

### FAXSIMILE COVER SHEET

**Date:** 2/13/2017

**To:** Department of Administration, Purchasing Division  
Michelle L. Childers, Buyer  
2019 Washington Street East  
Charleston, WV 25305-0130  
(304) 558-2063  
(304) 558-4115 (FAX)

**From:** DeEdra Bolton, Ed.D.  
P. O. Box 98  
Red Creek, WV 26289  
(304) 685-6650

02/14/17 08:41:03  
WV Purchasing Division

**Fax #:** (304) 558-3970

**Pages:** 10

**Subject:** Contract Bid Submission

**SEALED BID:** 290429  
**BUYER:** Michelle L. Childers  
**SOLICITATION NO.:** CRFQ 0403 DBS1700000001  
**BID OPENING DATE:** 2/14/17  
**BID OPENING TIME:** 1:30 p.m.  
**FAX NUMBER:** (304) 558-3970

DeEdra Bolton, Ed.D.  
P.O. Box 98  
Red Creek, WV 26289  
304-685-6650  
dlundeen@k12.wv.us

February 11, 2017

Michelle L. Childers, Buyer  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

Ref: Contract Bid Submission: Sealed Bid 290429  
Sol # CRFQ 0403 DBS170000001

Ms. Childers:

It is my understanding that the West Virginia Schools for the Deaf and Blind (WVSDB) is seeking executive technical support services via bid (bid information referenced above). Enclosed please find a hard copy of the documents required for submission in order to be considered for this position.

Below please find my response to each of the required bid qualifications:

1. I currently hold a current, VALID WV professional administrative certificate endorsed for superintendent, a copy of which shall be provided via separate FAX;
2. I have served for 5 years as an *intervention* superintendent;
3. I am well versed in WV Policy 2419. Specifically, I currently hold WV certification in special education – deaf/hard of hearing, have taught children with various special needs, including D/HH, have served as a Special Education Director/Asst. Superintendent for 12 years, and completed my doctorate with a minor in special education;
4. I have American Sign Language capabilities, and am also a licensed Audiologist.

Also, please know that I will send my most current resume via separate FAX.

Thank you for the opportunity to be considered for this position. If you have any questions, please do not hesitate to contact me.

Respectfully,



DeEdra Bolton, Ed.D.


**WV Schools for the Deaf and Blind  
Executive Technical Support Services**

Item #	Description	Unit of Measure	Unit Cost	Estimated Qty.	Extended Cost
1	Executive Technical Support Specialist Services	Per Hour	\$70.00	1040	\$72,800.00

TOTAL BID AMOUNT

\$72,800.00

**Bidder / Vendor Information:**

Name: DeEdra Bolton, Ed.D. \_\_\_\_\_  
 Address: P. O. Box 98, Red Creek, WV 26289 \_\_\_\_\_  
 Mailing Address: 2970 Waterwood Drive, Chandler, TX 75758 \_\_\_\_\_  
 Phone#: (304) 685-6650 \_\_\_\_\_  
 Email Address: dlundeen@k12.wv.us \_\_\_\_\_  
 Authorized Signature:  \_\_\_\_\_

\*\*Estimated quantities are for bidding purposes only, more or less may be purchased by the agency.\*\*

02/13/2017 16:09 903-509-8240

Received: 02/13/2017

FEDER OFFICE

0244

Feb 13 2017 05:09pm

PAGE

03

P003

**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.

DeEdra Bolton, Ed.D.  
Company

  
Authorized Signature

2/11/17  
Date

**NOTE:** This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

**REQUEST FOR QUOTATION**  
**Executive Technical Support Services**

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links above and obtain further assurance from their respective internal legal counsel to maintain the independent contractor status of individuals and entities hired under this contract.

**12. MISCELLANEOUS:**

- 12.1. 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: DeEdra Bolton, Ed.D.  
Vendor's Address:\* PO Box 98  
Red Creek, WV 26289  
Telephone Number: 304-685-6650  
Fax Number: \_\_\_\_\_  
Email Address: dlundeen@k12.wv.us

\* Mailing Address: 2970 Waterwood Drive  
Chandler, TX 75758

WV-10  
Approved / Revised  
12/18/16

# State of West Virginia VENDOR PREFERENCE CERTIFICATE

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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.

- 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: DeEdra Bolton, Ed.D.


Signed: 

Date: 2/11/17

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

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

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

DeEdra Bolton, Ed.D.   
(Name, Title)

DeEdra Bolton, Ed.D.  
(Printed Name and Title)

P.O. Box 98 Red Creek, WV 26289  
(Address)

304-685-6650  
(Phone Number) / (Fax Number)

dundeen@k12.wv.us  
(email address)

**CERTIFICATION AND SIGNATURE:** 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.

\_\_\_\_\_  
(Company)

  
(Authorized Signature) (Representative Name, Title)

DeEdra Bolton, Ed.D.  
(Printed Name and Title of Authorized Representative)

2/11/17  
(Date)

304-685-6650  
(Phone Number) (Fax Number)

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: DeEdra Bolton Ed.D.

Authorized Signature: [Signature] Date: 2/13/2017

State of Texas.

County of Smith. to-wit:

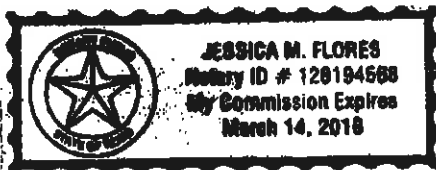
Taken, subscribed, and sworn to before me this 13<sup>th</sup> day of February, 2017

My Commission expires March 14, 2018.

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]  
Purchasing Affidavit (Revised 08/01/2015)





Print Date: 02/11/2017

Issue Date: 04/01/2016

Grant

# State of West Virginia

*This is to certify that*

## DeEdra J Lundeen-Bolton

*having met the requirement by law and the West Virginia Board of Education is hereby granted this license which is valid in the schools of the state as endorsed.*

**Certificates & Endorsements**

**Effective    Endorsed    Expiration**

**02-4 Professional Administrative Certificate**

0001 - Superintendent (0K-12)

07/01/2005 08/19/2001 Permanent

0006 - Supervisor General Instruction (0K-12)

07/01/2005 08/19/2001 Permanent

0012 - Elementary/Middle/Junior High School Principal (0K-08)

07/01/2005 07/01/2000 Permanent

0013 - Middle/Junior/Senior High School Principal (05-12)

07/01/2005 07/01/2000 Permanent

**22-4 Professional Teaching Certificate**

4105 - Specific Learning Disabilities (0K-12)

12/14/1992 12/16/1989 Permanent

4202 - Hearing Impaired (0K-12)

12/14/1992 07/01/1985 Permanent

**Salary Class: Doctorate Degree effective 12/29/2005 Highest Degree: Doctorate Degree effective 12/29/2005**

All personnel who are required to hold a license are responsible for securing, maintaining, and renewing his/her license.

----- Endorsements and Salary Classifications are not printed below this line -----



State Superintendent of Schools

License No. B1R102700725

Congratulations! Your application for licensure has been approved. On behalf of the West Virginia Board of Education, we extend to you our appreciation for your commitment to the students of the public schools of West Virginia.

Please take the time to become familiar with the requirements to renew this license/certificate and maintain your certification to work in the public schools of West Virginia. You may obtain this information from your district certification officer, the Office of Educator Effectiveness and Licensure, or the internet at <http://wvde.state.wv.us/certification/>.

**RENEWAL REQUIREMENTS FOR PROFESSIONAL CERTIFICATES**  
Teaching, Student Support and Administrative

- Six semester hours of coursework<sup>1</sup> from an accredited institution, with a 3.0 GPA or higher, as shown on the official seal-bearing transcript; OR
- Verification of a salary classification of a Master's Degree plus 30 additional hours (MA+30); OR
- Documentation that you have reached age 60.

<sup>1</sup>Coursework leading to a higher degree related to the public school program, coursework related to the improvement of instruction or an endorsement reflected on your certificate, coursework needed to qualify for an additional endorsement, or coursework prescribed by the county superintendent as a result of your evaluation.

For all other types of license(s), please contact your county board of education or visit  
<http://wvde.state.wv.us/certification/>.

For your convenience, the West Virginia Department of Education has expanded the resources available to you on its website. Explore <http://wvde.state.wv.us/certification/> to learn more about licensure and the requirements for working in the public schools of West Virginia.

- Download applications
- Search the K-12 job bank
- Check your certification status
- Review required exams for licensure
- WVEIS course codes & required endorsements
- Learn more about "Highly Qualified Teacher"
- Review Frequently Asked Questions
- Submit payment for applications

Become a National Board Certified Teacher!

**NATIONAL BOARD**

*for Professional Teaching Standards®*

Find out more at  
<http://wvde.state.wv.us/nationalboard>



Office of Educator Effectiveness and Licensure  
Building 6, Room 304  
Kanawha Boulevard, East  
Charleston, West Virginia 25305  
800.982.2378