

Baugh Consulting, LLC  
281 N. Mason St.  
PO Box 1612  
Harrisonburg, VA 22803

October 22, 2014

Department of Administration  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

Re: CRFQ 0608 COR1500000019

Dear Ms. Lyle:

Baugh Consulting, LLC is pleased to respond to your PREA Audit – Request for Quotation (RFQ). Baugh Consulting, LLC is a single owner/employee company. I have spent nearly thirty-five (35) years working in the corrections field, to include; community corrections (adult), community residential facilities (adult), juvenile residential facilities, juvenile detention facilities, adult jails and prisons (both private and public). In 2013, I retired from the Iowa Department of Corrections as a Deputy Warden.

Having completed the Prison Rape Elimination Act (PREA) training in June of 2014, for adult facilities, I am well versed in the requirements developed, approved and standardized by the Department of Justice. Baugh Consulting, LLC continues to uphold the PREA standards while assisting entities with suggestions and discussion to further safeguard those individuals under their supervision.

Attached you will find Baugh Consulting, LLC's response to your RFQ. Please feel free to contact me directly at (515) 360-3646 if you have any questions or require any additional information. Thank you for your time and consideration. I look forward to working with you.

Sincerely,



Darlene M. Baugh  
CEO  
piltsbaugh@gmail.com

11/20/14 10:48:07  
West Virginia Purchasing Division

Attachments

Darlene M. Baugh  
Baugh Consulting, LLC  
281 N. Mason St., PO Box 1612  
Harrisonburg, VA. 22803

State of West Virginia  
Request for Quotation  
CRFQ 0607 COR1500000019

## **RFQ RESPONSE**

### **GENERAL TERMS AND CONDITIONS**

- 1. CONTRACTUAL AGREEMENT:**  
Baugh Consulting, LLC acknowledges and accepts this paragraph.
- 2. DEFINITIONS:**  
Baugh Consulting, LLC acknowledges and accepts the definitions listed.
- 3. CONTRACT TERM; RENEWAL; EXTENSION:**  
Baugh Consulting, LLC acknowledges and accepts the time frames listed.
- 4. NOTICE TO PROCEED:**  
Baugh Consulting, LLC acknowledges and accepts this paragraph.
- 5. QUANTITIES:**  
Baugh Consulting, LLC acknowledges and accepts this paragraph.
- 6. PRICING:**  
Baugh Consulting, LLC acknowledges and accepts this paragraph.
- 7. EMERGENCY PURCHASES:**  
Baugh Consulting, LLC acknowledges and accepts this paragraph.
- 8. REQUIRED DOCUMENTS:**  
Baugh Consulting, LLC acknowledges and accepts this paragraph. The PREA Auditor Certification letter and PREA Resource Center documentation for Darlene M. Baugh, is attached to this response.
- 9. WORKERS' COMPENSATION INSURANCE:**  
Baugh Consulting, LLC acknowledges and accepts this paragraph. Ms. Baugh is the sole owner and employee of Baugh Consulting LLC. Therefore, does not carry Workers' Compensation Insurance.

**10. LITIGATION BOND:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**11. LIQUIDATION DAMAGES:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**12. ACCEPTANCE/ REJECTION:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**13. FUNDING:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**14. PAYMENT:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**15. TAXES:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**16. CANCELLATION:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**17. TIME:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**18. APPLICABLE LAW:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**19. COMPLIANCE:**

Baugh Consulting, LLC acknowledges that it has reviewed, understands and will comply with all applicable law.

**20. PREVAILING WAGE:**

Baugh Consulting, LLC acknowledges this paragraph, although it appears to be non-applicable to this potential contract as Ms. Baugh is the sole owner and employee.

**21. ARBITRATIONS:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**22. MODIFICATIONS:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**23. WAIVER:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**24. SUBSEQUENT FORMS:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**25. ASSIGNMENT:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**26. WARRANTY:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**27. STATE EMPLOYEES:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**28. BANKRUPTCY:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**29. CONFIDENTIALITY:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**30. DISCLOSURE:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**31. LICENSING:**

Baugh Consulting, LLC acknowledges and accepts this paragraph. It has filed for licensure in the State of West Virginia through the Secretary of State and has filed paperwork through the West Virginia Tax Department

Two additional documents have been attached to this Response: (1) Certificate of Fact (Good Standing) for the state of Virginia; and a (2) Certificate of Insurance, naming West Virginia as a covered entity.

**32. ANTITRUST:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**33. VENDOR CERTIFICATIONS:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**34. PURCHASING CARD ACCEPTANCE:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**35. VENDOR RELATIONSHIP:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**36. INDEMNIFICATION:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**37. PURCHASING AFFIDAVIT:**

Baugh Consulting, LLC acknowledges and accepts this paragraph. Note attached signed and notarized Purchasing Affidavit.

**38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**39. CONFLICT OF INTEREST:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**40. REPORTS:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**41. BACKGROUND SEARCH:**

Baugh Consulting, LLC acknowledges and accepts this paragraph. Ms. Baugh is the sole owner and employee of Baugh Consulting LLC. She will willingly complete fingerprinting as scheduled.

**42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:**

Baugh Consulting, LLC acknowledges this paragraph, although it appears to be non-applicable to this potential contract.

**43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS AND STEEL:**

Baugh Consulting, LLC acknowledges this paragraph, although it appears to be non-applicable to this potential contract.

## SPECIFICATIONS

**1. PURPOSE AND SCOPE:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**2. DEFINITIONS:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

It should be noted that Ms. Baugh is certified to complete PREA audits for Adult Prisons, Lock-ups, Jails and Community Confinement. She is not certified to complete Juvenile Audits.

**3. QUALIFICATIONS:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

It should be noted that Ms. Baugh is certified to complete PREA audits for Adult Prisons, Lock-ups, Jails and Community Confinement. She is not certified to complete Juvenile Audits.

A copy of Ms. Baugh's Certification is attached to this response.

**4. MANDATORY REQUIREMENTS:**

Baugh Consulting, LLC acknowledges and accepts this paragraph **with the following additions:**

4.1.1 Agency shall complete and provide auditor with pre-audit questionnaire thirty (30) days prior to on-site visit.

4.1.2 Auditor will provide feedback during on-site visit.

4.1.2 Auditor will review files of all investigations completed during specified time frames.

4.1.3 If facility is designated as in need of a Corrective Action Plan, the facility will be aware before the interim report is completed (and if possible during the site visit). The auditor will work with the facility to improve the findings.

**5. CONTRACT AWARD:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

The Pricing Pages are attached to this response. It should be noted that this vendor was unable to unprotect these pages. An email was sent to Ms. Lyle who stated: "If you are submitting a paper bid, you may print out the pricing pages and manually enter the pricing information", therefore pricing is handwritten.

**6. PERFORMANCE:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**7. PAYMENT:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**8. TRAVEL:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**9. FACILITIES ACCESS:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**10. VENDER DEFAULT:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

**11. MISCELLANEOUS:**

Baugh Consulting, LLC acknowledges and accepts this paragraph.

Contract Manager: Darlene M. Baugh

Telephone Number: (515) 360-3646

Fax Number: None

Email Address: piltsbaugh@gmail.com

## ATTACHMENTS

1. Certificate and Signature page
2. Cover Sheet Vendor Identification and Signature Page
3. Addendum Acknowledgment Form
4. Vendor Preference Form
5. PREA Certification
6. PREA Resource Center Verification
7. Virginia Certificate of Fact
8. Certificate of Insurance Coverage
9. Purchasing Affidavit
10. Copy of Submitted Vendor Registration Form
11. Pricing Sheet – Attachment A  
Note: Baugh Consulting is not bidding on Juvenile Facilities. Ms. Baugh is certified in adult jails, prisons, lock-ups and community confinement.
12. Pricing Sheet – Attachment B
13. E-mail with Ms. Tara Lyle  
Included in attachments as it was noted in response.

Note: Baugh Consulting, LLC has submitted the required forms to the appropriate agencies: Department of Administration, Secretary of State and the Tax Department. Baugh Consulting, LLC has also register on wvOASIS and Business4wv.



**CERTIFICATION AND SIGNATURE PAGE**

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Baugh Consulting, LLC  
(Company)

Darlene M Baugh, CEO  
(Authorized Signature) (Representative Name, Title)

(515) 360-3646                      11-17-14  
(Phone Number) (Fax Number) (Date)



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

State of West Virginia  
 Request for Quotation  
 33 - Service - Misc

Proc Folder: 33335

Doc Description: PREA auditor for DMAPS

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2014-11-10	2014-11-26 13:30:00	CRFQ 0608 COR1500000019	1

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

Baugh Consulting, LLC  
 281 N. Mason St, PO Box 1612  
 Harrisonburg, VA 22840  
 (515) 360-3646

**FOR INFORMATION CONTACT THE BUYER**

Tara Lyle  
 (304) 558-2544  
 tara.l.yle@wv.gov

Signature X

*Darlene M. Baugh*

FEIN # 47-1773289

DATE 11-17-14

All offers subject to all terms and conditions contained in this solicitation

**AGREEMENT ADDENDUM**

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **DISPUTES** - Any references in the agreement to arbitration or to the jurisdiction of any court are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. **HOLD HARMLESS** - Any provision requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. **PAYMENT** - Any references to prepayment are deleted. Payment will be in arrears.
6. **INTEREST** - Any provision for interest or charges on late payments is deleted. The Agency has no statutory authority to pay interest or late fees.
7. **NO WAIVER** - Any language in the agreement requiring the Agency to waive any rights, claims or defenses is hereby deleted.
8. **FISCAL YEAR FUNDING** - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATION** - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **FEES OR COSTS** - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages to a certain dollar amount or to the amount of the agreement is hereby deleted. Limitations on special, incidental or consequential damages are acceptable. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor. Agency agrees to pay Vendor for services rendered or goods received prior to the effective date of termination.
15. **TERMINATION CHARGES** - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** - Any reference to automatic renewal is deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** - Any provision requiring the Agency to purchase insurance for Vendor's property is deleted. The State of West Virginia is insured through the Board of Risk and Insurance Management, and will provide a certificate of property insurance upon request.
18. **RIGHT TO NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **CONFIDENTIALITY** - Any provision regarding confidentiality of the terms and conditions of the agreement is hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act.
21. **AMENDMENTS** - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

**ACCEPTED BY:**

**STATE OF WEST VIRGINIA**

Spending Unit: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**VENDOR**

Company Name: Baugh Consulting, LLC

Signed: Darlene M. Baugh

Title: CEO

Date: 11-17-14

## 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 Vendor Preference, if applicable.

1. **Application is made for 2.5% 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% 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% 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% 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% 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% 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.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**  
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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: Baugh Consulting, LLC

Signed: *Darlene M. Baugh*

Date: 11-17-14

Title: CEO

Sarah True  
No recipients

Wed, Jul 23 5:32 PM

## PREA Auditor Certification Information

Hello,

This email is to notify you that you have passed the background records check and have now been added to the Certified Auditors list on the PREA Resource Center website. This can serve as documentation of your certification as a Department of Justice PREA Auditor. [Click here to view the webpage.](#)

Please review the information included with your name and let me know if you have any edits or adjustments. The email address at which you are receiving this email is what is linked to your contact form on this webpage. If you would like to receive communication from this contact form to a different email address, please send that to me.

Let me know if you have questions.

Thank you,  
Sarah

Sarah True | Program Associate | National Council on Crime and Delinquency  
National PREA Resource Center  
800-306-6223 (O)  
[strue@nccdglobal.org](mailto:strue@nccdglobal.org) | [www.nccdglobal.org](http://www.nccdglobal.org)  
[www.prearesourcecenter.org](http://www.prearesourcecenter.org)

- [Audit Instruments](#)
- [Audit Process and Appeals](#)
- [Auditor Qualifications and Application](#)
- [List of Certified Auditors](#)
- [Auditor Trainings](#)

## List of Certified Auditors

Additional names will be listed as pending certifications are finalized.

*Auditors submitted the bio information found below. The National PREA Resource Center posted only those bios from certified auditors who consented and made only minor spelling, punctuation, and grammar changes.*

**Type of Certification**

**Search by City**

**Or by state**

**Keyword search**

**Auditors per page:**

**Apply**

### Tammy Barbetto

Oakwood, VA

[Contact Tammy](#)

Certification: Adult Facilities

[Read More about Tammy](#)

### Alton Baskerville

Sandy Hook, VA

[Contact Alton](#)

Certification: Adult Facilities

[Read More about Alton](#)

### Darlene Baugh

McGaheysville, VA

[Contact Darlene](#)

Certification: Adult Facilities

[Read More about Darlene](#)

Darlene is currently retired from the Iowa DOC, where she last served as a deputy warden of the Fort Dodge Correctional Facility. Prior to that position, she served as assistant deputy director for Western Operations. She has spent more than 30 years working in corrections in both private and state systems, as well as field, residential, and institutional settings.

### Mark Flowers

Moseley, VA

[Contact Mark](#)

Certification: Adult Facilities

[Read More about Mark](#)

### Daniel Grimes

Stafford, VA

[Contact Daniel](#)

Certification: Adult Facilities

[Read More about Daniel](#)

### Gerald Grogan

Newport News, VA

Search the PREA Library for Articles and Resources:

### Sign Up for Updates

The PREA Resource Center will provide information on upcoming events, new resources to our library, and PREA-related issues in the news. Sign up to receive our communications via email.

**SIGN UP**

# Commonwealth of Virginia



## State Corporation Commission

### CERTIFICATE OF FACT

*I Certify the Following from the Records of the Commission:*

That Baugh Consulting, LLC is duly organized as a limited liability company under the law of the Commonwealth of Virginia;

That the date of its organization is August 12, 2014; and

That the limited liability company is in existence in the Commonwealth of Virginia as of the date set forth below.

Nothing more is hereby certified.



*Signed and Sealed at Richmond on this Date:  
October 15, 2014*

*Joel H. Peck*  
Joel H. Peck, Clerk of the Commission





STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"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.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Darlene M. Baugh

Authorized Signature: *Darlene M. Baugh* Date: 11-17-14

State of Virginia

County of Rockingham, to-wit:

Taken, subscribed, and sworn to before me this 17 day of Nov, 2014.

My Commission expires 11-30, 2018.

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

*Robert Lee Frick*  
Purchasing Affidavit (Revised 07/01/2012)

**RAWASH K AFRIDI  
NOTARY PUBLIC 7606853  
COMMONWEALTH OF VIRGINIA  
MY COMMISSION EXPIRES 11-30-2018**

STATE OF WEST VIRGINIA - PURCHASING DIVISION

**VENDOR REGISTRATION AND DISCLOSURE STATEMENT  
AND SMALL, WOMEN-, AND MINORITY-OWNED BUSINESS  
CERTIFICATION APPLICATION**

Before a vendor is eligible to sell goods and/or services to the State of West Virginia, the *West Virginia Code* §5A-3-12 requires all vendors to have on file with the West Virginia Purchasing Division a completed Vendor Registration and Disclosure Statement. All vendors wishing to participate in the competitive bid process and receive purchase orders from the State of West Virginia exceeding \$1,000 are required to complete the Vendor Registration and Disclosure Statement (WV-1 form) and pay a \$125.00 annual fee. Payment of the annual fee includes email notifications on bid opportunities based on the commodities and services selected upon registering in the Vendor Self-Service (VSS) portal at [wvOASIS.gov](http://wvOASIS.gov). Please complete this form in its ENTIRETY and return it with a check or money order made payable to the STATE OF WEST VIRGINIA in the amount of \$125.00. Incomplete forms will not be processed and will be returned to the vendor. Please send completed form and payment to:

Purchasing Division - Vendor Registration  
2019 Washington Street East  
Charleston, WV 25305-0130

Whenever a change occurs in the information submitted, such change shall be reported immediately in the same manner as required in the original disclosure statement (*West Virginia Code* §5A-3-12). Vendors doing business with the State of West Virginia are expected to abide by the Vendor Code of Conduct available online at <http://www.state.wv.us/admin/purchase/vrc/vendorconduct.pdf>.

**Privacy Notice:** The Purchasing Division is required to collect certain information as stated in *West Virginia Code* §5A-3-12, other applicable sections of the *West Virginia Code*, the Vendor Registration and Disclosure Statement forms, and other documents to facilitate the state bidding and contract administration processes. This information is stored in a secure environment, but unless specifically protected under state law, any information provided may be inspected by or disclosed to the public.

Vendors are also required to 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, West Virginia Insurance Commission, or other state agencies or political subdivisions. Failure to do so may result in delay of or disqualification from a contract award pursuant to *West Virginia Code of State Rules* §148-1-6.1.7. If you have any questions concerning this Vendor Registration and Disclosure Statement, please contact the Purchasing Division at (304) 558-2311.

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION  
To Be Completed by the Vendor and Returned to the Purchasing Division

1. Legal Name of Company/Individual Baugh Consulting, LLC  
DBA, if any \_\_\_\_\_  
Bidding Address 281 N. Mason St., PO Box 1612  
City, State, Zip Harrisonburg, VA 22803  
Principle Contact Person Darlene M. Baugh E-mail piltsbaugh@gmail.com  
Telephone Number (515) 360-3646 Fax Number None

# VENDOR REGISTRATION AND DISCLOSURE STATEMENT AND SMALL, WOMEN-, AND MINORITY-OWNED BUSINESS CERTIFICATION APPLICATION

**PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION**  
*To Be Completed by the Vendor and Returned to the Purchasing Division*

**2. Vendor Classified As:**

- |  |   |
|--|---|
| <input type="checkbox"/> Individual<br><input type="checkbox"/> Sole Proprietor<br><input type="checkbox"/> Partnership<br><input checked="" type="checkbox"/> Corporation<br><input type="checkbox"/> Board Member<br><input type="checkbox"/> Trust<br><input type="checkbox"/> Estate | <input type="checkbox"/> Government<br><input type="checkbox"/> Medical Corporation<br><input type="checkbox"/> Attorney Corporation<br><input type="checkbox"/> Non-Profit Organization<br><input type="checkbox"/> Payroll<br><input type="checkbox"/> Employee |
|--|---|

**3. Taxpayer Identification Number (TIN):** If you have an Identification Number, enter it below. All partnerships, corporations, or companies with employees must have an EIN.

4 7 1 7 7 3 2 8 9 EIN

If you do not have a EIN, please enter Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN) or Adoptive Identification Number (ATIN) and check the correct below.

                    - (SSN , ITIN , ATIN )

**4. (A) Small, Women-Owned, Minority-Owned Businesses**

*West Virginia Code §5A-3-59* establishes a procurement certification program in West Virginia for small, women-, and minority-owned businesses. Requirements related to the certification program are provided in the *West Virginia Code of State Rules §148-2-1* et seq. Note that this certification provides nonresident vendors preference that is equivalent to competing resident (West Virginia) vendors that have applied for resident vendor preference, in accordance with *West Virginia Code §5A-3-37*. This certification may assist resident small, women-, and minority-owned businesses when soliciting business in other states.

**Certification of Status** (Check all those which apply)

- Minority-owned Business [1]** means a business concern that is at least fifty-one percent owned by one or more minority individuals or in the case of a corporation, partnership, or limited liability company or other entity, at least fifty-one percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.
  - A "minority individual" means an individual who is a citizen of the United States or a noncitizen who is in full compliance with United States immigration law and who satisfies one or more of the following definitions:
    - **African American** means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.

# VENDOR REGISTRATION AND DISCLOSURE STATEMENT AND SMALL, WOMEN-, AND MINORITY-OWNED BUSINESS CERTIFICATION APPLICATION

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION  
To Be Completed by the Vendor and Returned to the Purchasing Division

- **Asian American** means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands, including, but not limited to, Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
- **Hispanic American** means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
- **Native American** means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

**Small Business [2]** means a business, independently owned or operated by one or more persons who are citizens of the United States or noncitizens who are in full compliance with United States immigration law, which, together with affiliates, has two hundred fifty or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.

**Women-owned Business [3]** means a business concern that is at least fifty-one percent owned by one or more women who are citizens of the United States or noncitizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least fifty-one percent of the equity ownership interest is owned by one or more women who are citizens of the United States or noncitizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or noncitizens who are in full compliance with United States immigration law.

## (B) Other Federal Designations

Additionally, by providing the following information, I represent that this enterprise is a small business as defined by the **Code of Federal Regulations**, Title 13, Part 121, as appended - which contains detailed industry definitions and related procedures - and/or the characteristics of the enterprise's control, operation and/or ownership are accurately reflected in the information provided. *Check all that apply.*

Disabled Small Business Ownership [4]

Veteran Small Business Ownership [5]

5. Are you registering as a new vendor with the Purchasing Division?  No  Yes

6. Are you updating the information previously submitted?  No  Yes

# VENDOR REGISTRATION AND DISCLOSURE STATEMENT AND SMALL, WOMEN-, AND MINORITY-OWNED BUSINESS CERTIFICATION APPLICATION

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION  
To Be Completed by the Vendor and Returned to the Purchasing Division

7. Are you completing this form to register a branch/division/subsidiary?  No  Yes

8. Is the Legal Company's address the same for ordering and payment?  No  Yes

If the ordering or payment addresses are different for the Parent Company or the branches, divisions or subsidiaries, please enter this information below:

Ordering  Payment

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Ordering  Payment

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

9. **Commodity Codes:** You may register for commodity codes for the products and services that you offer, which will provide you with bid opportunity alerts and notifications should you become a paid registered vendor. To perform this function, visit the Vendor Self-Service (VSS) Portal at [wvOASIS.gov](http://wvOASIS.gov).

10. List the name, title, city and state of residence for all owners/officers. If the vendor is an individual, list his or her name and city and state of residence, and, if he or she has associates or partners sharing in his or her business, list their names and city and state of residence. If the vendor is a firm, list the name and city and state of residence of each member, partner or associate of the firm. If the vendor is a corporation created under the laws of this state or authorized to do business in this state, list the names and city and state of residence of the president, vice president, secretary, treasurer and general manager, if any, of the corporation; and the names and city and state of residence of each stockholder of the corporation owning or holding at least ten percent of the capital stock thereof. Attach an additional sheet if space is needed.

Name	Position	City and State of Residence
Darlene M. Baugh	CEO	McGaheysville, VA

If the vendor has only one owner/officer, list the name, position, and city and state of residence above and please initial here: DMB

# VENDOR REGISTRATION AND DISCLOSURE STATEMENT AND SMALL, WOMEN-, AND MINORITY-OWNED BUSINESS CERTIFICATION APPLICATION

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION  
To Be Completed by the Vendor and Returned to the Purchasing Division

11. List the name and telephone number of one or more banking institutions to serve as reference for the vendor.  
Farmers and Merchants Bank, (540) 433-7575

12. What is the latest Dun & Bradstreet number and rating on the vendor? 07-957-5337

13. Is the vendor acting as an agent for some other individual, firm or corporation? If yes, attach statement of the principal authorizing such representation.

No

Yes

By signing below and submitting this form, the vendor certifies and acknowledges that: 1) it has obtained all licenses, certifications, and authorizations necessary to lawfully conduct business in the state of West Virginia; and 2) that the assertions made by completing this form and delivering it to the Purchasing Division are accurate and true in accordance with the applicable law and rules. As authorized agent of the vendor named herein, I do solemnly swear that the above information is true and complete, in accordance with *West Virginia Code* §5A-3-12(e).

In the event that the vendor is applying for certification as a small, women-, or minority-owned business, the vendor's signature below further certifies that: 1) the state in which the vendor has its headquarters or principal place of business does not deny a like certification to a West Virginia based small, women-owned, or minority-owned business; 2) the state in which the vendor has its headquarters or principal place of business does not provide a preference to small, women-owned, or minority-owned firms that is unavailable to West Virginia based businesses; and, 3) that it has read and understands this form, along with the law and rules governing certification as a small, women-owned, or minority-owned business.

Darlene M. Baugh

Authorized Agent of Vendor (Print Name)

*Darlene M. Baugh*  
Authorized Agent (Signature)

CEO

Title

11-17-14

Date

**PURCHASING DIVISION  
USE ONLY**

Vendor ID: \_\_\_\_\_

Check No. : \_\_\_\_\_

Memo No. : \_\_\_\_\_

Date: \_\_\_\_\_

Entered by: \_\_\_\_\_

Division of Juvenile Services

Item No.	Facility Name	Address	Type	Inmate Population	Gender	Unit of Measure	Price Per Facility/Audit
1	Kenneth "Honey" Rubenstein Juvenile Center	141 Forestry Camp Road Davis WV 26260	Minimum	84	M	EA	0
2	Donald R. Kuhn Juvenile Dx & Detention	One Lory Place Julian WV 25529	Male Corr-Dx.-Detention	46	M/F	EA	0
3	Lorrie Yeager Jr. Juvenile Center	907 Mission Drive Parkersburg WV 26101	Detention	24	M/F	EA	0
4	Sam Perdue Juvenile Center	843 Shelter Road Princeton WV 24739	Sex Offenders	24	M/F	EA	0
5	Tiger Morton Juvenile Center	60 Manfred Holland Way Dunbar WV 25064	Detention & Wellness	24	M/F	EA	0
6	Northern Regional Juvenile Center	P.O. Box 6041 Wheeling WV 26003	Deten & Female Corr	24	M/F	EA	0
7	Vicki V. Douglas Juvenile Center	900 Emmett Rousch Drive Martinsburg WV 25401	Detention	24	M/F	EA	0
8	J.M. "Chick" Buckbee Juvenile Center	One Jerry Lane Augusta WV 26704	Deten & Male Corr	24	M/F	EA	0
9	Gene Spadaro Juvenile Center	106 Martin Drive Mt. Hope WV 25880	Detention	24	M/F	EA	0
10	Robert L. Shell Juvenile Center	2 O'Hanlon Place Barboursville WV 25504	Status Offenders	24	M/F	EA	0

**OVERALL TOTAL COST:** 0

**Bidder/Vendor Information:**

*Ms. Baugh is not certified to Complete Juvenile Facilities*

Name:	
Address:	
Phone No.:	
Fax No.:	
Email Address:	
Authorized Signature	

## WV Division of Corrections, Stevens Correctional Center and McDowell County Correctional Center

Item No.	Facility Name	Address	Type	Inmate Population	Gender	Unit of Measure	Price Per Facility/Audit
1	Anthony Correctional Center	HC 70, Box N-1 White Sulphur Springs, 24986	Minimum - Youthful Offender 18-26 yrs	220	M/F	EA	\$ 2860.-
2	Beckley Correctional Center	111 S. Eisenhower Drive Beckley, 25801	Minimum/Work Release	59	M/F	EA	\$ 2535
3	Charleston Correctional Center	607 Brooks Street Charleston, WV 25301	Minimum	66	M/F	EA	\$ 2665.-
4	Denmar Correctional Center	HC 64, Box 125 Hillsboro, 24946	Medium	216	Male	EA	\$ 3020.-
5	Huttonsville Correctional Center	US Rt. 250 South Huttonsville, 26273	Maximum	1184	Male	EA	\$ 3030.-
6	Lakin Correctional Center	11264 Ohio River Road West Columbia, 25287	Multi-Security	455	Female	EA	\$ 3210.-
7	Martinsburg Correctional Center	38 Grapevine Road Martinsburg, 25401	Intake/Maximum	120	Male	EA	\$ 2830.-
8	Mt. Olive Correctional Complex	1 Mountainside Way Mt. Olive, 25185	Maximum/Medium	1126	Male	EA	\$ 2930.-
9	Northern Correctional Facility	112 Northern Regional Correctional Drive Moundsville, WV 26041	Maximum	253	Male	EA	\$ 3180
10	Ohio County Correctional Complex	1501 Eoff Street Wheeling, 26003	Community/Minimum	66	Male	EA	\$ 2810
11	Parkersburg Correctional Center	225 Holiday Hills Drive Parkersburg, 26170	Minimum	30	Male	EA	\$ 2885.-



## WV Division of Corrections, Stevens Correctional Center and McDowell County Correctional Center

Item No.	Facility Name	Address	Type	Inmate Population	Gender	Unit of Measure	Price Per Facility/Audit
12	Pruntytown Correctional Center	Rt. 4, Box 49A Grafton, 26354	Minimum/Medium	369	Male	EA	\$ 3180 -
13	Salem Correctional Center	7 Industrial Blvd. Industrial, WV 26426	Minimum/Medium	400	Male	EA	\$ 3230 -
14	St. Mary's Correctional Center	2880 N. Pleasants Highway St. Mary's, 26170	Medium	554	Male	EA	\$ 3180 -
15	Stevens Correctional Center	795 Virginia Avenue Welch, WV 24801	Medium	223	Male	EA	\$ 3080 -
16	McDowell County Correctional Center	50 Court Street Welch, WV 24801	Medium	223	Male	EA	\$ 3080

OVERALL TOTAL COST:

\$ 47,705 -

## NOTES:

- A. Mt. Olive Correctional Center and Huttonsville Correctional Center have work camps outside of the fence. This inmate population is included in the facility population numbers set forth above.
- B. Stevens Correctional Center and McDowell County Correctional Center have a combined inmate population of 446

## Bidder/Vendor Information:

Name:	Baugh Consulting, LLC
Address:	281 N. Mason St, PO Box 1612 Harrisonburg, VA 22803
Phone No.:	(515) 360-3646
Fax No.:	none
Email Address:	piltsbaugh@gmail.com
Authorized Signature	Darlene M. Baugh

Darlene Baugh  
to Lyle, Tara L

11/17/2014 10:28 AM

RE: CRFQ 0608 COR1500000019

Thank you.

On Nov 17, 2014 10:20 AM, "Lyle, Tara L" <Tara.L.Lyle@wv.gov> wrote:

Ms. Baugh,

If you are submitting a bid electronically through the wvOASIS system, you will need to provide the pricing in the system. If you are submitting a paper bid, you may print out the pricing pages and manually enter the pricing information.

Any additional questions, please let me know.

Thanks,  
Tara

**From:** piltsbaugh@gmail.com [<mailto:piltsbaugh@gmail.com>]  
**Sent:** Monday, November 17, 2014 8:14 AM  
**To:** Lyle, Tara L  
**Subject:** CRFQ 0608 COR1500000019  
**Importance:** High

Ms. Lyle,

I am currently in the process of writing a response to this RFQ. However, I am having difficulty converting the Facility /Cost Tables into a document where I can type into the table. Do you have these documents in a Word / unprotected format?

**Thank you for your time.**

**Darlene M. Baugh**

**Baugh Consulting, LLC**

515 360-3646

piltsbaugh@gmail.com

**Sent from Windows Mail**

Baugh Consulting, LLC  
281 N. Mason St.  
PO Box 1612  
Harrisonburg, VA 22803

November 19, 2014

Department of Administration  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

Re: CRFQ 0608 COR1500000019

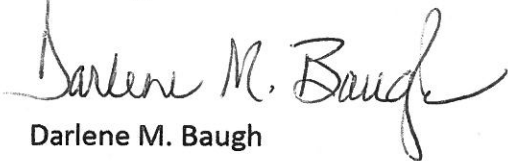
Dear Ms. Lyle:

I have just reviewed the "SOLICITATION NUMBER: COR1500000019 / Addendum Number 1" documentation. Unfortunately, just this morning, I forwarded my response to your RFQ. The questions and answers in your Addendum, however, will not change any statements in my response.

Attached you will find Baugh Consulting, LLC's "Addendum Acknowledgement Form" for Addendum Number 1. Please attach this Form to my RFQ response.

Please feel free to contact me directly at (515) 360-3646 if you have any questions or require any additional information. Thank you for your time and consideration. I look forward to working with you.

Sincerely,



Darlene M. Baugh  
CEO  
pilttsbaugh@gmail.com

Attachment

11/21/14 10:40:08  
West Virginia Purchasing Division

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: COR1500000019**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

Baugh Consulting, LLC  
Company  
Darlene M. Baugh  
Authorized Signature  
11-19-14  
Date

**NOTE:** This addendum acknowledgement should be submitted with the bid to expedite document processing.

Baugh Consulting, LLC  
281 N. Mason St.  
PO Box 1612  
Harrisonburg, VA 22803

November 25, 2014

Department of Administration  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

Dear Ms. Lyle:

I have just review the "SOLICITATION NUMBER: COR1500000019 / Addendum Number 2". As you may be aware, I have previously submitted my response to your RFQ, as well as the Acknowledgement Form for Addendum Number 1.

Attached you will find Baugh Consulting, LLC's "Addendum Acknowledgement Form for Addendum Number 2". Please attach this form to my RFQ response.

Please feel free to contact me directly at (515) 360-3646 if you have any questions or require any additional information. Thank you for your time.

Sincerely,



Darlene M. Baugh  
CEO

[piltsbaugh@gmail.com](mailto:piltsbaugh@gmail.com)

Attachment

12/01/14 11:00:52  
West Virginia Purchasing Division

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: COR1500000019**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input type="checkbox"/> Addendum No. 1            | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

Baugh Consulting, LLC  
Company

Barbara M. Baugh  
Authorized Signature

11-25-14  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

Baugh Consulting, LLC  
281 N. Mason St.  
PO Box 1612  
Harrisonburg, VA 22803

November 26, 2014

Department of Administration  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

Dear Ms. Lyle:

I have just reviewed "SOLICITATION NUMBER: COR1500000019 / Addendum Number 3". As you may be aware, I have and am mailing each of the three (3) Acknowledgement Forms separately. Please ensure that all three (3) are attached to my RFQ response.

Thank you for your attention to these details.

Sincerely,



Darlene M. Baugh  
CEO

[piltsbaugh@gmail.com](mailto:piltsbaugh@gmail.com)

Attachment

12/01/14 09:30:43AM  
West Virginia Purchasing Division



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: COR1500000019**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input type="checkbox"/> Addendum No. 1            | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

Baugh Consulting, LLC  
Company

Narune M. Baugh  
Authorized Signature

11-26-14  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.