile

Direct and monitor project tasks, team members, and supplemental personnel. Serves as primary client liaison. Key responsibilities include ensuring that all deliverables are on time, within budget, and conform to quality assurance standards.

education

Bachelors of Sciences, Business Administration/Marketing-Minor in Economics,
Marshall University, 2002

career development

The Phillips Group 2006-Present
Production Manager
Perform daily marketing activities as well as participate in marketing decisions. Responsible for purchasing advertisement while staying within budgetary parameters of clients. Participate in business development activities. Monthly bookkeeping including accounts payable and receivable. Manage all aspects of the projects from client approvals to following the quality assurance process.

Hannah & Associates, Inc. 2005-2006
Hannah Engineering & Hannah IT
Executive Assistant
Typing, filing, answering phone as well as other general office duties. Perform daily marketing activities as well as participate in marketing decisions. Responsible for purchasing advertisement while staying within budgetary parameters. Monthly bookkeeping including accounts payable, accounts receivable as well as payroll. Perform courthouse property and deed research and run personal errands for the company president.

Bristol Broadcasting, Inc 2004-2004
Account Executive
Sold advertising for 3 of the top stations in Charleston, WV area markets with approximately 200,000 listeners. Organized and prepared advertising campaign proposals that complied with the client's current marketing plan. Wrote ad copy for client's approval and daily interaction with clients in person, by e-mail and by telephone.

profile

Creative and technical expertise in the design, programming, and development of websites. Knowledge of multi-faceted industry of internet marketing and e-commerce adds value to our clients and able to provide solutions that are functional, efficient and closely aligned with their needs.

languages

HTML	PHP	Ajax
CSS	ASP	Perl
Javascript	SQL	Mootools
XML	XHTML	Jquery

education

Associate Degree, International Academy of Design & Technology, 2001

career development

The Phillips Group 2008-Present
Web Designer

Responsible for the design and build of custom websites including all areas of coding, graphic and flash elements, multi-media, content management system and incorporation of other custom web applications.

Sidesix Designs 2006-2007
Owner/Designer

Owned and operated a small graphic design company out of home studio. Specialized in digital media and web design. Occasional print media included t-shirts, business cards, and promotional posters.

Rent-A-Center 2004 - 2005
Customer Account Rep

Assisted with every stage of the process – from managing customers and processing orders, to product delivery.

mariannegibson

• GRAPHIC DESIGN • PRE-PRESS MANAGEMENT • EXHIBIT & DISPLAY •

profile

More than 25 years of experience as a production and mechanical artist, including extensive design and pre-press work for all products.

software

Quark	InDesign
Quark Express	Photoshop
Illustrator	Adobe Acrobat

education

Commercial Arts Certificate, York County School of Technology
Course Work, Visual Communications, Art Institute of Pittsburgh
Course Work, Art History, Catonsville Community College

career development

The Phillips Group 2004-Present
Senior Graphic Designer
Involved with all stages of projects, from initial concepts, to the completion of a finished product. Design various electronic materials for print advertisement and web base formats. Prepare electronic files for printers and publications according to required specifications

Motta & Associates 2000-2003
Production Artist/MAC Administrator
Extensive photo re-touching and color correction. Prepare files for print production that ensures quality control. Organized and utilize an electronic filing system for the creative department. Layout and design several products for various clientele. Troubleshoot Macintosh computers.

Graphic Detail 1996-2000
Electronic Prepress Technician & Design
Prepared customer files for film output. Photo retouching and color correction according to industry specifications. Output color Iris proofs, operated flatbed drum scanners, and Scitex film output devices. Designed brochures, logos, newsletters, ads, and administrative forms. Dispatched and services jobs to a large client list based in Baltimore, MD

Technical Expertise

The Phillips Group team brings vast knowledge and experience in the development and maintenance of customized websites and databases. Products are designed and built according to the specified outcomes desired by the client.

Database

- Databases can be developed with MySQL and Access for web-based and standard applications.
- Data entry imported to or exported from existing database platforms can be accomplished by our staff or we can provide training and assistance to client staff if desired.
- Databases can be developed to record and edit data across a range of data categories and functions.
- Customized cross-functional report generation applications.
- Databases developed for shared or network utilization.

Website

- More than 13 years experience in customized website coding and up-to-date on internet trends and technologies.
- Offer a wide range of new media solutions including Content Management Systems (CMS), online database management, interactive content (flash/javascript), search engine optimization, and electronic communications products.
- Knowledgeable in working with HTML and CSS. Able to work with PHP, SQL, and JavaScript and up-to-date with web application frameworks such as JQuery, AJAX, Joomla, and Mootools.

Software capabilities include:

Database:

Microsoft Access 2000 (and later), MYSQL,

Print:

Adobe Acrobat Professional, Illustrator, Photoshop, InDesign, Microsoft Word, Excel and Quark Express.

Multimedia:

PowerPoint, Final Cut Professional, Media Cleaner, Macromedia Flash, Quicktime Professional, Windows Media, Sound Edit, Bryce, DVD Studio Pro, IDVD, iMovie, Audacity, Cinema Tools, Soundtrack, Toon Boom Studio.

Internet:

Adobe Flash, DreamWeaver, Image Ready, Quicktime Professional, Acrobat Professional

Vendor Bid Summary

Task	Estimated Hours	Vendors Bid Per Hour (inclusive of all travel and expenses)	Estimated cost per task (Estimated hours x Vendor's Bid Per Hour)
#1 Family Support Outcome Survey Analysis	30	60.00	1,800.00
#2 Technical Assistance	100	70.00	7,000.00
#3 Adaptation/Development of a User-Friendly Client Survey	100	70.00	7,000.00
#4 Development and Implementation of collection and analysis procedures	150	75.00	11,250.00
#5 Implementation of Survey	100	65.00	6,500.00
#6 Implementation of Design of Survey & Reporting (Second Year)	400	70.00	28,000.00
Total	880		\$61,500.00

Vendor must bid all tasks listed above. Vendor must provide documentation supporting the meeting of all Mandatory Qualifications as listed.

Vendor Signature: Chris Stadelman

Date: 3-29-10

RFQ No BCF10074

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), It is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Stadelman Consulting

Authorized Signature: Chris Stadelman Date: 3-29-10

State of West Virginia

County of Randolph, to-wit:

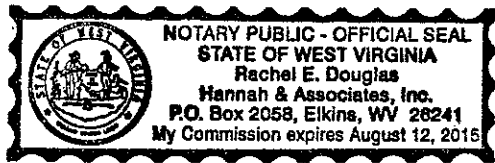
Taken subscribed, and sworn to before me this 29 day of March, 2010

My Commission expires August 12, 2015

AFFIX SEAL HERE

NOTARY PUBLIC

Rachel E. Douglas



State of West Virginia
VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37 (Does not apply to construction contracts) *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years

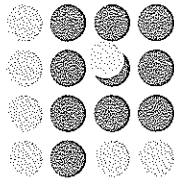
Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Stadelman Consulting Signed: Chris Stadelman
Date: 3-29-10 Title: CEO

*Check any combination of preference consideration(s) indicated above which you are entitled to receive



The Phillips Group

March 31, 2010

Department of Administration
Purchasing Division
Attn: Roberta Wagner
Building 15
2019 Washington Street East
Charleston, WV 25305-0130

Re: Request for Quotation No. BCF10074

Dear Ms. Wagner:

Please find enclosed a response to Request for Quotation number BCF10074, opening bid date April 1, 2010 at 1:30pm.

Your time and consideration of our response is much appreciated. Please feel free to contact us with questions.

Thank you,


Rachel D. Phillips

Enclosure