



Collective Impact

Phone: 724-728-3368
Fax: 866-618-3968

Fax

To: Melissa Pettry

From: Karen Bailey

Fax: 1-304-558-3970

Pages: 49

Re: Bid Submission

Date: February 24, 2016

Hello Melissa Pettry:

The attached fax is the bid the West Virginia Development Office (WVDO) to establish a contract to provide an assessment of the West Virginia Flex-E-Grant program. (DEV1600000002) The deadline for submission of this bid is today at 1:30 pm ? Wednesday, February 24, 2016.

Thanks,
Karen Bailey

02/24/16 12:05:55
WV Purchasing Division

1597 Washington Pike Suite B14-138, Bridgeville, PA 15017

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February 24, 2016

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

To Whom It May Concern:

Please accept these documents in response to **Request for Quotation - Flex-E Grant Assessment For West Virginia - CRFQ 0307 DEV1600000002**. Attached you will find all required bid forms. In addition, below is a brief description of the mandatory requirements for the assessment project and Collective Impact's qualifications related to the project.

Thank you for the opportunity to submit these materials for review. Should you have any questions, please don't hesitate to contact me.

Regards,

A handwritten signature in black ink, appearing to read "Bruce E. Decker".

Bruce E. Decker, Founder/Owner
Collective Impact, LLC

16 Owls Lair Drive, Huntington, WV 25701 • 724.728.3368 • emailus@collectiveimpact.com

Project Overview

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Development Office to establish a one-time contract to provide an assessment of the West Virginia Flex-E-Grant program per the attached specifications, bid requirements, and terms and conditions.

Mandatory Requirements – Scope of Work

4. Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below. Mandatory Contract Deliverables

- 4.1.1.1 The Vendor will present a draft report to the program stakeholders (WVDO, Benedum Foundation, and ARC) by August 16, 2016 that will enable the program stakeholders to review the draft report and suggest any changes to the Vendor.
- 4.1.1.2 The Vendor will submit via email to James.E.Bush@wv.gov a final report that must include an executive summary by September 16, 2016.
- 4.1.1.3 The draft report and the final report must include a literature review describing the current thinking, theories, and best practices on developing community capacity-building in rural areas.
- 4.1.1.4 The draft report and final report must include a detailed description of the key factors for community readiness and ability to create, institutionalize, and sustain community improvement efforts. A clear picture or model of what constitutes community readiness and capacity in rural areas should be made. This will be developed through examination of completed Flex-E-Grant projects as described in 4.1.2 Mandatory Contract Services.
- 4.1.1.5 The draft report and final report must include recommendations for the design and implementation of the FEG program that will promote the key factors identified for community readiness and ability to create, institutionalize, and sustain community improvement efforts.

4.1.2 Mandatory Contract Services

- 4.1.2.1 Pre-Assessment Phase:** WYDO staff will develop and make available to the Vendor a database containing relevant information on all 183 mini-grant projects from FY 2009 through and including FY 2013. The database will include information such as project geography (counties served by the project), project type (capacity building focused on individuals, organizations, or community), and project area of emphasis (economic development, local food system, community health, human resource development, energy efficiency, downtown improvements, etc.).
- 4.1.2.2 Assessment Phase 1:** Based upon a review of the database, and in consultation with WVDO staff, a universe of approximately 50 projects will be assembled. The Vendor will review the project application and final report for each these 50 projects to gain a better understanding of the purpose, scope, and impact of the projects.
- 4.1.2.3 Assessment Phase 2:** Based upon the Phase 1 review, and in consultation with WVDO staff, approximately 25 projects will be selected for further research (surveys, phone interviews) to obtain information on the key factors for creating, institutionalizing, and sustaining community and regional scale improvement efforts.
- 4.1.2.4 Assessment Phase 3:** From the projects selected in Phase 2, and in consultation with WYDO staff, approximately 15 projects will be selected for in-depth research and analysis (site visits, interviews, etc.) of the key factors for project success and barriers to success. Information gleaned from the site visits will result in approximately 15 case studies.

Upon receipt of award, Collective Impact would work with project contacts to determine specific project components and develop a milestone-based timeline for completion of key tasks and deliverables. In addition, project assessment domains would be identified to organize the project and the final assessment report document.

Relevant Experience/Qualifications

Since 2001, Collective Impact has provided capacity building services to help organizations and communities thrive. We have extensive knowledge and expertise working with non-profit organizations, government agencies, municipalities, counties, states, faith-based entities, ministries, entrepreneurs, foundations, networks, associations, systems, collaborative groups and multidisciplinary teams. We serve clients tackling issues in numerous fields, including early childhood development, family support, human services, youth development, health, education, affordable housing, seniors/aging, community economic development, child welfare, mental/behavioral health, addiction, problem gambling, city planning, law enforcement/justice, transportation, arts and culture, recreation and others.

Collective Impact has extensive experience serving clients in urban, rural and economically distressed communities in numerous states including Florida, Georgia, Illinois, Kansas, Kentucky, Louisiana, Michigan, New York, North Carolina, Ohio, Pennsylvania, South Carolina and West Virginia, and are always seeking to expand our services into new areas. We understand the unique strengths, challenges and opportunities faced by our clients and offers a variety of innovative consulting, media and technology services to build capacity with organizations and communities to help them achieve their mission and thrive. These include the following:

Planning and Change Management

- Development of Vision, Mission, and Core Values
- Strategic Thinking and Planning
- Logic Model - Theory of Change Development
- Program and Project Development and Coordination

Assessment and Evaluation

- Community Needs Assessment
- Organizational Assessment
- System and Market Analysis/ Feasibility and Impact Studies
- Process and Outcome Evaluation

Financial Resource Development

- Cost Benefit and Sustainability Analysis
- Grant and Proposal Writing
- Strategic Funding Research
- Financial Resource Analysis and Planning

Branding Communication

- Communication Analysis and Planning
- Marketing and Communication Materials
- Public Opinion and Market Research
- Promotional and Social Marketing Campaigns

Training and Facilitation

- Workshops and Trainings
- Group and Team Facilitation
- Coaching and Mentoring

Collective Impact Models and Tools

- Community Design Innovations (collective impact)
- Venue Internet Tools (Information Technology Services)

Collective Impact has a unique understanding of the systems within which people and their organizations operate and has worked with various organizations and communities to facilitate their strategic planning efforts, to obtain input from diverse groups of stakeholders, and to assess, evaluate and analyze their internal and external environments. This understanding allows us to develop processes that help interested groups identify realistic solutions to make great impact within their organizations and communities. We use multiple methods of data collection and assessment for projects, including secondary data review and primary data collection through surveys, key informant interviews, and focus groups. This approach allows for identification of common themes and differences in stakeholders' views, needs, capacity levels, etc. We guide clients through developing change management processes that are responsive to these themes and differences.

Collective Impact uses participatory processes of strategic change management, assessment, and evaluation. Recognizing that those within the organization or community matter most in the capacity building equation and their commitment and leadership is integral to success, clients are engaged as partners in the process and stakeholders take an active role. Collective Impact works with stakeholders through planning teams or committees that empower participants with significant roles and responsibilities.

Collective Impact has worked with numerous and diverse organizations and communities to assess their needs, capacity and assets, evaluate their programs and services and develop recommendations and plans for improvement. We understand the complex issues that the clients we serve face and will bring this understanding and extensive expertise to the Flex-E-Grant Assessment project.

To learn more about Collective Impact, visit our website at www.collectiveimpact.com

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility

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to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: 02/12/2016 at 10:00 AM

Submit Questions to: Melissa Pettrey
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: melissa.k.pettrey@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

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6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:
BUYER:
SOLICITATION NO.:
BID OPENING DATE:
BID OPENING TIME:
FAX NUMBER:

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus N/A convenience copies of each to the Purchasing Division at the address shown above. Submission of a response to a request for proposal is not permitted in wvOASIS. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)
 Technical
 Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: 02/24/2016 @ 1:30 PM EST

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

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8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgment should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATES: Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

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16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately opened and/or viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening if those documents are required with the bid.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance."

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b."

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to

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include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

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**REQUEST FOR QUOTATION
FLEX-E GRANT ASSESSMENT FOR WEST VIRGINIA**

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Development Office (WVDO) to establish a contract to provide an assessment of the West Virginia Flex-E-Grant program. This project is time sensitive and must be completed in its entirety by: September 16, 2016.

The West Virginia Flex-E-Grant (FEG) program was first implemented in FY 2001. Funding for the program is provided through the Appalachian Regional Commission (ARC) and through a partnership with the Claude Worthington Benedum Foundation. The program is administered by the West Virginia Development Office (WVDO).

The FEG program provides small mini-grants to nonprofit organizations and units of local government for short-term capacity-building projects. Projects focus on planning (such as community planning, strategic planning, and feasibility studies), training (board development, training for community members in leaderships skills) or civic engagement (creating a new community organization, conducting community forums and workshops). Projects have up to ten months to complete their scope of work, after which they submit a final report and are closed out. Applicants need to provide a small match, and the total project cost cannot exceed \$10,000 (inclusive of the match and award). The program places a priority on projects from ARC-designated distressed counties.

The assessment will examine how FEG mini-projects have changed the behavior, skills, and conditions of individuals, organizations, and communities so that they are more able to create and sustain community and regional scale improvement efforts. The assessment will look at the impacts of mini-grant projects beyond the immediate outcome identified at the conclusion of the mini-grant project period, focusing instead on best practices in community capacity building (germane to conditions in West Virginia), key factors in creating, institutionalizing, and sustaining community improvement efforts, and recommendations for program design to promote the identified key factors.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 **“Contract Services”** means assessing and evaluating the effectiveness of awarded Flex-E-Grant projects as more fully described in these specifications.

2.2 **“Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit “A”, upon which Vendor should list its proposed price for the Contract Services.

2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

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2.4 "WVDO" means the West Virginia Development Office, the agency that administers the Flex-E-Grant program.

2.5 "Benedum Foundation" means the Claude Worthington Benedum Foundation, a private foundation that partially funds the Flex-E-Grant program.

2.6 "ARC" means the Appalachian Regional Commission, a federal agency that partially funds the Flex-E-Grant program.

2.7 "FEG" means the West Virginia Flex-E-Grant program, a grant funded capacity-building program.

2.8 "Capacity-building" means the ability of a community to create, institutionalize, and sustain economic and community improvement efforts.

2.9 "Community" means a single incorporated or non-incorporated community or a multi-community or multi-county region.

3. QUALIFICATIONS: Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

3.1 The Vendor must have a background in providing capacity building assessment services. Vendor should complete Exhibit "B" to verify appropriate qualifications within the past five (5) years. Attachment should be submitted with bid response. This document may be required before an award of contract.

3.2 Compliance with experience requirements will be determined prior to contract award by the State through references provided by the Vendor with its bid or upon request, through knowledge or documentation of the Vendor's past projects, or some other method that the State determines to be acceptable. Vendor should provide a current résumé which includes information regarding the number of years of qualification, experience and training, and relevant professional education for each individual that will be assigned to this project. Vendor must provide any documentation requested by the State to assist in confirmation of compliance with this provision. References, documentation, or other information to confirm compliance with this experience requirement are preferred with the bid submission, but may be requested after bid opening and prior to contract award.

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**REQUEST FOR QUOTATION
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MANDATORY REQUIREMENTS:

4. Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below. Mandatory Contract Deliverables

- 4.1.1.1** The Vendor will present a draft report to the program stakeholders (WVDO, Benedum Foundation, and ARC) by August 16, 2016 that will enable the program stakeholders to review the draft report and suggest any changes to the Vendor.
- 4.1.1.2** The Vendor will submit via email to James.E.Bush@wv.gov a final report that must include an executive summary by September 16, 2016.
- 4.1.1.3** The draft report and the final report must include a literature review describing the current thinking, theories, and best practices on developing community capacity-building in rural areas.
- 4.1.1.4** The draft report and final report must include a detailed description of the key factors for community readiness and ability to create, institutionalize, and sustain community improvement efforts. A clear picture or model of what constitutes community readiness and capacity in rural areas should be made. This will be developed through examination of completed Flex-E-Grant projects as described in 4.1.2 Mandatory Contract Services.
- 4.1.1.5** The draft report and final report must include recommendations for the design and implementation of the FEG program that will promote the key factors identified for community readiness and ability to create, institutionalize, and sustain community improvement efforts.

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4.1.2 Mandatory Contract Services

4.1.2.1 Pre-Assessment Phase: WVDO staff will develop and make available to the Vendor a database containing relevant information on all 183 mini-grant projects from FY 2009 through and including FY 2013. The database will include information such as project geography (counties served by the project), project type (capacity building focused on individuals, organizations, or community), and project area of emphasis (economic development, local food system, community health, human resource development, energy efficiency, downtown improvements, etc.).

4.1.2.2 Assessment Phase 1: Based upon a review of the database, and in consultation with WVDO staff, a universe of approximately 50 projects will be assembled. The Vendor will review the project application and final report for each these 50 projects to gain a better understanding of the purpose, scope, and impact of the projects.

4.1.2.3 Assessment Phase 2: Based upon the Phase 1 review, and in consultation with WVDO staff, approximately 25 projects will be selected for further research (surveys, phone interviews) to obtain information on the key factors for creating, institutionalizing, and sustaining community and regional scale improvement efforts.

4.1.2.4 Assessment Phase 3: From the projects selected in Phase 2, and in consultation with WVDO staff, approximately 15 projects will be selected for in-depth research and analysis (site visits, interviews, etc.) of the key factors for project success and barriers to success. Information gleaned from the site visits will result in approximately 15 case studies.

4. CONTRACT AWARD:

4.1. Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Page.

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- 4.2. Pricing Page:** Vendor should complete the Pricing Page Exhibit "A" by providing a lump sum for all Contract Services. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Page through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can download an electronic copy of the Pricing Page for bid purposes.

- 5. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 6. PAYMENT:** Agency shall pay a lump sum, as shown in the Pricing Page, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 7. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract.
- 8. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
- 8.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
 - 8.2.** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
 - 8.3.** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
 - 8.4.** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
 - 8.5.** Vendor shall inform all staff of Agency's security protocol and procedures.

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9. VENDOR DEFAULT:

9.1. The following shall be considered a vendor default under this Contract.

- 9.1.1.** Failure to perform Contract Services in accordance with the requirements contained herein.
- 9.1.2.** Failure to comply with other specifications and requirements contained herein.
- 9.1.3.** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 9.1.4.** Failure to remedy deficient performance upon request.

9.2. The following remedies shall be available to Agency upon default.

- 9.2.1.** Immediate cancellation of the Contract.
- 9.2.2.** Immediate cancellation of one or more release orders issued under this Contract.
- 9.2.3.** Any other remedies available in law or equity.

10. MISCELLANEOUS:

10.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Bruce E. Decker, Founder/Owner, Collective Impact, LLC

Telephone Number: 724-728-3368

Fax Number: 866-618-3968

Email Address: bruce@collectiveimpact.com

10/27/2014

GENERAL TERMS AND CONDITIONS:

- 1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
- 2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
 - 2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.
 - 2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
 - 2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
 - 2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
 - 2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

Revised 10/27/2015

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: This Contract becomes effective on _____ and extends for a period of _____ year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within One hundred-eighty (180) days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days.

Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional _____ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited.

One Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Other: See attached.

Revised 10/27/2015

4. NOTICE TO PROCEED: Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

7. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

8. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND: All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

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PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of _____. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award. In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

INSURANCE: The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

Commercial General Liability Insurance: In the amount of _____ or more.

Builders Risk Insurance: In an amount equal to 100% of the amount of the Contract.

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The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

-
-
-
-

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

9. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. LITIGATION BOND: The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

11. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount of

_____ for _____
This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

- 12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.
- 13. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.
- 14. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.
- 15. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 16. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules §§ 148-1-6.1.e.
- 17. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
- 18. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
- 19. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.
- 20. PREVAILING WAGE:** Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable.
- 21. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

Revised 10/27/2015

22. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

23. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

24. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

25. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

26. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

27. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

28. BANKRUPTCY: In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

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29. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it 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/default.html>.

30. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

31. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.c, Vendor 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, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

32. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.

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33. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

34. PURCHASING CARD ACCEPTANCE: The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

Revised 10/27/2015

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36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. PURCHASING AFFIDAVIT: In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE: This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

39. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

40. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

Revised 10/27/2015

41. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

Revised 10/27/2015

43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

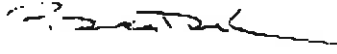
Revised 10/27/2015

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated 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.

Collective Impact, LLC

(Company)



Bruce E. Decker, Founder/Owner

(Authorized Signature) (Representative Name, Title)

724-728-3368 866-618-3968 02/24/2016

(Phone Number) (Fax Number) (Date)

Revised 10/27/2015

RECEIVED TIME FEB. 24. 11:53AM

PRINT TIME FEB. 24. 12:04PM



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

State of West Virginia
Request for Quotation
10 - Consulting

Proc Folder: 173810

Doc Description: PROVIDE AN ASSESSMENT FOR WV FLEXE GRANT

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2016-02-03	2016-02-24 13:30:00	CRFQ 0307 DEV1600000002	1

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

Vendor Name, Address and Telephone Number:

Bruce E. Decker, Owner, Collective Impact, LLC
16 Owls Lair Drive, Huntington, WV 25701 (home office) 724.728.3368
(office phone) 724.513.6019 (cell phone) 866.618.3968 (fax)

FOR INFORMATION CONTACT THE BUYER

Melissa Pettry
(304) 558-0094
mellssa.k.pettrey@wv.gov

Signature X

FEIN # 14-1944676

DATE 02/24/2016

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

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Development Office (WVDO) to establish a contract to provide an assessment of the West Virginia Flex-E-Grant program per the attached bid requirements, specifications and terms and conditions.

PROCUREMENT OFFICER WV DEVELOPMENT OFFICE ADMINISTRATION 1900 KANAWHA BLVD E BLDG 6 RM 645 CHARLESTON WV25305-0311 US	WV DEVELOPMENT OFFICE COMMUNITY DEVELOPMENT 1900 KANAWHA BLVD E BLDG 6 RM 553 CHARLESTON WV 25305 US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Training planning and development consultancy service				

Comm Code	Manufacturer	Specification	Model #
80101607			

Extended Description :
 Training planning and development consultancy service

Line	Event	Event Date
1	Vendor Question Deadline @ 10:00 AM	2016-02-12

DEV1600000002	Document Phase Final	Document Description PROVIDE AN ASSESSMENT FOR WV F LEXE GRANT	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
Request for Quotation
10 - Consulting

Proc Folder: 173810

Doc Description: Addendum No. 1: To publish responses to vendor questions.

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2016-02-18	2016-02-24 13:30:00	CRFQ 0307 DEV1600000002	2

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

US

WV 25305

Vendor Name, Address and Telephone Number:

Bruce E. Decker, Owner, Collective Impact, LLC

16 Owls Lair Drive, Huntington, WV 25701 (home office)

724.728.3368 (office phone) 724.513.6019 (cell phone) 866.618.3968 (fax)

FOR INFORMATION CONTACT THE BUYER

Melissa Pettry

(304) 558-0094

mellssa.k.petry@wv.gov

Signature X

FEIN # 14-1944676

DATE 02/24/2016

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

Addendum No. 1: To publish responses to vendor questions.

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Development Office (WVDO) to establish a contract to provide an assessment of the West Virginia Flex-E-Grant program per the attached bid requirements, specifications and terms and conditions.

PROCUREMENT OFFICER WV DEVELOPMENT OFFICE ADMINISTRATION 1900 KANAWHA BLVD E BLDG 6 RM 645 CHARLESTON WV25305-0311 US	WV DEVELOPMENT OFFICE COMMUNITY DEVELOPMENT 1900 KANAWHA BLVD E BLDG 6 RM 553 CHARLESTON WV 25305 US
--	--

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Training planning and development consultancy service				

Comm Code	Manufacturer	Specification	Model #
80101607			

Extended Description :
 Training planning and development consultancy service

Line	Event	Event Date
1	Vendor Question Deadline @ 10:00 AM	2016-02-12

DEV1600000002	Document Phase Final	Document Description Addendum No. 1: To publish res poneses to vendor questions.	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DEV1600000002

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 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.

Collective Impact, LLC
Company


Authorized Signature

02/24/2016
Date

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



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

State of West Virginia
Request for Quotation
10 - Consulting

Proc Folder: 173810

Doc Description: Addendum No. 1: To publish responses to vendor questions.

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2016-02-16	2016-02-24 13:30:00	CRFQ 0307 DEV1600000002	2

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:

Bruce E. Decker, Owner, Collective Impact, LLC
16 Owls Lair Drive, Huntington, WV 25701 (home office)
724.728.3368 (office phone) 724.513.6019 (cell phone) 866.618.3968 (fax)

FOR INFORMATION CONTACT THE BUYER

Melissa Pettry
(304) 558-0094
melissa.k.pettry@wv.gov

Signature X

FEIN # 14-1944676

DATE 02/24/2016

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

ADDITIONAL INFORMATION

Addendum No. 1: To publish responses to vendor questions.

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Development Office (WVDO) to establish a contract to provide an assessment of the West Virginia Flex-E-Grant program per the attached bid requirements, specifications and terms and conditions.

INVOICE TO	SHIP TO
PROCUREMENT OFFICER WV DEVELOPMENT OFFICE ADMINISTRATION 1900 KANAWHA BLVD E BLDG 6 RM 645 CHARLESTON WV 25305-0311 US	WV DEVELOPMENT OFFICE COMMUNITY DEVELOPMENT 1900 KANAWHA BLVD E BLDG 6 RM 553 CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Training planning and development consultancy service				

Comm Code	Manufacturer	Specification	Model #
80101607			

Extended Description :
 Training planning and development consultancy service

SEQUENCE OF EVENTS

Line	Event	Event Date
1	Vendor Question Deadline @ 10:00 AM	2016-02-12

	Document Phase	Document Description	Page 3
DEV160000002	Draft	Addendum No. 1; To publish responses to vendor questions.	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: DEV1600000002

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as DEV1600000002 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To publish responses to vendor questions.
2. Bid opening remains 02/24/2016 @ 1:30 PM.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**Questions Regarding Solicitation # CRFQ Dev1600000002
Assessment for WV FLEXE Grant Program**

- Q. Is the WV Development Office accepting responses from private consulting firms or is this solicitation only reserved for higher education entities?**
- A. Yes, the WV Development Office is accepting responses from private consulting firms.**
- Q. Has the WV Development Office formed a group or committee to work with the consultant on the assessment process?**
- A. Yes, staff from the WV Development Office will be assigned to work with the consultant on the assessment process.**
- Q. If yes, has this group already completed any specific assessment tasks? If yes, can you share those accomplishments?**
- A. The staff has not completed any assignments yet for the assessment process but will begin once the consultant is selected.**
- Q. Is there any flexibility in the proposed payment schedule identified in number 6 of the specifications? In other words, is it accurate to say that absolutely no payment will be provided for vendor as work is completed, but rather that 100% of payment will occur only upon completion of all services related to the contract - after September 2016?**
- A. The WV Development Office will be flexible regarding payment requests from the consultant as work is completed and submitted to our office for our review before any payments are made.**
- Q. What is the expected time frame for vendors receipt of payment after completion of all contract services and the receipt of the final assessment report and invoice from vendor?**
- A. Upon receipt of final invoice, payment can be expected within 14 days.**
- Q. Does the WV Development Office have a budget cap to support the FLEXE Grant Program assessment ? If yes, can that information be shared with prospective vendors?**
- A. Per Section 5A-3-11a of the West Virginia Code we are prohibited from releasing this information at this time.**
- Q. Can the vendor's response to this bid be submitted via wvOASIS?**
- A. Yes, the vendor's response can be submitted via wvOASIS.**

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DEV1600000002

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.

Collective Impact, LLC

 Company


 Authorized Signature
 02/24/2016

 Date

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

**Price Sheet
Exhibit A**

Please fill in your lump sum rate to provide the services outlined in the RFQ in the box below.

Service	Lump Sum	Quantity	Total Lump Sum Cost for Services
Flex-E-Grant Assessment Consultation Services as outlined in RFQ	\$57,500	1	\$57,500 Negotiable

Please note: the total estimated cost for contract provided does not guarantee the actual contracted amount.

Contract will be awarded to the vendor providing lowest Total Estimated Cost and who meets the minimum specifications.

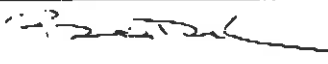
Vendor Name	Collective Impact, LLLc
Vendor Remit to Address	16 Owls Lair Drive, Huntington, West Virginia 25701
Vendor Phone Number	724-728-3368
Vendor Fax Number	866-618-3968
Vendor E-mail	emailus@collectiveimpact.com
Vendor Representative Signature	
Date Submitted	02/24/2016

Exhibit "B"
Vendor References

Reference No. 1:

Name of Assessment: CSJ Ministries, Inc. National Capacity Building Initiative

Year Assessment Completed: 2014

Community/Region Served: DC, Illinois, Indiana, Kansas, Louisiana, Michigan, Ohio & West Virginia

State: Michigan (National Office)

Organization Contact: Sister Janet Fleischhacker, Executive Director

Organization Phone: 269.492.9390

Project Description: Literature review, capacity assessment, and capacity building plan for 27 ministries (non-profit organizations) located across the United States. Included development of a typology for diverse social programs, capacity assessment survey, development of a capacity building model and plan, capacity outcomes framework and customized web-based monitoring and evaluation tools.

Reference No. 2:

Name of Assessment: Create Huntington Community Capacity Assessment

Year Assessment Completed: 2008/2009

Community/Region Served: Huntington

State: West Virginia

Organization Contact: Brandi Jacobs-Jones (former City of Huntington, Finance and Administration Director) 800-642-3463 (Current Marshall University Chief of Staff and Vice Pres.

Organization Phone: _____

Project Description: Community capacity assessment and profile development from review of secondary data sets and survey of diverse community stakeholders in order to measure levels of community capacity across seven domains.

Reference No. 3:

Name of Assessment: Federal Home Loan Bank of Pittsburgh Blueprint Communities Program

Year Assessment Completed: 2007/2008

Community/Region Served: Williamson, Mullens, Ritchie County, Salem, Shinnston, St. Albans, Anstead,
Fairmont, Gilmer County, McDowell County

State: West Virginia

Organization Contact: Laura Kemp Rye, Community Investment Relationship Manager-FHLB Pittsburgh

Organization Phone: Office 304-381-4169; Cell 304-373-3563

Project Description: Development of Community Capacity Profiles across seven domains. Data was
compiled and analyzed from numerous state and federal secondary data sets and
supplemented with survey data collected from key stakeholders in each community.

WV-10
Approved / Revised
12/16/15

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;
 Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; 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 that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's 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) rescind the contract or purchase order; 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.

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: Bruce E. Decker

Signed: 

Date: 02/24/2016

Title: Founder/Owner, Collective Impact, LLC

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

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 §81-5-3) 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: James E. Deedy, Jr.

Authorized Signature: [Signature] Date: 02/23/16

State of Ohio

County of Lawrence, to-wit:

Taken, subscribed, and sworn to before me this 23 day of Feb., 2016.

My Commission expires 4-19, 2020

AFFIDAVIT



PAULA S. WILSON
NOTARY PUBLIC
STATE OF OHIO
Recorded in
Lawrence County
My Comm. Exp. 4-19-2020

NOTARY PUBLIC

Paula S. Wilson

Purchasing Affidavit (Revised 08/01/2016)