



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header

List View

General Information | Contact | Default Values | Discount | Document Information

Procurement Folder: 162509

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 0431

Vendor ID: 000000100824

SO Doc ID: EAA1600000001

Legal Name: PUBLIC CONSULTING GROUP INC

Published Date: 12/31/15

Alias/DBA:

Close Date: 1/12/16

Total Bid: \$150,000.00

Close Time: 13:30

Response Date: 01/12/2016

Status: Closed

Response Time: 11:02

Solicitation Description: ADDENDUM 1 - STRATEGIC PLANNING FOR A CHILDHOOD

Total of Header Attachments: 0

Total of All Attachments: 0



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 162509

Solicitation Description : ADDENDUM 1 - STRATEGIC PLANNING FOR A CHILDHOOD DATA SYSTEM

Proc Type : Central Purchase Order

Date issued	Solicitation Closes	Solicitation No	Version
	2016-01-12 13:30:00	SR 0431 ESR01121600000002921	1

VENDOR

000000100824
 PUBLIC CONSULTING GROUP INC

FOR INFORMATION CONTACT THE BUYER

Michelle L Childers
 (304) 558-2063
 michelle.l.childers@wv.gov

Signature X **FEIN #** **DATE**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	STRATEGIC PLANNING FOR A CHILDHOOD DATA SYSTEM				\$150,000.00

Comm Code	Manufacturer	Specification	Model #
80101504			

Extended Description :	Early Childhood Coordinated Data System Strategic Planning and Coordination
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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: 162509

Doc Description: ADDENDUM 1 - STRATEGIC PLANNING FOR A CHILDHOOD DATA SYSTEM

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2015-12-31	2016-01-12 13:30:00	CRFQ 0431 EAA1600000001	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:

FOR INFORMATION CONTACT THE BUYER

Michelle L Childers
 (304) 558-2063
 michelle.l.childers@wv.gov

Signature X 

FEIN # 04-2942913

DATE 1/12/2015

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

ADDITIONAL INFORMATION:

Addendum

Addendum 1 issued to publish and distribute the attached information to the vendor community.

Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Education and the Arts to establish a One-Time contract for the Strategic Planning and Consulting for Early Childhood Coordinated Data System per the attached specifications, bid requirements, and terms and conditions.

INVOICE TO		SHIP TO	
SECRETARY'S OFFICE EDUCATION AND THE ARTS BLDG 5 RM 205 1900 KANAWHA BLVD E CHARLESTON WV25305 US		SECRETARYS OFFICE EDUCATION AND THE ARTS BLDG 5 RM 205 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	STRATEGIC PLANNING FOR A CHILDHOOD DATA SYSTEM				

Comm Code	Manufacturer	Specification	Model #
80101504			

Extended Description :

Early Childhood Coordinated Data System Strategic Planning and Coordination

EAA160000001	Document Phase Final	Document Description ADDENDUM 1 - STRATEGIC PLANNING FOR A CHILDHOOD DATA SYSTEM	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

West Virginia Purchasing Division
West Virginia Department of Education and the Arts
Strategic Planning for a Childhood Data System

January 12, 2016 12:00 PM

RFP#: CRFQ 0431 EAA 1600000001

Michelle Childers
2019 Washington Street
East Charleston, West Virginia 25305



148 State Street, Tenth Floor
Boston, Massachusetts 02109
Tel. (617) 426-2026, Fax. (617) 426-4632
www.publicconsultinggroup.com



Public Focus. Proven Results.™

January 12, 2016

Michelle L. Childers
2019 Washington Street, East
Charleston, WV 25305
Michelle.L.Childers@wv.gov

Ms. Childers:

Public Consulting Group, Inc. (PCG) is pleased to submit its bid to the West Virginia Purchasing Division on behalf of the West Virginia Department of Education and the Arts in response to the solicitation to establish a one-time contract for the Strategic Planning and Consulting for Early Childhood Coordinated Data System. We fully understand the importance of strategic planning in general, and the increasing value this has around data specifically.

Established in 1986, Public Consulting Group, Inc. (PCG) is a management consulting firm that offers strategic planning and implementation, operations improvement, policy development, financial management, systems development, rate setting, revenue maximization, and other management advisory services to the public sector.

PCG is comprised of four divisions: Education, Health and Human Services, Technology Consulting, and Consumer Direction of Care. This structure allows PCG to address a broad range of public sector needs. It also allows the firm to assemble multidisciplinary teams, taking advantage of the specialized expertise and experience of each practice area to address the multidimensional objectives of early childhood agencies. The firm currently employs over 2,000 full-time staff in 52 office locations **including Morgantown and Charleston, West Virginia**. We have the financial stability, resource depth, and the expertise to ensure the quality and applicability of our services to West Virginia.

PCG has documented national expertise in early childhood and early education and care. We are a firm with deep early childhood and early education and care subject matter knowledge. In addition to our extensive experience, PCG has partnered with various other early child care state agencies for similar scopes of work. PCG will leverage its 25 years of experience in all aspects of early childhood – eligibility, federal reimbursement programs, data management, and information systems – to help West Virginia develop a strategic plan for successfully implementing an Early Childhood Data System.

PCG also has expertise in technical planning and technology implementations. We provide a range of strategic planning and administrative services from IT consulting, child care subsidy operations, market rate surveys, program evaluation, fiscal management, data collection, and needs assessments. PCG has experience identifying data sources and conducting systems assessments and data collections for early childhood agencies. We understand the full scope of early childhood programs on a first-hand basis, which makes us uniquely suited to perform the activities within this RFQ.

PCG is able to draw upon a talented pool of employees familiar with the complex intricacies of the early childhood area. Not only do we have individuals with experience planning and designing statewide data systems, but we are also able to offer expertise in education, health, and human services for early childhood stakeholders.

Attachment A of this RFQ depicts the Technical Architecture and System Design for the proposed Early Childhood Data System. The value of this work will only be realized by selecting a firm that offers both Technical and Program expertise. To achieve West Virginia's goals for this engagement, PCG brings proven results in the areas outlined in Section 4 Mandatory Requirements of the RFQ:

- **Oversee the development of an interdepartmental strategic plan.** PCG has extensive experience working alongside states to develop comprehensive strategic plans. In Pennsylvania, PCG has been an integral part of the ongoing project since 2012 to support the Office of Child Development and Early Learning (OCDEL) and several other program agencies to support Pennsylvania's early childhood information system, PELICAN, and its home and community based services management information system, HCSIS. PCG is continuously involved in **data governance** by helping the system to report and connect data across the state's child care and education programs, and advising the state on how to improve data quality and usage across agencies. Our involvement in strategic planning has addressed **system design, timeline** and **budgetary** constraints, and regular attention to the changing **technology needs** of involved agencies.
- **Develop and coordinate data governance agreements and MOUs.** PCG is a thought leader in the area of data governance agreements and Memoranda of Understanding. As part of the American Public Human Services Association's (APHSA) National Workgroup on Integration (NWI), PCG's work included an examination of model data sharing agreements from California and Virginia. In Virginia, the agency used the federal Data Use and Reciprocal Support Agreement (DURSA) as the model for the framework with slight modifications based on the unique state and agency-wide goals.
- **Convene, coordinate and facilitate the Planning and Governance Work Group and Coordinate with Staff and Committee Chairs.** PCG understands and values the work of coordinated staff and committees to consider perspectives and ensure comprehensive efforts. In Massachusetts, PCG convened monthly meetings of the Special Commission on Early Education and Care Operations and Finance. The project required facilitating legislative members, providers and educators, agency staff, executive level state staff, and advocacy groups to conduct a thorough evaluation for quality, affordability, and accessibility of early childhood programs in Massachusetts. The commission, made up of 25 members and coordinated, facilitated, and planned by PCG staff, was tasked with prioritizing areas of need and strategic development of recommendations to improve early education and care. PCG and the EEC developed and submitted a final report to the legislature, mapping out short-and long-term goals to enhance and expand access to quality, affordable early education and care in Massachusetts.
- **Adhere to relevant state and federal privacy laws, regulations, policies, and guidance.** PCG understands concerns associated with transference of sensitive information, data security and system integrity, and has experience developing proven security protocols which protect privacy and the unwanted release of information. When collecting early childhood data, there is a responsibility to safeguard the data sets and information. Also, each data provider must buy into the security procedures because a lack of trust can derail these types of efforts. PCG is aware and has been confronted with the challenges and limitations of Privacy rules at the federal and state level. We have intricate knowledge of both the Federal Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), both of which place security

restrictions of the sharing and access to data. PCG has developed strategies to establish formal consent for data sharing or work around the data sharing restrictions as dictated by circumstances.

The team identified for this scope of work is well qualified with expertise in system planning, data governance activities, and the context of Early Childhood systems. We are confident that our team will meet the requirements outlined in this RFQ, and deliver useful and reliable deliverables which build upon the existing recommendations in Attachment "A" of the RFQ, and enable the State to successfully implement a sound and sustainable Early Childhood Data System.

In this response, we have outlined our Qualifications, demonstrated our ability to meet the Mandatory Requirements, and presented our understanding of the Contract Award by presenting our Pricing for the scope of work included. We look forward to working with the State of West Virginia on this exciting opportunity. Please do not hesitate to contact our Contract Manager, Carole Hussey, at (617) 426-1296 or chussey@pcgus.com, if you have any questions about our response.

Sincerely,



Kathy Fallon
Practice Area Director
Public Consulting Group, Inc.

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REQUEST FOR QUOTATION
Early Childhood Coordinated Data System Strategic Planning and Coordination

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. 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: Carole Hussey

Telephone Number: (617) 426-1296

Fax Number: (617) 426-4632

Email Address: chussey@pcgus.com

Exhibit "A"

West Virginia Department of Education and the Arts

Early Childhood Coordinated Data System Strategic Planning and Coordination - Pricing Page

25% of the total contract amount will be paid at the acceptance of the second quarterly progress report. The remaining balance will be paid upon the acceptance of the Final Strategic Plan.

Item No.	Description	Qty.	
1	Early Childhood Coordinated Data System Strategic Planning and Coordination Meets all qualifications listed in section 3 and includes mandatory requirements specified in Section 4.	1	
TOTAL LUMP SUM BID AMOUNT (Includes Shipping Costs)			\$150,000

EXHIBIT “B”

REFERENCES EXPERIENCE

Please provide necessary information on past work experience to corroborate qualifications as listed in Section 3 of the RFQ Specifications.

Reference No. 1:

Project Name: Commonwealth of Pennsylvania Department of Human Services, *Information Technology Planning and Consulting Services*

Project Description:

This reference meets Qualifications 3.1 *Vendor must have completed system planning for at least one statewide data system*, 3.2 *Vendor must have facilitated strategic planning at a state level*, and 3.3 *Vendor must have produced at least one strategic plan document for a state agency*.

PCG is contracted to provide information technology consulting services to the Department of Human Services (DHS). This large scale (\$5M+/annual budget) and long-term (5-8 year) project primarily supports two DPW large scale human services statewide enterprise information systems, PELICAN (used by the Office of Child Development and Early Learning) and HCSIS (used by DHS generally).

PCG provides strategic planning and technology consulting services including project vetting, annual scoping, project management, business requirements, user acceptance testing, training and documentation, communications, implementation support, and application support services. As part of our contract, PCG completed an enterprise case management feasibility study for the Department to identify the best case management solution to manage their Medicaid Waiver programs. A strategic roadmap was developed and presented.

As part of this engagement, PCG has worked with PA Early Learning Network to enhance the PELICAN technologies supporting the data management and governance of this initiative. We have worked within the PA data governance policies and the groups to which these policies apply; determining how our scope of work would shape and be shaped by the overall environment of coordinated and integrated data.

PCG is tactically involved in data governance work, including:

- Assist with reviews of data quality and implementation process and training and system checks to address data quality issues that originate at the local level. This includes improving the usage and quality of child assessment and outcome data entered into the noted systems.
- Assist in the improvement of quality and use of unique identifiers, including the Master Client Index and the Master Provider Index, both of which span the PA DHS enterprise, and the PASecureID which links all children into the states SLDS, maintained by the PA Department of Education.
- Map data between PELICAN and other systems, including developing protocols to identify master data sources and to resolve data conflicts.

Name of Reference Contact: Jill Reeder, Director of Enterprise Program and Portfolio Management
Telephone Number: (717) 772-7098
Address: 1006 Hemlock Drive, Willow Oak Building

Harrisburg, PA 17110

Reference No. 2:

Project Name: Commonwealth of Massachusetts, Executive Office of Health & Human Services (EOHHS), *Integrated Eligibility System Phase 2 Strategic Plan*

Project Description:

This reference meets Qualifications *3.1 Vendor must have completed system planning for at least one statewide data system, 3.2 Vendor must have facilitated strategic planning at a state level, and 3.3 Vendor must have produced at least one strategic plan document for a state agency.*

The Massachusetts Executive Office of Health & Human Services (EOHHS), using funding made available through the Affordable Care Act, undertook a two-phased approach to redesigning and integrating the state's health and human services eligibility systems. EOHHS contracted with Public Consulting Group (PCG) for Phase 2 of this project, to develop a strategic plan, vision, and detailed roadmap for the integration of state Health and Human Service eligibility system. The goal of this strategic planning effort was to evaluate the Human Service legacy systems and operations, and to identify those that most closely align with the State's Medicaid program and would be good candidates for early integration into the states HIX/IES platform.

During the first part of this work, PCG performed a detailed "as-is" analysis of the legacy information systems and business processes that support eligibility determination and service delivery across all 16 EOHHS umbrella agencies. The team reviewed detailed documentation (service data, operations manuals, program policies, eligibility criteria, legacy system functional and technical design documents) from each agency and facilitated multiple planning and strategy sessions with agency leadership and frontline staff. Using this information, PCG built technical and business profiles of each agency, designed to help make informed decisions about which Human Service legacy systems and processes should be integrated into the HIX/IES platform, based on an affinity ranking with the State's Medicaid Program.

Upon completion of the "as-is" analysis, PCG put forward a number of strategic recommendations and planning documents to help the Commonwealth secure Federal ACA Funds for Phase 2 design, development and implementation (DDI), develop a Phase 2 RFP, solicit and select a DDI vendor, and plan for operating eligibility in a post health care reform environment. PCG provided EOHHS with the following deliverables:

- 1. Recommended Set of Agency Legacy Platforms for Migration** – Leveraging the affinity methodology, PCG provided recommendations on the target legacy systems for migration into the HIX/IES. Included in this was a capability catalog that aligned business process to legacy applications.
- 2. Business Process Integration Strategy** – PCG provided "to-be" process maps, depicting the client centric, operational and process centric, data centric and technology centric views driven by the targeted legacy migrations and data conceptual models. The maps show how the agency can realize the enablement of system and operational functions utilizing an integrated system.
- 3. Data Conversion and Rules Extraction/Insertion Strategy** – Outlined the high level approach for IES data conversion considering the legacy migration and business process integration strategies as inputs.

4. **Recommended Phase I Enhancements** – Represented a crosswalk between current implementation activities with the Phase I HIX initiative with the Phase 2 IES features and functions.
5. **Roadmap to Integration** – A strategic roadmap containing both a graphical view as well as descriptions of key components of a roadmap:
 - a. IES Phase 2 Summary Time Line
 - b. IES Phase 2 Project Initiatives identifies potential projects that support the IES vision
 - c. IES Phase 2 Executive Management Level Challenges/Risks
 - d. Approach to Cost Allocation
 - e. Phase 2 IES Functional Components
 - f. Phase 2 IES Technology Considerations

Name of Reference Contact: David Whitham, Assistant CIO for Health and Eligibility
Telephone Number: 617-689-8759
Address: 600 Washington Street
Boston, MA 02108

Reference No. 3:

Project Name: Nurtury, Inc. Strategic Planning Process for the Development of a Boston Early Childhood Data Center

Project Description:

This reference demonstrates PCG's experience with system planning for data systems, strategic planning, and producing strategic plan documents.

PCG worked with Nurtury, a large Boston-based multi-service early childhood agency to develop a strategic plan for a Boston Early Childhood Data Center. In collaboration with Thrive in 5, the United Way of Massachusetts Bay and the Merrimack Valley, and the Barr Foundation, PCG helped identify Boston's early education and care stakeholders and facilitated planning and requirements sessions.

PCG assisted in the formation of a Steering Committee and a Senior Advisory Group of early childhood leaders to assess Boston's data strengths and needs, and chart a path forward. As part of this engagement, PCG completed a comprehensive assessment of available data, which involved interviewing and engaging with all relevant stakeholders. PCG also managed relationships with stakeholders; conducting and facilitating engagement sessions and Senior Advisory meetings to ensure a comprehensive and meaningful strategic planning process. Through these efforts, PCG assisted these organizations in establishing policies promoting the centralization of data without compromising the local control of this data.

Key achievements included:

1. Conducted a comprehensive environmental scan of data and information currently available in the Boston early childhood community, which included interviews with multiple stakeholders such as Boston Public Schools, Massachusetts Early Education and Care, and Boston Department of Public Health, among others
2. Researched data systems across the country that collected similar data to the desired BECDC
3. Conducted and facilitated multiple stakeholder engagement session, including monthly Senior Advisory meetings

January 12, 2016

West Virginia Purchasing Division
West Virginia Department of Education and the Arts
Strategic Planning for a Childhood Data System
CRFQ 0431 EAA 1600000001

4. Developed a framework for a potential BECDC, including specific roles and functionalities that would improve the data environment of Boston's early education community, with the ultimate goal of positively impacting policy and practice.
5. Created a business plan and presentation materials for Senior Advisory members to utilize during meetings with potential BECDC funders

Name of Reference Contact: Wayne Ysaguirre, President and CEO
Telephone Number: (617) 695-0700 x234
Address: 95 Berkeley Street, Suite 306
Boston, MA 02116

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

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.

Public Consulting Group, Inc.

Company

Authorized Signature

January 12, 2016

Date

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

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: Public Consulting Group, Inc.

Signed: 

Date: January 12, 2016

Title: Practice Area Director

*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 §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Public Consulting Group, Inc.

Authorized Signature: [Signature] Date: 1/5/16

Commonwealth of Massachusetts
State of _____

County of Suffolk, to-wit:

Taken, subscribed, and sworn to before me this 8th day of January, 20 16

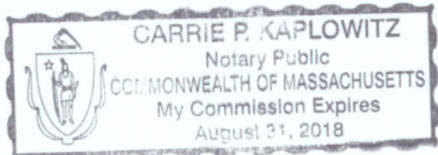
My Commission expires August 31, 20 18

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 08/01/2015)



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.

Public Consulting Group, Inc.

(Company)


 (Authorized Signature) (Representative Name, Title)

((617) 426-2026) ((617) 426-4632) January 12, 2016
 (Phone Number) (Fax Number) (Date)