



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

BCF13006

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER
304-558-0067

*727092245 304-384-5233

CONCORD UNIVERSITY RESEARCH
PO BOX 1000

ATHENS WV 24712

HEALTH AND HUMAN RESOURCES
BCF - COMMISSIONER'S OFFICE

350 CAPITOL STREET, ROOM 730
CHARLESTON, WV
25301-3711 304-558-4682



SHIP TO

VENDOR

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/30/2012				

BID OPENING DATE: 05/31/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR	785-70	THE STATE OF WEST VIRGINIA AND ITS AGENCY THE DEPARTMENT OF HEALTH AND HUMAN RESOURCES (DHHR), BUREAU FOR CHILDREN & FAMILIES (BCF), REQUEST A QUOTE TO OBTAIN PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE MAINTENANCE AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E PER THE ATTACHED SPECIFICATIONS.		
					***BID OPENING: MAY 31, 2012 AT 1:30 PM	
					LOCATION: PURCHASING DIVISION, BUILDING #15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305	
					RECEIVED 2012 MAY 30 AM 10:05 WV PURCHASING DIVISION	
					PROFESSIONAL AND SUPPORT SERVICES	
					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	
					LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON JULY 1, 2012 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	

RECEIVED

2012 MAY 30 AM 10:05

WV PURCHASING
DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE

TELEPHONE

DATE

TITLE

FEIN

ADDRESS CHANGES TO BE NOTED ABOVE

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

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.html 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 on 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 disqualifications: 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).



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ADDRESS CORRESPONDENCE TO ATTENTION OF:

ROBERTA WAGNER
304-558-0067

*727092245 304-384-5233
CONCORD UNIVERSITY RESEARCH
PO BOX 1000

ATHENS WV 24712

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		
04/30/2012						
BID OPENING DATE: 05/31/2012		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT BY THE STATE OF WEST VIRGINIA, ITS AGENCIES, OR POLITICAL SUBDIVISIONS, THE TERMS, CONDITIONS, AND PRICING SET FORTH 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 TWO (2) 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>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE		TELEPHONE		DATE		
		304-384-5271		05/29/12		
TITLE		FEIN		ADDRESS CHANGES TO BE NOTED ABOVE		
Director		550769622				

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



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Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
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Request for Quotation

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3

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

V E N D O R	*727092245 304-384-5233
	CONCORD UNIVERSITY RESEARCH PO BOX 1000
	ATHENS WV 24712

S H I P T O	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
04/30/2012				

BID OPENING DATE: 05/31/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
WITHOUT FURTHER ORDER.						
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.						
REV. 01/17/2012						
ANY INDIVIDUAL SIGNING THIS BID IS CERTIFYING THAT: (1) HE OR SHE IS AUTHORIZED BY THE BIDDER TO EXECUTE THE BID OR ANY DOCUMENTS RELATED THERETO ON BEHALF OF THE BIDDER, (2) THAT HE OR SHE IS AUTHORIZED TO BIND THE BIDDER IN A CONTRACTUAL RELATIONSHIP, AND (3) THAT THE BIDDER HAS PROPERLY REGISTERED WITH ANY STATE AGENCIES THAT MAY REQUIRE REGISTRATION.						
NOTICE						
A SIGNED BID MUST BE SUBMITTED TO:						
DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:						
SEALED BID						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	304-384-5271	5/29/12
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Director	550769622	

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State of West Virginia
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BCF - COMMISSIONER'S OFFICE

350 CAPITOL STREET, ROOM 730
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25301-3711 304-558-4682

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/30/2012				

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER: ROBERTA WAGNER/FILE 22						
RFQ. NO.: BCF13006						
BID OPENING DATE: MAY 31, 2012						
BID OPENING TIME: 1:30 PM						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
(304) 384-6091						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
Dr. John David Smith						
INQUIRIES:						
WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 05/15/2012. 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:						
ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311						
FAX: (304) 558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	304-384-6271	5/29/12
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Director	550769622	

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



State of West Virginia
Department of Administration
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2019 Washington Street East
Post Office Box 50130
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HEALTH AND HUMAN RESOURCES
BCF - COMMISSIONER'S OFFICE

350 CAPITOL STREET, ROOM 730
CHARLESTON, WV
25301-3711 304-558-4682

*727092245 304-384-5233
CONCORD UNIVERSITY RESEARCH
PO BOX 1000

ATHENS WV 24712

VENDOR

SH-2-O

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/30/2012				

BID OPENING DATE:	05/31/2012	BID OPENING TIME	01:30PM
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ BCF13006 ***** TOTAL:						<u>\$229,516</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE

TELEPHONE
(304) 384-5271

DATE	5-29-12
------	---------

TITLE	FEIN
Director Grants/Contra	550769622

ADDRESS CHANGES TO BE NOTED ABOVE

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

**WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN
RESOURCES, BUREAU FOR CHILDREN AND FAMILIES
350 CAPITOL STREET, ROOM 730
CHARLESTON, WEST VIRGINIA 25301-3702**

**Request for Quotation
RFQ# BCF13006**

**Title IV-E Child Welfare Curriculum Maintenance
And Implementation Project**

Administrative and Contractual Terms

Purpose:

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 maintenance and implementation of child welfare training activities reimbursable under Title IV-E.

Project Background:

The Title IV-E Child Welfare Curriculum Maintenance and Implementation Project is a collaborative effort to provide child welfare training development and technical assistance to the Bureau for Children and Families (BCF) in carrying out the purposes of the Title IV-E Child Welfare Training Program. The Title IV-E Child Welfare Training Program was created as part of the Child Welfare and Adoption Assistance Act of 1980 (P.L. 96-272) to support training in foster care and adoption services, and corresponding goals identified in the State's Title IV-B plan. Federal financial participation is available at the rates of seventy-five percent (75%) in the costs of:

- 1) Training personnel employed or preparing for employment by the State agency administering the plan;
- 2) Providing short term training (including travel and per diem expenses) to current and prospective foster or adoptive parents and the members of state licensed or approved child care institutions providing care to foster and adopted children receiving Title IV-E assistance;
- 3) Short and long term training at educational institutions and in-service training may be provided.

The Bureau for Children and Families (BCF) Division of Training is responsible for the oversight, coordination, and delivery of training to all BCF employees and foster parents

throughout the State. This training includes but is not limited to child welfare staff and consists of new worker training, tenured worker training, supervisory and management training, and coordination of training for new foster and adoptive parents. Child welfare training supported by the Title IV-E Child Welfare program is provided directly by the Division of Training, or its collaborative partners including the WV Social Work Education Consortium (SWEC).

SWEC is a partnership between the state's five public accredited schools of social work and the WV Department of Health and Human Resources (WVDHHR). The goals of the Consortium are to promote the preparation of social workers for employment in public sector child welfare, to enhance the skills, knowledge, and values of those currently employed in the WVDHHR workforce, and to provide pre-service and in service training to prospective foster/adoptive parents and kinship relatives.

Mandatory Requirements:

Vendor must provide three full-time staff, including:

- 1) Position One – Staff person with a Master's Degree in Social Work and a minimum of five years experience in public child welfare, including two years of post-MSW practice experience in child welfare; certification in instructional design; and two years of demonstrated knowledge and experience in training methodology and evaluation methods.
- 2) Position Two – Staff person with a Master's Degree in Social Work and five years experience in child welfare, including two years of post-MSW experience working with Social Work Higher Education; two years of post-MSW practice experience in child welfare; three years experience with facilitation, program planning and development, and negotiation related to child welfare; and demonstrated knowledge of Title IVE regulations, funding, and resources related to public child welfare training.
- 3) Position Three – Staff person certified with demonstrated proficiency in Microsoft Office Suite 2007 including Word, Power Point, Excel, and Access; demonstrated proficiency with Adobe Professional and Blackboard; three years experience or coursework related to information technology and web-based curriculum design and management.

Vendor must include all wages and salaries of personnel, taxes, withholding payments, fringe benefits, travel expenses to support statewide travel and conference registration costs and materials costs to support the program and any other costs related to the employment of three full-time staff persons. **Estimated travel and materials expense of \$10,000 must be included as part of the total bid and incorporated into the cost of the three positions.** PCs, phones, and any other office machines or equipment to be provided by the agency as required.

"Full time staff" is considered to be 40 hours per week with time off granted as would be allowed for a full time employee of the State of West Virginia relative to normal sick, vacation and holiday time.

Vendor must locate staff at the Diamond Building in Charleston, West Virginia. Staff hired for the project must have the ability to travel statewide as required.

Objectives

Vendor's work plan must include the following activities:

- 1) To work with the Division of Training to identify training needs and evaluate the impact of its child welfare training.
- 2) To develop training curricula to meet those identified training needs based on recognized best practices in child welfare and social work.
- 3) To provide technical assistance to the BCF Division of Training, DHHR staff and other child welfare training partners.
- 4) To coordinate the activities of the WV Social Work Education Consortium (SWEC) with the identified training goals and needs of the BCF Division of Training, and ensure these activities are consistent with the requirements of the Title IV-E Child Welfare Program.

The suggested work plan should include the following tasks:

1. Research

- 1) Research **must** display best practices in child welfare training systems from other states and national professional child welfare and social work organizations, and make recommendations for integration within the Bureau's training program.
- 2) Research **must** show evidence based on child welfare practices.
- 3) Research **must** show best practice in adult learning, training methods, and curriculum design.
- 4) Must complete research and apply for funding opportunities to enhance child welfare training in West Virginia.

2. Curricula Design

- 1) **Shall** implement best practice in adult learning, training methods, and curriculum design.
- 2) **Shall** assist the Division of Training in developing curricula and training modules related to the Child and Family Services Federal Review and the West Virginia Program Improvement Plan.
- 3) **Shall** assist the Division of Training with designing and implementing online curricula and training modules.
- 4) **Shall** assist in the development of child welfare training modules on policies and programs as defined by the Policy Units and the Division of Training.

3. Technical Assistance

- 1) Provide technical assistance in the maintenance, implementation and ongoing operation of statewide child welfare training and needs assessment and evaluation.
- 2) Provide support and technical assistance to SWEC on funding and service initiatives.

4. Training Implementation

- 1) Develop and implement training and resources for trainers within the Division of training on topics such as curriculum design, presentation methods, and adult learning.
- 2) Provide training to BCF field staff on topics relevant to the goals and needs identified by the Bureau of Children and Families and dependent on specialized areas of expertise.
- 3) Conduct annual needs assessment survey and report results.

5. Resource Management

- 1) Coordinate the activities of the Social Work Education Consortium with the needs and goals identified by the Bureau for Children and Families the Division of Training, Regional Management staff, and Regional Homefinding Staff.
- 2) Serve as a liaison between the SWEC and Departmental staff and participate in quarterly field meetings and other relevant meetings to ensure ongoing collaboration.
- 3) Monitor performance based contract expectations of participating schools.
- 4) Identify barriers and needs of contract initiatives and in conjunction with Departmental and SWEC staff, develop recommendations to address problem areas.
- 5) Work with the schools to develop new initiatives and technology to support workforce recruitment, retention and credentialing in accordance with the Bureau's staffing needs.
- 6) Collect, analyze and report on relevant data, including but not limited to quarterly reports from SWEC, training evaluation data, staffing data, and other data necessary to assist the Bureau for Children and Families in meeting its staffing and service provision needs.
- 7) Manage online learning courses, software, websites, and calendars, and manage BCF online learning help desk.

Deliverables

- Completion of curriculum revisions and design of the Child Welfare New Worker Training Plan including Foundations, Core Training, Job-Specific Training, and In-Service Training.
- Identification and development of relevant professional development courses for tenured child welfare staff.

- Completion of an annual Needs Assessment and evaluation framework for the Division of Training.
- Maintenance and implementation of a child welfare supervisory training plan.
- Coordination and completion of potential, new, and existing foster parent training provided by the Social Work Education Consortium.
- Coordination and reporting of Title IVE student stipends provided by the Social Work Education Consortium.
- Coordination of meetings and activities of the Social Work Education Consortium related to Title IVE training.
- Coordination and reporting for Social Work Continuing Education Units provided to BCF staff through the West Virginia Board of Social Work Examiners.
- Maintenance and management of the BCF training and student stipend ACCESS databases.
- Maintenance and management of online curriculum design and course implementation.
- Regular and required maintenance and management of DHHR's Blackboard and other online courses.
- Coordinate with Office of Technology and MIS to post approved information or update information of the Division of Training website and online calendars.

PROCUREMENT TERMS

Vendor Registration: Vendors participating in this process should complete and file a Vendor Registration and Disclosure Statement (Form WV-1) and remit the registration fee. Vendor is not required to be a registered vendor in order to submit a Quotation, but the successful vendor must register and pay the fee prior to the award of an actual purchase order/contract.

Purchasing Affidavit: West Virginia State Code 5A-3-1-a-(3) (d) requires that all vendors submit an affidavit of debt, which certifies that there are no outstanding obligations or debts owing the State of West Virginia. The Affidavit is attached to this request for Quotation which must be completed, signed, and returned. If bidding a joint Quotation, an Affidavit must be completed for both vendors.

Subcontracts Prohibited: The Successful vendor will be solely responsible for all work performed under the contract. The vendor shall not enter into written subcontracts for performance or work under the contract without written permission of the Department.

Compliance with Law and Regulations: Vendor shall pay any sales, use and personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract, the transaction, or the equipment, or services delivered pursuant hereto shall be borne by the vendor. Vendor must be

governed by the laws of the State of West Virginia. Vendor shall comply with all related federal and state laws and regulations.

Project Term: Agreement will be for a period of one year, July 1, 2012 through June 30, 2013.

Renewal: Upon mutual consent that agreement may be extended, for a total of two additional one year terms per all the rates and conditions of the original agreement.

Invoices and Payments: Vendor shall submit detailed monthly invoices, in arrears, to the Bureau for Children and Families, Office of Finance and Administration for all services provided pursuant to the terms of the contract. The Bureau for Children and Families reserves the right to reject any or all invoices for which proper documentation has not been provided. State law forbids payment of invoices prior to receipt of services.

Evaluation Process: Bids will be evaluated as to the lowest responsible bidder meeting specifications.

Vendor must provide detailed documentation as to how the proposed staff meets all of the mandatory qualifications stated above.

- Staff must be identified prior to the award.
- Resumes and copies of certificates must be provided to support meeting of mandatory requirements.
- Vendor must provide detailed evidence of three (3) other work related experiences with the assistance, development, and implementation of child welfare training activities.

Vendor must provide a complete Documentation of Qualifications.

Vendor's Bid Summary Sheet with a monthly and annual rate for each staff person must be provided.

Vendor Bid Summary

Estimated travel and materials expense of \$10,000 (total for all three staff) must be included as part of the total bid and incorporated into the cost of the three positions.

Position	Annual Amount	Monthly Amount (Annual/12)
Position One	\$ 76,169.9	\$ 6,347.42
Position Two	90,372	7,531.00
Position Three	62,975	5,247.91
Estimated Travel and Materials.	10,000	
Total Bid (Sum of three Positions)	\$ 229,516	\$ 19,126.34

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

Vendor Name: Concord University Research and Development Corporation

Address: PO Box 1000; Campus Box D-142, Athens WV 24712-1000

Phone Number: (304) 384-5271

Fax Number: (304) 384-6289

E-Mail: inghramcs@concord.edu

RFQ Number: BCE13006

Signature: 

Date: 5/29/12

**** Award will be made to lowest vendor meeting specifications ****

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: Concord University R&D Corp

Signed: 

Date: May 29, 2012

Title: Director of Grants and Contracts

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

RFQ No. BCF13006STATE 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 exceeds 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.

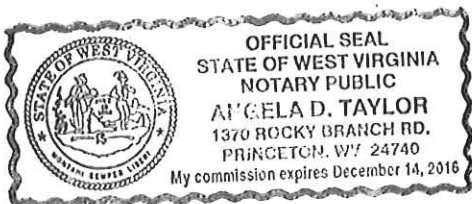
Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATUREVendor's Name: Concord University Research and Development Corporation

Authorized Signature: _____

Date: 5/29/12State of WVCounty of Mercer, to-wit:Taken, subscribed, and sworn to before me this 29th day of May, 2012.My Commission expires December 14, 2016.**AFFIX SEAL HERE**

NOTARY PUBLIC

Angela D. Taylor

Cover Page
Concord University Research Corporation

Title of Proposal: **Title IV-E Child Welfare Curriculum Development and Implementation Project – In response to Request for Quotation RFQ# BCF13006**

Submitted to: State of West Virginia, Department of Administration
Purchasing Division, Building 15
2019 Washington Street, East
Charleston, WV 25305-0130

Submitted by: Concord University Research Corporation
Concord University, P.O. Box 1000 F42
Athens, WV 24712

Federal or Entity Identification Number: 550769622

DUNS: 831533059

Institutional Address: Office of Sponsored Programs
Concord University, P.O. Box 1000 D142
Athens, WV 24712

Telephone: (304) 384-5271
Facsimile: (304) 384-6091

Project Director: Dr. John David Smith
Title: Professor


Campus Address: Dr. John David Smith
Concord University, P.O. Box 1000 F42
Athens, WV 24712

Telephone: (304) 384-5218

Amount Requested: \$229, 516

Proposed Starting Date: July 1, 2012

Proposed End Date: June 30, 2013



Scott Inghram, Director of Grants and Contracts
Concord University Research and Development Corporation

5/29/12
Date

Request for Quotation
RFQ # BCF13006

**Title IV-E Child Welfare Curriculum Development and
Implementation Project/Plan**

The following objectives and requirements will be met and completed, related to the needs and in deference to the schedules of the Division of Training.

Project Objectives

The proposed project will:

- 1) Assist the Division of Training to identify training needs and evaluate the impact of its child welfare training.
- 2) Develop training curricula to meet those identified training needs based on recognized best practices in child welfare and social work.
- 3) Provide technical assistance in child welfare to the BCF Division of Training, DHHR staff and other child welfare training partners.
- 4) Coordinate the activities of the WV Social Work Education Consortium (SWEC) with the identified training goals and needs of the BCF Division of Training, and ensure these activities are consistent with the requirements of the Title IV-E Child Welfare Program.

Research

- 1) Research will display best practices in child welfare training systems from other states and national professional child welfare and social work organizations, and make recommendations for integration within the Bureau's training program.
- 2) Research will show evidence based on child welfare practices.
- 3) Research will show best practice in adult learning, training methods, and curriculum design.
- 4) Will complete research and apply for funding opportunities to enhance child welfare training in West Virginia.

Curricula Design

- 1) Will implement best practice in adult learning, training methods, and curriculum design.
- 2) Will assist the Division of Training in developing curricula and training modules related to the Child and Family Services Federal Review and the West Virginia Program Improvement Plan.
- 3) Will assist Division of Training with designing and implementing online curricula and training modules.
- 4) Will assist in the development of child welfare training modules on policies and programs as defined by the Policy units and the Division of Training.

Technical Assistance

- 1) Will provide technical assistance in the maintenance, implementation, and ongoing operation of statewide child welfare training and needs assessment and evaluation.
- 2) Will provide support and technical assistance to SWEC on funding and service initiatives.

Training Implementation

- 1) Will develop and implement training and resources for trainers within the Division of Training on topics such as curriculum design, presentation methods, and adult learning.
- 2) Will provide training to BCF field staff on topics relevant to the goals and needs identified by the Bureau of Children and Families and dependent on specialized areas of expertise.
- 3) Will conduct annual needs assessment survey and report results.

Resource Management

- 1) Will coordinate the activities of the Social Work Education Consortium with the needs and goals identified of the Bureau for Children and Families the Division of Training, Regional Management staff, and Regional homefinding Staff.
- 2) Will serve as a liaison between the SWEC and Departmental staff and participate in quarterly field meetings and other relevant meetings to ensure ongoing collaboration.
- 3) Will monitor performance based contract expectations of participating schools.
- 4) Will identify barriers and needs of contract initiatives and in conjunction with Departmental and SWEC staff, develop recommendations to address problem areas.
- 5) Will work with the schools to develop new initiatives and technology to support workforce recruitment, retention and credentialing in accordance with the Bureau's staffing needs.
- 6) Will collect, analyze, and report on relevant data, including but not limited to quarterly reports from SWEC, training evaluation data, staffing data, and other data necessary to assist the Bureau for Children and Families in meeting its staffing and service provision needs.
- 7) Will manage online learning courses, software, websites, and calendars, and manage BCF online learning help desk to the extent of and within the context of this proposal.

Deliverables

In consultation with the Division of Training, the following will be the deliverables:

- Completion of curriculum revisions and design of the Child Welfare New Worker Training Plan including Foundations, Core Training, Job-Specific Training, and In-Service Training.

- Identification and development of relevant professional development courses for tenured child welfare staff.
- Completion of an annual Needs Assessment and evaluation framework for the Division of Training.
- Maintenance and implementation of a child welfare supervisory training plan.
- Coordination and completion of potential, new, and existing foster parent training provided by the Social Work Education Consortium.
- Coordination and reporting of Title IVE student stipends provided by the Social Work Education Consortium.
- Coordination of meetings and activities of the Social Work Education Consortium related to Title IVE training.
- Coordination and reporting for Social Work Continuing Education Units provided to BCF staff through the West Virginia Board of Social Work Examiners.
- Maintenance and management of the BCF training and student stipend ACCESS databases.
- Maintenance and management of online curriculum design and course implementation.
- Regular and required maintenance and management of DHHR's Blackboard and other online courses as related to this proposal and as directed by the Division of Training.
- Coordinate with Office of Technology and MIS to post approved information or update information of the Division of Training website and online calendars.

Documentation of Qualifications

Staff Qualification	List Name of Bid Attachment Where Meeting of Qualification Documented
Position One (Name of Employee)	Frances Ann Riddell
Master's Degree in Social Work	Diploma (Copy)
Five years of post-MSW practice experience in child welfare	Resume/Including References
Two years of post-MSW practice experience in child welfare	Resume/Including References
Certification in instructional design	Certificate (Copy)
Two years of demonstrated knowledge and experience in training methodology and evaluation methods	Resume/Including References
Position Two (Name of Employee)	Vickie James
Master's Degree in Social Work	Diploma
Five years experience in child welfare	Resume
Including two years experience working with Social Work Higher Education	Resume/Including References SWEC Contracts/References
Two years of post-MSW practice experience in child welfare	Resume/Academy of Certified SW Certificates/ LCSW License
Three years experience with facilitation, program planning and development, and negotiation related to child welfare	Resume/ Including References
Demonstrated knowledge of Title IVE regulations, funding, and resources related to public child welfare training	Resume/ Including References SWEC Contacts/ References
Position Three (Name of Employee)	Gail Murano
Certification in Microsoft Office Suite 2007	Resume
Including demonstrated proficiency in Power Point, Excel, and Access	Resume
Three years experience or coursework related to information technology and web- based curriculum design and	Resume/ BSW Licensure

Frances Ann Riddell



Education

2002 Master of Social Work, Community Organization/Social Administration, Children and Family, West Virginia University, Morgantown, WV

1970 Bachelor of Arts, Secondary Education, Comprehensive Social Studies and Language Arts, Glenville State College, Glenville, WV

Certifications

WV Social Work License

Instructional Design and Development

Experience

2004-2012 West Virginia University Center for Excellence in Disabilities, Training and Technical Assistance Specialist; Development of child welfare curricula and training modules for Department of Health and Human Resources, Bureau for Children and Families, Division of Training

2008-2010 Concord University, Adjunct Instructor, BSW Program

2007 West Virginia University, Adjunct Instructor, MSW Program

2006 Mountain State University, Adjunct Instructor, BSW Program.

1991 -2004 West Virginia Department of Health and Human Resources, Beckley, WV, Regional Foster Care Home Finding Supervisor and Regional Adoption Supervisor, Child Welfare

1977-1991 West Virginia Department of Health and Human Resources, Fayetteville, WV. Child Welfare Services, Foster Care and Child Protective Services

1975-1976 Portsmouth Interstate Business College, Portsmouth, OH, Sociology Instructor

1974-1975 West Virginia Department of Welfare, Fayetteville, WV. Children and Family Services.

1970-1973 West Virginia Department of Welfare, Spencer and Fayetteville, WV
Economic Service Worker

Presentations

Foster/Adoptive Parent Recruitment

Continuous Quality Improvement, Total Quality Management

Family Centered Practice

Permanency Planning for Children

West Virginia Department of Health and Human Services Foster Care Policy

Adoption Preparation

Professional Activities

2003-2005 National Association of Social Workers WV Chapter Board of Directors
2003-2004 Agency Supervisor, Bachelor of Social Work Intern, Mountain State University
2002 NASW Conference, Presented networking session Truancy Diversion Program
2001 Family Centered Practice Celebration, Organizer and Presenter
2000 Agency Supervisor, Bachelor of Social Work Intern, Marshall University
1999 Organized Statewide Home Finding/Adoption Conference
1998-2003 Family Centered Practice Celebration Planning Committee
1994-2004 Region IV Children's Summit Community Assessment Development Committee

Community Activities

1989- 2005 Mt. Hope Federated League, GFWC, Mount Hope, WV
1995-1996 Beckley United Methodist Center, Board of Directors, Beckley, WV
1977-1978 Contact Crisis Hotline, Board of Directors, Oak Hill, WV
1975 Drug Abuse Hotline Telephone, Volunteer, Portsmouth, OH
1973-1975 Contact Crisis Hotline, Volunteer, Oak Hill, WV

References

Rosa McKinney, MSW
President, Rosey Futures Social Work Services, Inc.
14 Edgewood Drive
Hurricane, WV 25526
(304) 760-2357

Kelli Holbrook Nichols, MSW
Child Welfare Consultant
WV Department of Health and Human Resources
#174 Rt. 3 East
Union, WV 24983
(304) 772-3013



LANGEVIN
LEARNING SERVICES
(US) Inc.

The World's Largest Train-The-Trainer Company



Certifies that

Frances Ann Riddell

*has successfully completed the requirements of
professional certification as*

Instructional Designer/Developer

May 16, 2008

Dated

Ralph Langevin

Ralph Langevin, President

WEST VIRGINIA UNIVERSITY

HEBERLY COLLEGE OF ARTS AND SCIENCES

School of Applied Social Sciences

Division of Social Work

Know all persons in these presents
that the West Virginia University Board of Governors
upon the recommendation of the faculty
has conferred upon

FRANCES ANN KIDDELL

The Degree of

MASTER OF SOCIAL WORK

With all the rights, honors, and privileges thereto
appertaining. Witness the seal of the university and the
signatures of its duly authorized officers hereunto
affixed this nineteenth day of May
Two thousand two

[Signature]

President of the University

[Signature]

Chairman of the Faculty
School of Applied Social Sciences

[Signature]

Dean of the Division

[Signature]

Chairman of the Faculty
Division of Social Work

VICKIE JAMES

356.4641 (work); • email:

OBJECTIVE

A position that will provide challenge and professional growth, while utilizing skills of leadership, management, strategic thinking, policy analysis, governmental relations and clinical knowledge acquired through over 30 years of experience in social service, child welfare and mental health systems

EMPLOYMENT

TITLE IV-E TRAINING COORDINATOR

NOVEMBER 2006-PRESENT

WV University/Center for Excellence in Disabilities

350 Capitol St., Charleston WV

This position is contracted to the Division of Training, Bureau for Children Families and is generally responsible for overseeing the partnership between the state's five publicly accredited schools of social work (Social Work Education Consortium) and the WV Department of Health and Human Resources (WVDHHR). Specific job responsibilities include: coordinate the activities of the Social Work Education Consortium with the needs and goals identified by the Bureau for Children and Families and the Division of Training; ensure the training activities and project goals comply with allowable training activities under Title IV-E; monitor federal legislation and policy, be knowledgeable of administrative requirements for reimbursable training activities under Title IV-E and provide technical assistance to participating schools or the Division of Training as needed; research best practice in evidence based child welfare practice, adult learning, training methods, and curriculum design and assist in the development of training curricula and modules for child welfare staff; serve as a liaison between the SWEC and Departmental staff and facilitate ongoing collaboration; plan, prepare for and participate in SWEC business meetings; monitor performance based contract expectations of participating schools; analyze trends and identify barriers and needs of contract initiatives and in conjunction with Departmental and SWEC staff, develop recommendations to address problem areas; work with the schools to develop new initiatives and technology to support workforce recruitment, retention and credentialing in accordance with the Bureau's staffing needs and in meeting Council on Accreditation (COA) child welfare training requirements

SOCIAL WORKER (*Per Diem*)

APRIL 2006-PRESENT

HUBBARD HOSPICE HOUSE

1001 KENNAWAHA DRIVE, CHARLESTON WV

Specific job responsibilities include completion of psychosocial assessments for patients and families and formulation of a subsequent care plan; identify service needs and link and refer patients and families to appropriate resources and services; work in cooperation with other members of the interdisciplinary team to coordinate the care needs of the patient/family; provide support and grief counseling to patients and families; discharge planning.

CONSULTANT

OCTOBER 2005-JUNE 2006

Division of Juvenile Services

1200 Quarrier St., Charleston, WV

This time limited contract required the identification of specific programmatic and statutory requirements necessary for the Division of Juvenile Services to implement in order to obtain federal funding reimbursement including Title IV-E funds and Medicaid. It required extensive research of Title IV-E and Medicaid policy guidelines and other states' utilization of this funding

stream for the juvenile justice population. This contract also included programmatic development for the two staff secure programs at Barboursville and Mt. Hope.

EXECUTIVE DIRECTOR
West Virginia Child Care Association

MAY 1992-FEBRUARY 2005
One United Way Square, Charleston WV

This position directed the activities of a statewide trade organization representing private child welfare agencies that operate a wide spectrum of programs for children who have experienced abuse, neglect, emotional and behavioral disabilities, substance abuse and/or delinquency. Responsibilities included day to day management of the agency; governmental relations with the Executive and Legislative branches of state government, including monitoring legislation and proposed public policy and providing input and education; working with the Board of Directors in developing and facilitating the implementation of the Association's strategic plan; providing technical assistance and support to member agencies on state and federal legislation, policy and regulations, contract expectations, nonprofit management and leadership; preparing agencies for managed care, which also included development and adoption of service outcomes for the industry; managing the resources of the agency to achieve desired goals related to its mission; training and technical assistance, which included the hosting of an annual statewide conference and numerous regional trainings, as well as development of a curriculum on addressing runaway behavior in residential agencies; increasing public awareness on the needs of children and families and member agencies, and advocacy.

HEALTH EDUCATOR
West Virginia Department of Health and Human Resources
Bureau of Public Health/AIDS Program

JUNE 1990-APRIL 1992

Charleston, WV

This was a part time contract position that enabled me to spend time with my infant son, while providing specialized educational programs on HIV/AIDS to all disciplines of health professionals, and assisting health care facilities in the development of policies and protocols to prevent infection. It required ongoing research in public health promotion and AIDS and communicable disease transmission, development of training programs, and shared responsibility to answer calls and questions from the State AIDS Hotline. In response to identified trends, I also developed an educational program to educate women at risk of infection, which included quarterly presentations to incarcerated women at the federal prison in Alderson.

INTERAGENCY COORDINATOR
West Virginia Department of Health and Human Resources
Office of Behavioral Health Services

DECEMBER 1988-SEPTEMBER 1989

Charleston, WV

This contract position, funded under OJJDP, was designed to promote interagency collaboration and joint planning and service delivery between state child serving agencies at both the State and regional levels. Responsibilities included working under the direction of the State Level Interagency Management Team; assisting in the development of local interdisciplinary training model; working on development of new funding mixes/models to maximize all potential resources.

CLINICAL CASE MANGER
West Virginia Department of Health and Human Resources
Office of Social Services

OCTOBER 1987-Nov. 1988

Charleston, WV

This contract position was a result of a project initiated by the Office of Social Services, "Project

Homecoming" to return children placed out of state. Responsibilities included identifying and facilitating the return of youth placed out of state in residential treatment, provision of technical assistance and case consultation to field staff and juvenile probation officers in preventing out of state placement; and negotiation with instate providers to develop service capacity to appropriately serve emotionally disturbed youth. The number of children out of state decreased by over a third (158 to 100) during the time I held this position.

CHILD PROTECTION SERVICES SPECIALIST
Children's Home Society of West Virginia

APRIL 1987-SEPTEMBER 1987
Charleston, WV

Following a move to Charleston, I transferred within the agency and worked in the Charleston Housing Projects providing Child Protective Services. Job responsibilities included screening and investigating complaints of child abuse and neglect, and developing appropriate intervention plans for children and families.

SHELTER DIRECTOR
Children's Home Society of West Virginia, Paul Miller Shelter

DECEMBER 1984-MARCH 1987
Northfork, WV

Directed and managed the operation of a children's emergency shelter serving youth in crisis between the ages of 7-17 years of age. The position entailed development of shelter programming; oversight of all treatment services provided including individual and group counseling, and development of resident treatment plans and behavioral management programs; ensuring compliance with all licensing regulations; development of community resources and fund-raising; staff recruitment, hiring, evaluation, supervision and training; planning for and conducting staff meetings; development of the community advisory council and maintaining relationships with other community resources such as WVDHHR, education, law enforcement and other child serving agencies.

COUNSELOR I
Southern Highlands Community Mental Health Center

DECEMBER 1982-DECEMBER 1984
Welch, WV

Coordinated a pre-vocational and work adjustment program for chronically mentally ill adults, supervising three aide positions, and provided intake, crisis intervention and individual and family counseling for persons in need of mental health treatment. In response to identified service gaps, developed clinical specialties and service to children and families within the Welch clinic.

DEVELOPMENTAL COUNSELING PROGRAM COORDINATOR
Southern Highlands Community Mental Health Center

JULY 1977-DEC. 1982
Welch, WV

Developed and coordinated a two county early intervention program for developmentally delayed children, ages 0-5 years. Responsibilities included program development and management, staff supervision of two aide positions, development of multi disciplinary treatment plans for children and educating parents on specific techniques of intervention.

DEVELOPMENTAL ACTIVITY PROGRAM COORDINATOR
Southern Highlands Community Mental Health Center

1979-1981
Welch, WV

In addition to coordinating the clinic's early intervention program, I also managed a daily day treatment program for mentally disabled adults during a position vacancy freeze coinciding with a colleague's terminal illness. Additional program responsibilities included program planning and

management and supervision of an additional three aide positions.

EDUCATION

MASTER OF SOCIAL WORK West Virginia University	1992-1995 Morgantown, WV
BACHELOR OF ARTS; MAJOR PSYCHOLOGY, MINOR HISTORY Concord College	1973-1977 Athens, WV

SKILLS

- Strategic thinking and policy analysis
- Negotiation and problem solving
- Leadership and management
- Governmental relations
- Team building
- Oral and written communication skills
- Knowledge of mental health, child welfare and juvenile justice service delivery systems in West Virginia, state statute and public policy, and state and federal funding streams
- Self motivated and proficient at multi- tasking
- Excellent computer proficiency

PROFESSIONAL AFFILIATIONS

- Licensed Certified Social Worker, #CP00817429
- Member, Academy of Certified Social Workers
- Member, National Association of Social Workers and former Chair of NASW Action Committee
- Member, Governor's Committee on Crime, Delinquency and Correction since 1996
- Member, Continuing Education Committee, WV Board of Social Work Examiners
- Field Instructor, MSW Program, West Virginia University, Charleston
- 2005 Champion for Children, Coalition for WV's Children
- Past Board member and co-chair of Coalition for WV's Children
- Member of TANF Advisory Council in 2001 and 200
- Member of Governor Manchin's Transition Team for Social Services-Children and Families Subcommittee and Member of Governor *Wise's Transition Team for Children, and Chair of Child Welfare Subcommittee*

REFERENCES

- Sam Hickman, Executive Director, WV Chapter of National Association of Social Workers Charleston, WV (304) 345-6279; email: NASWWV@aol.com
- Dennis Sutton, Executive Director, Children's Home Society of WV, Charleston, WV (304) 346-0795; email: Dsutton@childhswv.org
- Dr. John David Smith, Vice President and Academic Dean, Concord University, Marsh Hall 200 Campus Box Wall • Athens, WV 24712-1000 (304) 384-2541; email: jdsmith@concord.edu
- Mary Katherine Robinson, Administrator, Hubbard Hospice House, Charleston, WV (304)926-2200

WEST VIRGINIA UNIVERSITY



THE SCHOOL OF SOCIAL WORK

KNOW ALL PERSONS BY THESE PRESENTS
THAT THE UNIVERSITY OF WEST VIRGINIA BOARD OF TRUSTEES
UPON THE RECOMMENDATION OF THE FACULTY
HAS CONFERRED UPON

VICKIE LYNN JAMES

THE DEGREE OF

MASTER OF SOCIAL WORK

WITH ALL THE RIGHTS, HONORS AND PRIVILEGES THEREUNTO
APPERTAINING. WITNESS THE SEAL OF THE UNIVERSITY
AND THE SIGNATURES OF ITS DULY AUTHORIZED OFFICERS
HEREUNTO AFFIXED THIS FOURTEENTH DAY OF MAY,
NINETEEN HUNDRED NINETY-FIVE

Neil A. Burchless

PRESIDENT OF THE UNIVERSITY

Robert K. Kasper

DEAN OF THE COLLEGE

John R. Holtz

CHAIR, UNIVERSITY OF WEST VIRGINIA
BOARD OF TRUSTEES

Charles W. Manning

CHANCELLOR, UNIVERSITY OF WEST VIRGINIA
BOARD OF TRUSTEES

State of West Virginia Board of Social Work Examiners

This is to certify that

VICKIE JAMES, MSW

*has met the requirements of this Board and regulations set forth in the West Virginia Code
and is hereby licensed in the professional practice of*

Social Work

at the following level:

CERTIFIED SOCIAL WORKER

subject to provisions of renewal and revocation

License Number

CP00817429

Effective Date

01-Jan-11

Expiration Date

01-Jan-13

sealed and attested


CHAIR


SECRETARY

*IN WITNESS WHEREOF, The WEST VIRGINIA
STATE BOARD OF SOCIAL WORK EXAMINERS,
by virtue of the authority vested in it by Article 30 of
the West Virginia Code of April 9, 1993, has caused
a license to be issued with its seal imprinted on the
date shown above.*

NATIONAL ASSOCIATION OF SOCIAL WORKERS

Certifies that

Vickie Lynn James

*has fulfilled the education, training,
and experience requirements established
by the Competence Certification Commission
and is a member of the*
Academy of Certified Social Workers

MEMBERSHIP ENTRY DATE OF

June 10, 2008

Carol M. Boyd

CAROL M. BOYD, EdD, LCSW, ACSW, C-ASWCM
CHAIR
NASW Competence Certification Commission

Elvira Craig de Silva

ELVIRA CRAIG de SILVA, DSW, ACSW
PRESIDENT
National Association of Social Workers

Elizabeth J. Clark

ELIZABETH J. CLARK, PHD, ACSW, MPH
EXECUTIVE DIRECTOR
National Association of Social Workers

SWEC Contacts

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Email: jdsmith@concord.edu

Dr. Sarah Whittaker, Chair
Department of Social Work
Concord University
PO Box 1000
Athens, WV 24712
Email: whittakers@concord.edu

Gail B. Murano



Education

2007 Bachelor of Social Work, Concord University, Athens, WV
1976 St. Petersburg Junior College

Certifications

WV Social Work License
Finding Words

Experience

2009-2012 Concord Research & Development Corporation, Foster/Adoptive Training Grant Coordinator

Responsibilities included grant preparation and implementation; digitalizing records, curriculum assessment and development, coordinating trainings/meetings, web pages (including WVFACT), and office management. Programs used include Word, Power Point, Excel, Access, Adobe, and Blackboard.

2007 Child Protect
Forensic Interviewer

Forensic Interviewing, responsible for interviews, record keeping, participation in MDIT, and brochure designs.

2007-2009 Children's Home Society, Foster/Adoptive Social Worker

Duties included working with children, WVDHHR staff, natural parents, foster/adoptive parents, appropriate record keeping for both the agency and the WVDHHR (Facts).

2000-2007 Concord University Research & Development Corporation, Secretarial

Responsibilities included office management, grant related duties, media design, and record keeping.

Professional Activities

2012 NASWWV Conference, Co-presented

Community Activities

2007-2009 Child Protect Advisory Board

1994-1997 Board of Education, Berlin, CT

1993-1994 State-wide Quality and Diversity Committee, Berlin, CT

1990-1991 Reach for Recovery Volunteer

1976-1979 Literacy Volunteer

State of West Virginia Board of Social Work Examiners

This is to certify that

GAIL B. MURANO, BSW

*has met the requirements of this Board and regulations set forth in the West Virginia Code
and is hereby licensed in the professional practice of*

Social Work

at the following level:

SOCIAL WORKER

subject to provisions of renewal and revocation

License Number

AP00943005

Effective Date

01-Nov-11

Expiration Date

01-Nov-13

sealed and attested



CHAIR



SECRETARY

*IN WITNESS WHEREOF, The WEST VIRGINIA
STATE BOARD OF SOCIAL WORK EXAMINERS,
by virtue of the authority vested in it by Article 30 of
the West Virginia Code of April 9, 1993, has caused
a license to be issued with its seal imprinted on the
date shown above.*

Detailed Evidence of three (3) other work related experiences with the assistance, development, and implementation of child welfare training activities.

The Concord University Social Work Department has developed and implemented child welfare training since 1974. This training has been informed by best practices and evidenced- based learning. Three of these experiences (with assistance, development, and implementation of child welfare training activities) are highlighted in more detail here. First, Concord University, in conjunction with the Social Work Education Consortium (SWEC) and the Division of Training, assisted, developed, and implemented training based upon assessed areas of need. This specific successful partner began in 1995 and continues today. Within this partnership, we have developed training modules, websites, and assessment activities. Secondly, Concord University piloted the first level of Foster and Adoptive training, PRIDE, in our region. Concord University building upon the partnership and consortium model, assisted in implementing statewide this successful training. Third, Concord University developed and implemented a statewide initiative to bring all existing foster and adoptive parents to a baseline (or above) level of competency. Targeted curriculum for West Virginia was developed in tandem with the Division of Training and implemented statewide in concert with the SWEC Consortium. This level of competency was assessed and highlighted in the Federal Audit. An additional initiative was the expansion of the Level I or pre-service PRIDE training. Again, Concord University piloted Level II training and through the SWEC and in partnership with the Division of Training, facilitated statewide delivery of Level II (in-service) training. This has been successful, resulting in more informed and competent, care of children, in the child welfare system. Pride and Level II may also be found on the website developed for this training, <http://wvfact.com>.