

RECEIVED  
2018 MAR 22 AM 11:12  
WV PURCHASING  
DIVISION

BUYER: Jessica Chambers  
SOLICITATION NO: CRFQ DEP 1800000018  
BID OPENING DATE: 03/22/2018  
BID OPENING TIME: 1:30 PM (EST)  
FAX NUMBER: (304) 558-3970

Epiphany Consulting  
Total Contract Pricing **\$718,787.00**



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: 428110

Doc Description: Human Resource Development

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-03-07	2018-03-22 13:30:00	CRFQ 0313 DEP1800000018	1

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

Vendor Name, Address and Telephone Number:

Epiphany Consulting, P.O. Box 9296, South Charleston, WV 25309 (304) 556-4839

FOR INFORMATION CONTACT THE BUYER

Jessica S Chambers  
 (304) 558-0246  
 jessica.s.chambers@wv.gov

Signature X   
Kathi Richards

FEIN # 55-0778747

DATE March 21, 2018

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

**ADDITIONAL INFORMATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of the Department of Environmental Protection to establish an open-end contract for internet based human resource related personnel assessment tools and related services for managers within the department per the terms and conditions and specifications as attached.

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	3.1.1 Profile XT or equal	850.00000	EA	\$200.00	\$170,000.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.1.1 - 3.2.1.9.1	

**Extended Description :**  
Reference Section 3.1.1 of Specifications

Product quantities in a single order: 1-34 \$200.00, 35-69 \$200.100, 70-104 \$200.00

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	3.2.2 Customer Service Profile or equal	150.00000	EA	\$149.00	\$22,350.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.2 - 3.2.2.1	

**Extended Description :**  
Reference Section 3.2.2 of Specifications

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	3.2.3 Profiles Performance Indicator or equal	50.00000	EA	\$95.00	\$4,750.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.3 - 3.2.3.1	

**Extended Description :**  
Reference Section 3.2.3 of SpecificationsWorkshops

BUYER'S TP	SHIP TO
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US	ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	3.2.4 Checkpoint 360 or equal	50.00000	EA	\$325.00	\$16,250.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.4	

**Extended Description :**  
Reference Section 3.2.4 of Specifications

BUYER'S TP	SHIP TO
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US	ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	3.2.5 SOSII or equal	50.00000	EA	\$28.00	\$1,400.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.5	

**Extended Description :**  
Reference Section 3.2.5 of Specifications

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	3.2.6 Assessment Portal or equal	1.00000	YR	\$1,000.00	\$1,000.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.6	

**Extended Description :**  
Reference Section 3.2.6 of Specifications

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	3.2.7 Workshops	40.00000	HOUR	\$400.00	\$16,000.00

Comm Code	Manufacturer	Specification	Model #
80111500	Epiphany Consulting	as requested 3.2.7	

**Extended Description :**  
Reference Section 3.2.7 of Specifications

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	3.2.8 Certification of Agency Trainers	25.00000	EA	\$1,000.00	\$25,000.00

Comm Code	Manufacturer	Specification	Model #
80111500	Epiphany Consulting	as requested 3.2.8	

Extended Description :  
Reference Section 3.2.8 of Specifications

BUYER TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	3.2.9 Workplace Engagement Survey or equal	50.00000	EA	\$25.00	\$1,250.00

Comm Code	Manufacturer	Specification	Model #
80111500	Epiphany Consulting	as requested 3.2.9	

Extended Description :  
Reference Section 3.2.9 of Specifications

BUYER TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	3.2.10 Skills Test or equal	50.00000	EA	\$30.00	\$1,500.00

Comm Code	Manufacturer	Specification	Model #
80111500	E-Skills	as requested 3.2.10	

Extended Description :  
Reference Section 3.2.10 of Specifications

BUYER TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	3.2.11.1 Everything DiSC 363 Leader or equal	50.00000	EA	\$215.00	\$10,750.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.11.5	

Extended Description :  
Reference Section 3.2.11.1 of Specifications

BUYER TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	3.2.11.2 Everything DiSC Workplace or equal	50.00000	EA	\$64.00	\$3,200.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.11.6	

Extended Description :  
Reference Section 3.2.11.2 of Specifications

BUYER TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	3.2.11.3 Everything DiSC Management or equal	50.00000	EA	\$107.50	\$5,375.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.11.7	

Extended Description :  
Reference Section 3.2.11.3 of Specifications

BUYER TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	3.2.11.4 Everything DiSC Sales or equal	50.00000	EA	\$107.50	\$5,375.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.11.8	

Extended Description :  
Reference Section 3.2.11.4 of Specifications

BUYER TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	3.2.11.5 Everything DiSC Facilitator Team Report or equal	50.00000	EA	\$107.50	\$5,375.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.11.9	

Extended Description :  
Reference Section 3.2.11.5 of Specifications



BUYER TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	3.2.11.6 Everything DiSC Culture Report or equal	50.00000	EA	\$107.50	\$5,375.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.11.10	

Extended Description :  
Reference Section 3.2.11.6 of Specifications

BUYER TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	3.2.11.7 Everything DiSC Conflict Resolution or equal	50.00000	EA	\$107.50	\$5,375.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.11.11	

Extended Description :  
Reference Section 3.2.11.7 of Specifications

BUYER TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	3.2.11.8 Everything DiSC Sub Account or equal	1.00000	YR	\$193.50	\$193.50

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.11.12	

**Extended Description :**  
Reference Section 3.2.11.8 of Specifications

BUYER TO	SHIP TO
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US	ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	3.2.11.9 Everything DiSC Workplace Certification or equal	50.00000	EA	\$2,495.00	\$124,750.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.11.13	

**Extended Description :**  
Reference Section 3.2.11.9 of Specifications

BUYER TO	SHIP TO
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US	ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	3.2.11.10 Everything DiSC Facilitation Kit or equal	50.00000	EA	\$1,195.00	\$59,750.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.11.14	

**Extended Description :**  
Reference Section 3.2.11.10 of Specifications

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	3.2.12.1 The Five Behaviors Profile or equal	50.00000	EA	\$150.50	\$7,525.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.12.1	

**Extended Description :**  
Reference Section 3.2.12.1 of Specifications

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	3.2.12.2 The Five Behaviors Facilitator Kit or equal	50.00000	EA	\$1,495.00	\$74,750.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.12.2	

**Extended Description :**  
Reference Section 3.2.12.2 of Specifications

INVOICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	3.2.12.3 The Five Behaviors Certification or equal	50.00000	EA	\$2,495.00	\$124,750.00

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.12.3	

**Extended Description :**  
Reference Section 3.2.12.3 of Specifications

SHIP FROM	SHIP TO
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US	ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	3.2.12.4 The Five Behaviors Sub Account or equal	1.00000	YR	\$193.50	\$193.50

Comm Code	Manufacturer	Specification	Model #
80111500	Wiley	as requested 3.2.12.4	

**Extended Description :**  
Reference Section 3.2.12.4 of Specifications

SHIP FROM	SHIP TO
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US	ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	3.2.13 Emotional Intelligence or equal	50.00000	EA	\$375.00	\$18,750.00

Comm Code	Manufacturer	Specification	Model #
80111500	Genos International	as requested 3.2.13	

**Extended Description :**  
Reference Section 3.2.13 of Specifications

OFFICE TO		SHIP TO	
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV25304 US		ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	3.2.14 Consulting Services	40.00000	HOUR	\$195.00	\$7,800.00

Comm Code	Manufacturer	Specification	Model #
80111500	Eplphany Consulting	as requested 3.2.14	

**Extended Description :**  
Reference Section 3.2.14 of Specifications

<b>DEP1800000018</b>	<b>Document Phase</b> Final	<b>Document Description</b> Human Resource Development	<b>Page</b> <b>13 of</b> <b>13</b>
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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: Epiphany Consulting

Authorized Signature: Kathi Richards Date: 3/21/2018

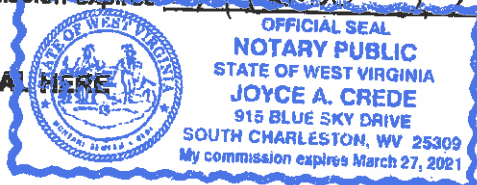
State of West Virginia

County of Kanawha to-wit:

Taken, subscribed, and sworn to before me this 21 day of March, 2018

My Commission expires March 27, 2021

AFFIX SEAL HERE



NOTARY PUBLIC

Joyce A. Crede  
Purchasing Affidavit (Revised 01/19/2018)

# 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: Epiphany Consulting

Signed: Kath Richards

Date: 3/21/18

Title: owner

\*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.

Kathi Richards Owner  
(Name, Title)

\_\_\_\_\_  
(Printed Name and Title)

P.O. Box 9296, South Charleston, WV 25309  
(Address)

304-556-4839 / 304  
(Phone Number) / (Fax Number)

Kathi@epiphanywv.com  
(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.

Epiphany Consulting  
(Company)

Kathi Richards Kathi Richards Owner  
(Authorized Signature) (Representative Name, Title)

\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

3/21/18  
(Date)

304-556-4839 304-720-4870  
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION  
Human Resource Development

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**G. MISCELLANEOUS:**

- a. **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.
- b. **No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- c. **Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- d. **Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- e. **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:** Kathi Richards

**Telephone Number:** 304-556-4839

**Fax Number:** 304-720-4870

**Email Address:** Kathi@epiphanywv.com

West Virginia Ethics Commission  
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: Epiphany Consulting Address: P.O. Box 9296

South Charleston, WV 25309

Authorized Agent: Kathi Richards

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

Contract Number: DEP1800000018

Contract Description: Human Resource Development

Governmental agency awarding contract: DEP

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

Kathi Richards  
Kathleen Walker

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: Kathi Richards

Date Signed: 3/21/2018

**Notary Verification**

State of West Virginia, County of Kanawha

I, Kathi Richards, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 21 day of March, 2018

Joyce A. Crede  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_

