



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 2

List View

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 445132

SO Doc Code: CRFQ

Procurement Type: Central Contract - Fixed Amt

SO Dept: 0307

Vendor ID: VS0000015365

SO Doc ID: DEV1800000004

Legal Name: Gifted Hands, LLC

Published Date: 6/1/18

Alias/DBA:

Close Date: 6/14/18

Total Bid: \$15,000.00

Close Time: 13:30

Response Date: 06/14/2018

Status: Closed

Apply Default Values to Commodity Lines

View Procurement Folder



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 445132

Solicitation Description : Secure an Independent Assessment of the WV NIP

Proc Type : Central Contract - Fixed Amt

Date issued	Solicitation Closes	Solicitation Response	Version
	2018-06-14 13:30:00	SR 0307 ESR06141800000005906	1

VENDOR
VS0000015365 Gifted Hands, LLC

Solicitation Number: CRFQ 0307 DEV1800000004

Total Bid : \$15,000.00 **Response Date:** 2018-06-14 **Response Time:** 11:40:54

Comments:

FOR INFORMATION CONTACT THE BUYER
 Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Signature on File	FEIN #	DATE
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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	Project impact assessment				\$15,000.00

Comm Code	Manufacturer	Specification	Model #
80101607			

Extended Description :	Project impact assessment
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LaTonia Lucious-Brown
134 ½ S. Queen Street
Martinsburg, WV 25404
Giftedhands.llb@gmail.com
(304) 582-5948

Skills Summary

- Ability to track outcomes using statistical reports
 - Advance experience in Microsoft Office, including Word, Excel and PowerPoint
 - Budget management
 - Collecting data, analyzing and interpreting government regulations
 - Conducting research including state, federal and
 - Database management
 - Excellent analytical and problem solving skills
 - Excellent interpersonal and communication skills
 - Excellent time management and organizational skills
 - Experience working with large and/or diverse client populations
 - Fundraising
 - Grant writer (10 years)
 - Plan and organize projects and/or people
 - Interviews and Surveys
 - Strong understanding of the FAR-Federal Acquisition Regulation
- Strong understanding of the (NIP) Neighborhood Investment Program
Legislation/Tax-Credits

Employment

Part-time Contract Development Manager
Good Samaritan Free Clinic
121 N. Queen Street
Martinsburg, WV 25401

March 2017-June 2018

- Communicated GSFC mission to potential funding parties
- Coordinate reports to director, emails and newsletters
- Developed and wrote grant proposals for various foundations including NIP
- Growing relationships with existing clients and creating new ones
- Participate in fundraising activities & donor recognition events
- Research grant opportunities
- Responsible for scheduling and coordinating fundraising events
- Work with accountant to track and record funds raised on a variety of platforms
- Write letter of Inquiry's for potential funding
- Attended two NIP mandatory workshops (2017) (2018)
- Issued tax credit vouchers to during fiscal year 2017

Part-time Research Analyst
Strategic Resolution Expert, Inc.
126 East Burke Street
Martinsburg, WV 25404

November 2015-October 2016

- Conduct research on Fedbiz Oops and GSA
- Coordinate travel arrangements for conferences, meetings and or trainings
- Maintain contract files, invoices, employees files and confidential records
- Maintain invoices for company's accountant
- On-boarding and (I-9) document verification including (offer letters, new hire paper work, prepare new employee packets, monitor and create training forms for employees records)
- Outreach/recruitment for IT, Project Managers and Technical Writers.
- PowerPoint presentations during on boarding process including(Employee handbook, timekeeping memo, Code of Business Ethics and Conduct and Citrix Sharefile
- Provide operational cover for absent Senior Managers
- Schedule interviews and interview potential applicants
- Set up Go-To-Meeting online and phone conference for new hires during on-boarding
- Supervise and coach (7) Research Analyst and assist them with an employee Development

Temporary Certified In-Person Assistor
Total Clerical Services
Wheeling, WV 26003

September 2013-March 2015

- Assist consumers with creating an on-line applications, grievance, complaints or questions regarding their health coverage or a determination related to their coverage
- Enroll consumers who are eligible for Medicaid/Chip using Department of Health and Human Resources on-line application
- Participate in on-going trainings, through federal Webinars
- Provide education on, and facilitate enrollment into, Qualified Health Plans (QHPs) and Medicaid available through the Health Insurance Marketplace
- Provide in person health insurance enrollment to potential consumers
- Prepared spreadsheets including statistical data and reports
-
- Responsible for proper documentation of all client data including client contact, referrals and outcomes are entered into the IPA database in an accurate and timely manner
- Responsible for telephone and face to face outreach to potential applicants
- Work with site staff Department of Health and Human Resources to identify uninsured clients and provide application assistance
- Worked from home office and on site

Home Finding Case Aide
Burlington United Methodist Family Services
Wheeling, WV 26003

November 2011-June 2013

- Assist home finding staff with special programs and recognition activities for foster parents
- Assist with in-home visits
- Maintained case files
- Prepared spreadsheets including statistical data and reports
- Responsible for adhering to all home finder time guide lines indicated by Department of Health and Human Resource
- Responsible for entering information in FACTS (Family and Child Tracking System)
- Responsible for live scan fingerprinting, research and sexual offender background checks
- Responsible for outreach, assembling promotional materials and recruitment activities such as fairs and conferences

Grant Funded Position-Adult Case Manager
Jefferson County Community Action Council
Steubenville, Ohio 43952

June 2009-June 2010

- Brief customer in requirements and benefits of Workforce Investment Act (WIA) and entered participants data into state designated MIS tracking systems and other reporting software as directed
- cursory eligibility review (income and educational and employment background)
- Customer service to a diverse population
- Enroll participants in vocational/college classes and maintain contact
- Evaluation of job skills and experience
- Maintained case files
- Managed a caseload in excess of 100, including data entry, job search, TABE testing and assessment
- Outreach work providing job assistance to dislocated workers in the Northern Panhandle WV and the state of the Ohio areas
- Preliminary screening for potential Workforce Investment Act (WIA) enrollments
- Provided monthly reports

Seasonal Recruiting Assistant
The US Census Bureau
Wheeling, WV 26003

January 2006-March 2007

- Daily overnight mailing of new recruitment packets from home based office.
 - Customer service.
 - Outreach work, to ensure sufficient numbers of applicants are tested for temporary census jobs.
 - Met with and distribute recruiting packets to state, local and tribal governments, local businesses and other appropriate sources to recruit for a variety of positions.
 - Maintain good public relations with applicant referral and other employment sources.
 - Responsible for scheduling and/or testing job applicants monitor the testing sessions, scores the test, review applicant forms and performed other tasks required.
 - Preparing source documentation needed for new hires. (I-9) employment verification.
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Education

Wheeling Jesuit University, Wheeling, WV (2008)

Major: Bachelor of Arts Organizational Leadership and Development

West Virginia Northern Community College, Wheeling, WV (2008)

Major: Associate in Science Degree

West Virginia Northern Community College, Wheeling, WV (2008)

Certificate: Health Care Certificate Program

Other Relevant Training

Information Technology Infrastructure Library (ITIL)

Completed training leading up to certification-May 2016

Project Management Institute (PMI)

Completed training leading up to certification-June 2016

Strategic HR for SPHR Exam Candidates Part 1 and Part 2

Completed training leading up to certification-October 2016



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

State of West Virginia
 Request for Quotation
 34 - Service - Prof

Proc Folder: 445132

Doc Description: Secure an Independent Assessment of the WV NIP

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2018-06-01	2018-06-14 13:30:00	CRFQ 0307 DEV1800000004	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Signature X

Latoria Lewis-Brown

FEIN #

823615116

DATE

June 14, 2018

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

ADDITIONAL INFORMATION:

Central Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of the Agency, the West Virginia Development Office to establish a contract for the one-time purchase of an Independent assessment of the West Virginia Neighborhood Investment Program for fiscal years 2015, 2016, and 2017, per the attached Bid requirements, Specifications, Terms and Conditions, and Pricing Page.

INVOICE TO		SHIP TO	
ACCOUNTS PAYABLE		WV DEVELOPMENT OFFICE	
DEPT OF COMMERCE FINANCE DIVISION		ADMINISTRATION	
BLDG 3 SUITE 800		11900 KANAWHA BLVD E BLDG 3 SUITE 800	
1900 KANAWHA BLVD E			
CHARLESTON	WV25305	CHARLESTON	WV 25305-0311
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Project impact assessment				

Comm Code	Manufacturer	Specification	Model #
80101607			

Extended Description :

Project impact assessment

DEV1800000004	Document Phase Final	Document Description Secure an Independent Assessment of the WV NIP	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: LaTonia Lucious-Brown

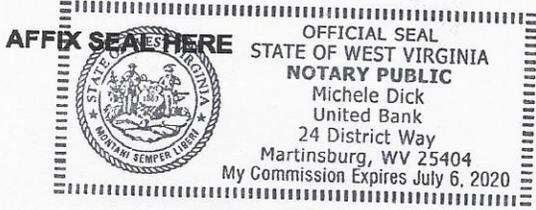
Authorized Signature: LaTonia Lucious-Brown Date: 6-14-2018

State of West Virginia

County of Berkley, to-wit:

Taken, subscribed, and sworn to before me this 14th day of June, 2018

My Commission expires July 6, 2020



NOTARY PUBLIC Michele Dick

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.

LaTonia Lucious-Brown / Manager
(Name, Title)
LaTonia Lucious-Brown / Manager
(Printed Name and Title)
134 Y2 SOUTH QUEEN STREET
(Address)
MARTINSBURG WV 25404
(Phone Number) / (Fax Number) (304) 582-5948
(email address) Giftedhands.11b@gmail.com

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.

Gifted Hands, LLC
(Company)
LaTonia Lucious-Brown / owner
(Authorized Signature) (Representative Name, Title)
LaTonia Lucious-Brown
(Printed Name and Title of Authorized Representative)
June 14, 2018
(Date)
(304) 582-5948
(Phone Number) (Fax Number)

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, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; or,
 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: Latoria Lucious-Brown Signed: Latoria Lucious-Brown
Date: June 14, 2018 Title: Owner

REQUEST FOR QUOTATION
West Virginia Development Office
WV NIP Independent Assessment

- 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.
 - 9.2.3 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: LaTonia Lucious-Brown

Telephone Number: (304) 582-5948

Fax Number: (304) 262-1711

Email Address: Gifted Hands.116@gmail.com

Exhibit "A" Pricing Page
WV NIP Independent Assessment

DATE: 6/14/18

SUBMITTED BY: Organization Name: Gifted Hands, LLC
Contact Person : LaTonia Lucious-Brown
Address: 134 ½ S. Queen Street
City: Martinsburg State: WV_Zip: 25404

SUBMITTED TO: State of West Virginia Purchasing Department
2019 Washington Street, East
Charleston, WV 25305-0311
Attn: Melissa Pettrey, Senior Buyer
E-mail: melissa.k.pettrey@wv.gov
Phone: 304-588-0094

\$15,000 - Fifth-teen Thousand Dollars

Price: **15,000 Fifth-Teen Thousand**

(The amount of the bid must be shown in both words and numbers.

*In the event of a difference between the written amount and the numerical amount,
the written amount shall prevail.)*

BIDDER SIGNATURE *LaTonia Lucious-Brown*

DATE: *6-14-2018*

Bidder Name: *LATONIA LUCIOUS-BROWN*
(Please Print)