



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 1



## General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 366233

Procurement Type: Central Master Agreement

Vendor ID: 

Legal Name: COLLECTIVE IMPACT LLC

Alias/DBA: BRUCE E DECKER

Total Bid: \$321,000.00

Response Date: Response Time: 

SO Doc Code: CRFQ

SO Dept: 0506

SO Doc ID: MCH1800000003

Published Date: 10/11/17

Close Date: 10/16/17

Close Time: 13:30

Status: Closed

Solicitation Description: 

Total of Header Attachments: 1

Total of All Attachments: 1



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Web Based Data Collections System				\$196,000.00

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description : Section 4.1.1 - Web Based Data Collections System

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Training and Support month 1-6				\$20,000.00

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description : Section 4.1.2 - Training and support months 1-6

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Training and Support Year 2				\$35,000.00

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description : Section 4.1.3 - Training and support Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Training and Support Year 3				\$35,000.00

Comm Code	Manufacturer	Specification	Model #
81161501			

Extended Description : Section 4.1.4 - Training and support Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Training and Support Year 4				\$35,000.00

Comm Code	Manufacturer	Specification	Model #
81161501			

<b>Extended Description :</b>	Section 4.1.5 - Training and support Year 4
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October 10, 2017

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

To Whom It May Concern:

Please accept the attached documents in response to **CRFQ 0506 MCH1800000003**  
**Web Based Home Visitation Data Collection System**. Attached you will find all required bid  
forms.

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

Regards,

A handwritten signature in black ink, appearing to read "Bruce E. Decker", with a long horizontal flourish extending to the right.

Bruce E, Decker, Founder/Owner

## **INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

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

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

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

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

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

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

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

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

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

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

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

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

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

Question Submission Deadline: October 2, 2017, at 3:00 PM EST

Submit Questions to: April Battle, Buyer 22

2019 Washington Street, East

Charleston, WV 25305

Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)

Email: [april.e.battle@wv.gov](mailto:april.e.battle@wv.gov)

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

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



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

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

SEALED BID: Web Based Home Visitation Data Collection System  
BUYER: April Battle, Buyer 22  
SOLICITATION NO.: CRFQ 0506 MCH1800000003  
BID OPENING DATE: October 11, 2017  
BID OPENING TIME: 1:30 PM EST  
FAX NUMBER: (304) 558-3970

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression of Interest or Request for Proposal is not permitted in wvOASIS.

**For Request For Proposal ("RFP") Responses Only:** In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus \_\_\_\_\_ convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

- Technical  
 Cost

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

Bid Opening Date and Time: October 11, 2017, at 1:30 PM EST

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

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

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

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

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

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

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

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

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

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

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

**18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

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

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

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

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

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

**22. INTERESTED PARTY DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$100,000, the vendor must submit to the Purchasing Division a disclosure of interested parties to the contract, prior to contract award. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. "Interested parties" means: (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors; (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract; and (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency: Provided, That subdivision (2) shall be inapplicable if a business entity is a publicly traded company: Provided, however, That subdivision (3) shall not include persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.

## **GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

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

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

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

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on \_\_\_\_\_ award \_\_\_\_\_ and extends for a period of 1 (One) year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to 3 (three) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 36 (thirty six) months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

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

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

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

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

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

**Other:** See attached.

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

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

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

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

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

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

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

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

**BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

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

**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

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

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

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



**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancelation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of this contract. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

**Commercial General Liability Insurance** in at least an amount of:  
1,000,000.00

**Automobile Liability Insurance** in at least an amount of: \_\_\_\_\_

**Professional/Malpractice/Errors and Omission Insurance** in at least an amount of:  
\_\_\_\_\_

**Commercial Crime and Third Party Fidelity Insurance** in an amount of:  
\_\_\_\_\_

**Cyber Liability Insurance** in an amount of: \_\_\_\_\_

**Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

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

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

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

\_\_\_\_\_ for \_\_\_\_\_.

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

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

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

**14. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

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

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

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-6.1.e.

**20. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

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

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

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

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

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

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

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

**31. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

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

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

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

**33. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**34. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

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

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

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

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

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

**38. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5-22-1(i), the contracting public entity shall not award a contract for a construction project 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. Accordingly, prior to contract award, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

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

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

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

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

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

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

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

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

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

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

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

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when



the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

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

**45. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$100,000, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. "Interested parties" means: (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors; (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract; and (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency: Provided, That subdivision (2) shall be inapplicable if a business entity is a publicly traded company: Provided, however, That subdivision (3) shall not include persons or business entities performing legal services related to the negotiation or drafting of the applicable contract. The Agency shall submit a copy of the disclosure to the Ethics Commission within 15 days after receiving the supplemental disclosure of interested parties.

**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.



Bruce E. Decker, Owner

(Name, Title)

Bruce E. Decker, Owner

(Printed Name and Title)

16 Owls Lair Drive Huntington, WV 25701

(Address)

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

(Phone Number) / (Fax Number)

bruce@collectiveimpact.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.

Collective Impact, LLC

(Company)



(Authorized Signature) (Representative Name, Title)

Bruce E. Decker, Owner

(Printed Name and Title of Authorized Representative)

10/10/17

(Date)

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

(Phone Number) (Fax Number)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ 0506 MCH180000003**

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 type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Collective Impact, LLC  
Company

  
Authorized Signature

10/10/17  
Date

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

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Web Based Home Visitation Data Collection System

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Health and Human Resources, Bureau for Public Health, Office of Maternal, Child and Family Health (OMCHF), West Virginia Home Visitation Program (WVHVP) to establish a contract for a web based home visitation data collection system to be used by all home visiting agencies. The vendor will work with WVHVP leaders to develop and utilize a web-based data collection system which will bring data management and benchmarking to scale in all evidence-based home visiting agencies across West Virginia. During the span of the contract, the web based data collection system will be hosted by the selected vendor.

NOTE: This request is covered in part by federal funds. All bidders will be required to acknowledge and adhere to the Attachment 1 – Provisions Required for Federally Funded Procurements.

NOTE: The WVDHHR has developed an Equal Employment Opportunity Plan (EEO) Utilization Report and it is available at: <http://www.wvdhhr.org/pdfs/H1.5%20Utilization%20Report%20and%20EEO%20policy.pdf>

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **“Contract Services”** means the list of items identified in Section 4 as more fully described in these specifications.
  - 2.2 **“Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.
  - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

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**3. QUALIFICATIONS:** Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications and submit a resume *prior to award* showing qualifications:

**3.1.** Vendor must have a minimum of two (2) years of experience working with Maternal, Infant, Early Childhood Home Visiting related to web based data collection systems.

**4. MANDATORY REQUIREMENTS:**

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

**4.1.1 Web Based Data Collection System**

**4.1.1.1** Vendor will maintain use of the existing WVHVP federally approved benchmarks and constructs to ensure federal reporting requirements are current based upon federal guidance for 250 users. (Attachment A and Attachment B)

**4.1.1.2** Web Based Data Collection System must track and allow users to access the number of families and children served.

**4.1.1.3** Web Based Home Data Collection System must allow home visiting agencies the ability to access data and information from home visiting agencies.

**4.1.1.4** Web Based Home Data Collection System must include a process for the program staff to develop and run excel electronic reports at both the state and local level.

**4.1.1.5** Web Based Home Data Collection System must contain home visiting logistics; including: how long it takes to conduct a home visit; how many miles the employee travels and how many average visits per week are completed.

**4.1.1.6** Web Based Home Data Collection System must document demographic data for the participant, child(ren) and families receiving home visitation services.

**4.1.1.7** Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for the dates and scores of of ASQ-3s (Ages and Stages Questionnaire 3) and ASQ-SE2

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(Ages and Stages Questionnaire, Social Emotional) administered with families.

- 4.1.1.8** Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for data on domestic violence screening, including referrals and completion of referrals.
- 4.1.1.9** Web Based Home Data Collection System must allow local agencies to scan and maintain an electronic file for Memorandum of Understandings (MOUs) between contracted Home Visiting agency and other community providers.
- 4.1.1.10** Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for data on collaborative meetings among community partners (dates, agencies, attending, title or brief description of meeting).
- 4.1.1.11** Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity documentation of supervisory sessions between supervisors and home visitors, including record of issues identified.
- 4.1.1.12** Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for date of first prenatal care visit received and allow electronic storage and tracking/reporting capacity for of prenatal care visits.
- 4.1.1.13** Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for whether mother would like to access birth control at 8 weeks postpartum, and if she is able to access her method of choice.
- 4.1.1.14** Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for subsequent pregnancies within 18 months of the birth of the enrolled child.
- 4.1.1.15** Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for date and outcome of the Edinburg Depression Screening, referral if necessary, and whether care was received.
- 4.1.1.16** Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for breastfeeding

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information, and continuation of breastfeeding through first four weeks after delivery.

**4.1.1.17** Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for health insurance status and provider at enrollment.

**4.1.1.18** Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for monthly client report of Emergency Department (ED) visits for children enrolled in the program.

**4.1.1.19** Web Based Home Data Collection System must allow electronic storage and tracking/reporting capacity for smoking information on client based upon Client Profile form completed on each enrolled member.

**4.1.1.20** Web Based Home Data Collection System must provide the following levels of access 1) WVHVP State Office- Full access to all local sites, 2) Home Visitation Supervisors- Access to their site.

**4.1.1.21** Upon award the vendor's Project Manager must, at a minimum, provide a template for a Project Plan, which includes tasks, milestones and timelines, a Risk/Issue Log, and a weekly status report that will be used throughout implementation.

**4.1.1.22** Vendor must host system hardware, software, and all data.

**4.1.1.23** Vendor shall provide within the system: a) Systems User Manuals  
b) System Administrator Manuals.

**4.1.1.24** The application data although hosted will be the property of the State of West Virginia, and the WVHVP.

**4.1.1.25** Should the vendor cease to be able to provide hosting services, the vendor shall transfer all data to a location of the State's choosing and provide disc copies. The vendor shall transfer the database and all data collected from WVHVP. Upon mutual agreement the Vendor will provide a hard copy or backup at a mutually agreed time interval.

**4.1.1.26** Vendor shall be responsible for the following:

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- 4.1.1.26.1** Vendor shall not use or disclose protected health information other than as permitted by the Agency or as required by law per The US Department of Health and Human Resources HIPAA site, <http://www.hhs.gov/hipaa/index.html>;
- 4.1.1.26.2** Vendor must provide agency with a Security, Privacy, and Confidentiality Plan within thirty (30) calendar days.
- 4.1.1.26.3** Vendor must ensure that all staff and subcontractors are aware of, adhere to, and aware of the information related to standard DHHR information security and privacy protocol and procedures located on <http://intranet.wvdhhr.org/Policies/HIPAA/hipaa.htm>
- 4.1.1.26.4** Vendor must provide a Business Continuity Plan within thirty (30) days of contract execution; The Business Continuity Plan should include how data is restored, what backup measures are in place in case normal business operations cannot continue due to power outages/catastrophe, where the data is stored in such emergencies, how data is safeguarded in normal and emergency situations.
- 4.1.1.26.5** Upon termination of the contract, WVHVP will own all data collected and stored within the web based data collection system. This will include historical data to ensure the program can meet all federal reporting requirements. The Vendor will turn data over to WVHVP.

**4.1.2 Training and Support Year 1**

- 4.1.2.1** Vendor must provide online training and technical assistance on the West Virginia Home Visitation Program (WVHVP) Web Based Data Collection System to WVHVP staff (Parent as Teachers, Healthy Families America, Early Head Start- Home Based Option, Right From the Start and Maternal, Health Outreach Worker Model.
- 4.1.2.2** Vendor will provide live, toll-free support (Monday through Friday from 9:00 am to 5:00 pm EST) to all West Virginia Home



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Visitation Web Based Data Collection System users throughout the life of the contract.

**4.1.3 Training and Support Year 2**

**4.1.3.1** Vendor must provide online training and technical assistance on the West Virginia Home Visitation Program (WVHVP) Web Based Data Collection System to WVHVP staff.

**4.1.3.2** Vendor will provide live, toll-free support (Monday through Friday from 9:00 am to 5:00 pm EST) to all West Virginia Home Visitation Web Based Data Collection System users throughout the life of the contract.

**4.1.4 Training and Support Year 3**

**4.1.4.1** Vendor must provide online training and technical assistance on the West Virginia Home Visitation Program (WVHVP) Web Based Data Collection System to WVHVP staff.

**4.1.4.2** Vendor will provide live, toll-free support (Monday through Friday from 9:00 am to 5:00 pm EST) to all West Virginia Home Visitation Web Based Data Collection System users throughout the life of the contract.

**4.1.5 Training and Support Year 4**

**4.1.5.1** Vendor must provide online training and technical assistance on the West Virginia Home Visitation Program (WVHVP) Web Based Data Collection System to WVHVP staff.

**4.1.5.2** Vendor will provide live, toll-free support (Monday through Friday from 9:00 am to 5:00 pm EST) to all West Virginia Home Visitation Web Based Data Collection System users throughout the life of the contract.

**5. CONTRACT AWARD:**

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

**5.2 Pricing Page:** Vendor should complete the Pricing Page. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document.

- 6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 7. PAYMENT:** Agency shall pay annually after implementation of the system as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. 1.
- 8. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
- 9. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
  - a.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
  - b.** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

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Web Based Home Visitation Data Collection System

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- c. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- d. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- e. Vendor shall inform all staff of Agency's security protocol and procedures.

**10. VENDOR DEFAULT:**

- a. The following shall be considered a vendor default under this Contract.
  - i. Failure to perform Contract Services in accordance with the requirements contained herein.
  - ii. Failure to comply with other specifications and requirements contained herein.
  - iii. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
  - iv. Failure to remedy deficient performance upon request.
- b. The following remedies shall be available to Agency upon default.
  - i. Immediate cancellation of the Contract.
  - ii. Immediate cancellation of one or more release orders issued under this Contract.
  - iii. Any other remedies available in law or equity.

**11. 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.

**REQUEST FOR QUOTATION  
CRFQ 0506 MCH1800000003  
Web Based Home Visitation Data Collection System**

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**Contract Manager: Bruce E. Decker**  
**Telephone Number: 724.513.6019**  
**Fax Number: 866.618.3968**  
**Email Address: [bruce@collectiveimpact.com](mailto:bruce@collectiveimpact.com)**



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

State of West Virginia  
 Request for Quotation  
 27 — Miscellaneous

Proc Folder: 366233

Doc Description: Open ended contract for web based home visitation system

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-09-27	2017-10-11 13:30:00	CRFQ 0506 MCH1800000003	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:

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

**FOR INFORMATION CONTACT THE BUYER**

April Battle  
 (304) 558-0067  
 april.e.battle@wv.gov

Signature X

FEIN # 14-1944676

DATE 10/10/17

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

**ADDITIONAL INFORMAITON:**

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Health and Human Resources, Bureau for Public Health, Office of Maternal, Child and Family Health (OMCHF), West Virginia Home Visitation Program (WVHVP) to establish a contract for a web based home visitation data collection system to be used by all home visiting agencies.

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US		PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Web Based Data Collections System				

Comm Code	Manufacturer	Specification	Model #
81161501			

**Extended Description :**

Section 4.1.1 - Web Based Data Collections System

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US		PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Training and Support month 1-6				

Comm Code	Manufacturer	Specification	Model #
81161501			

**Extended Description :**

Section 4.1.2 - Training and support months 1-6

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US		PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Training and Support Year 2				

Comm Code	Manufacturer	Specification	Model #
81161501			

**Extended Description :**

Section 4.1.3 - Training and support Year 2

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US		PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Training and Support Year 3				

Comm Code	Manufacturer	Specification	Model #
81161501			

**Extended Description :**

Section 4.1.4 - Training and support Year 3

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV25301-3714 US		PURCHASING DIRECTOR - 304-356-4095 HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Training and Support Year 4				

Comm Code	Manufacturer	Specification	Model #
81161501			

**Extended Description :**

Section 4.1.5 - Training and support Year 4

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Questions Due	2017-10-02

<b>MCH1800000003</b>	<b>Document Phase</b> Final	<b>Document Description</b> Open ended contract for web based home visitation system	<b>Page 4</b> <b>of 4</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



**Exhibit A – Pricing Page**

**CRFQ 0506 MCH1800000003**

<b>Contract items</b>	<b>Total Cost</b>
<b><u>4.1.1</u></b> Web Based Home Data Collection System	<b>\$196,000</b>
<b><u>4.1.2</u></b> Training and Support Months 1-6	<b>\$20,000</b>
<b><u>4.1.3</u></b> Training and Support Year 2	<b>\$35,000</b>
<b><u>4.1.4</u></b> Training and Support Year 3	<b>\$35,000</b>
<b><u>4.1.5</u></b> Training and Support Year 4	<b>\$35,000</b>
<b><u>Grand Total Cost</u></b>	<b>\$321,000</b>

**The contract will be awarded to the Vendor that can provide all mandatory requirements meeting the required specifications for the lowest overall Grand Total Cost.**

<b>Vendor Name: Collective Impact, LLC</b>
<b>Physical Address: 16 Owls Lair Drive, Huntington, WV 25701</b>
<b>Remit to Address: 16 Owls Lair Drive, Huntington, WV 25701</b>
<b>Telephone: 724.728.3368</b>
<b>Fax: 866.618.3968</b>

Email: [bruce@collectiveimpact.com](mailto:bruce@collectiveimpact.com)

Authorized Vendor Representative (print name): Bruce E. Decker

Signature:



Date: 10/10/17

# THE MATERNAL, INFANT, AND EARLY CHILDHOOD HOME VISITING PROGRAM

## FORM 1

### DEMOGRAPHIC, SERVICE UTILIZATION, AND SELECT CLINICAL INDICATORS

**Public Burden Statement:** An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0906-XXXX. Public reporting burden for this collection of information is estimated to average 425 hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 10-29, Rockville, Maryland, 20857.

**SECTION A: PARTICIPANT DEMOGRAPHICS**

**Table 1: Unduplicated Count of New and Continuing Program Participants Served by MIECHV Home Visitors**

Participants	Number Newly Enrolled	Number Continuing Reporting Period	Total
Pregnant Women			
Female Caregivers			
Male Caregivers			
<b>All Adults (Auto Calculate)</b>			
Female Index Children			
Male Index Children			
<b>All Index Children (Auto Calculate)</b>			

**Table 2: Unduplicated Count of Household Served by MIECHV Home Visitors**

Households	Number Newly Enrolled	Number Continuing During Reporting Period	Total
<b>Number of Households</b>			

**Table 3: Unduplicated Count of Participants and Households Served by State Home Visiting Programs (not MIECHV)**

Participants and Households	Total Number Served during Reporting Period
Pregnant Women	
Female Caregivers	
Male Caregivers	
<b>All Adults (Auto Calculate)</b>	
Female Index Children	
Male Index Children	
<b>All Index Children (Auto Calculate)</b>	
<b>Number of Households</b>	

**Table 4: Adult Participants by Age**

Adult Participants	≤17	18-19	20-21	22-24	25-29	30-34	35-44	45-54	55-64	≥65	Unknown/Did not Report	Total
Pregnant Women												
Female Caregivers												
Male Caregivers												
<b>All Adults (Auto Calculate)</b>												

Calculate)												
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**Table 5: Index Children by Age**

Index Children	<1 year	1-2 years	3-5 years	5-6 years	Unknown/Did not Report	Total
Female Index Children						
Male Index Children						
<b>All Index Children (Auto Calculate)</b>						

**Table 6: Participants by Ethnicity**

Participants	Hispanic or Latino	Not Hispanic or Latino	Unknown/Did not Report	Total
Pregnant Women				
Female Caregivers				
Male Caregivers				
<b>All Adults (Auto Calculate)</b>				
Female Index Children				
Male Index Children				
<b>All Index Children (Auto Calculate)</b>				

**Table 7: Participants by Race**

Participants	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	More than one race	Unknown/Did not Report	Total
Pregnant Women								
Female Caregivers								
Male Caregivers								
<b>All Adults (Auto Calculate)</b>								
Female Index Children								
Male Index Children								
<b>All Index Children (Auto Calculate)</b>								

**Table 8: Adult Participants by Marital Status**

Adult Participants	Never married	Married	Not married but living together with partner	Separated/Divorced/Widowed	Unknown/Did not Report	Total
Pregnant Women						
Female Caregivers						
Male Caregivers						
<b>All Adults (Auto Calculate)</b>						

**Table 9: Adult Participants by Educational Attainment**

Adult Participants	Less than HS diploma	HS Diploma/GED	Some college/training	Technical training or certification	Associate's Degree	Bachelor's Degree or higher	Other	Unknown/Did not Report	Total
Pregnant Women									
Female Caregivers									
Male Caregivers									
<b>All Adults (Auto Calculate)</b>									

**Table 10: Adult Participants by Educational Status**

Adult Participants	Student/trainee	Not a student/trainee	Unknown/Did not Report	Total
Pregnant Women				
Female Caregivers				
Male Caregivers				
<b>All Adults (Auto Calculate)</b>				

**Table 11: Adult Participants by Employment Status**

Adult Participants	Employed Full Time	Employed Part-Time	Not employed	Unknown/Did not Report	Total
Pregnant Women					
Female Caregivers					
Male Caregivers					
<b>All Adults (Auto Calculate)</b>					

**Table 12: Adult Participants by Housing Status**

	Not Homeless					Total Not Homeless	Homeless			Total Homeless	Unknown/Did not Report	Total
	Owns or shares own home, condominium, or apartment	Rents or shares own home or apartment	Lives in public housing	Lives with parent or family member	Some other arrangement		Homeless and sharing housing	Homeless and living in an emergency or transitional shelter	Some other arrangement			
<b>Adult Participants</b>												
Pregnant Women												
Female Caregivers												
Male Caregivers												
<b>All Adults (Auto Calculate)</b>												

**Table 13: Primary Language Spoken at Home**

Index Children	Number	Percent
English		
Spanish		
Other		
Unknown/Did Not Report		
<b>All Index Children (Auto Calculate)</b>		<b>100</b>

**Table 14: Household Income in Relation to Federal Poverty Guidelines**

Households	Number of Households	Percent
50% and under		
51-100%		
101-133%		
134-200%		
201-300%		
>300%		
Unknown/Did not Report		
<b>All Households (Auto Calculate)</b>		<b>100</b>

**Table 15: For Each Household Indicate the Priority Population Characteristics**

Households	Yes	No	Unknown/Did not Report	Total
1. Low income household				
2. Household contains an enrollee who is pregnant and under age 21				
3. Household has a history of child abuse or neglect or has had interactions with child welfare services				
4. Household has a history of substance abuse or needs substance abuse treatment				
5. Someone in the household uses tobacco products in the home				
6. Someone in the household has attained low student achievement or has a child with low student achievement				
7. Household has a child with developmental delays or disabilities				
8. Household includes individuals who are serving or formerly served in the US armed forces				

**SECTION B: SERVICE UTILIZATION**

**Table 16: Service Utilization**

Home Visits	Number
Total Number of Home Visits completed	

**Table 17: Family Engagement by Household**

Households	Number of Households	Percent
Currently receiving services		
Completed program		
Stopped services before completion		
Enrolled but not currently receiving services/Other		
Unknown/Did not Report		
<b>All Categories (Auto Calculate)</b>		



**Table 18: Unduplicated Count of Home Visitor Full Time Equivalents**

Home Visitors	Number
Number of FTE Home Visitors	

**Table 19: Unduplicated Count of Households by Evidence-Based Home Visiting Model**

Home Visiting Model (Select One per Row – Add Rows for Additional Models)	Number Newly Enrolled	Number Served During Reporting Period	Total

**SECTION C: INSURANCE AND CLINICAL INDICATORS**

**Table 20: Participants by Type of Health Insurance Coverage**

Participants	No Insurance Coverage	Medicaid or CHIP	Tri-Care	Private or Other	Unknown/Did not Report	Total
Pregnant Women						
Female Caregivers						
Male Caregivers						
<b>All Adults (Auto Calculate)</b>						
Female Index Children						
Male Index Children						
<b>All Index Children (Auto Calculate)</b>						

**Table 21: Index Children by Usual Source of Medical Care**

Index Children	Doctor's/Nurse Practitioner's Office	Hospital Emergency Room	Hospital Outpatient	Federally Qualified Health Center	Retail Store or Minute Clinic	Other	None	Unknown/Did not Report	Total
Female Index Children									
Male Index Children									
<b>All Index Children (Auto Calculate)</b>									

**Table 22: Index Children by Usual Source of Dental Care**

<b>Index Children</b>	<b>Have a Usual Source of Dental Care</b>	<b>Do not have a Usual Source of Dental Care</b>	<b>Unknown/Did not Report</b>	<b>Total</b>
Female Index Children				
Male Index Children				
<b>All Index Children (Auto Calculate)</b>				

**NOTES:**

## DEFINITIONS OF KEY TERMS

Table Number	Field	Key Terms Requiring Definitions
1	Unduplicated Count of New and Continuing Program Participants Served by MIECHV Home Visitors	<p><b>New Participant:</b> A participant, including a pregnant woman, female caregiver, or male caregiver, who signs up to participate in the home visiting program at any time during the reporting period and continues enrollment during the reporting period who was served by a trained home visitor implementing services with fidelity to the model for whom <i>at least 25%</i> of his/her personnel costs (salary/wages including benefits) is paid for with MIECHV funding.</p> <p><b>Continuing Participant:</b> A participant, including a pregnant woman, female caregiver, or male caregiver, who was signed up and actively enrolled in the home visiting program prior to the beginning of the reporting period and continues enrollment during the reporting period who was served by a trained home visitor implementing services with fidelity to the model for whom <i>at least 25%</i> of his/her personnel costs (salary/wages including benefits) is paid for with MIECHV funding..</p> <p><b>Pregnant women</b> are participants who have been enrolled in the program while pregnant at any time during the reporting period.</p> <p><b>Female caregivers</b> are those female household members who are enrolled in the program during the reporting period, are considered a caregiver of the index child, and have not delivered the child during the reporting period (e.g., biological mothers, adoptive mothers, foster mothers, grandmothers).</p> <p><b>Male caregivers</b> include those male household members (e.g. expectant fathers, biological fathers, step-fathers, and partners) who also meet the definition of an enrollee.</p> <p><b>Index Child (Birth – 5 years):</b> the target child in an individual household who is under the care of the enrollee(s). More than one index child can be identified (e.g., in the case of twins, triplets, etc). Thus, there may be more than one female or male index child in a given household.</p>
2	Unduplicated Count of Household Served by MIECHV Home Visitors	<p><b>New Household:</b> A household, including a pregnant woman, female caregiver, and/or male caregiver who signs up to participate in the home visiting program at any time during the reporting period and continues enrollment during the reporting period. The household may include multiple caregivers depending on model-specific definitions.</p> <p><b>Continuing Household:</b> A household, including a pregnant woman, female caregiver, and/or male caregiver who were signed up and actively enrolled in the home visiting program prior to the beginning of the reporting period and continues enrollment during the reporting period. The household may include multiple caregivers depending on model-specific definitions.</p>
3	Unduplicated Count of Participants and Households Served by a State Home Visiting Program (not	<p><b>Participant Served by a State Home Visiting Program (not MIECHV):</b> A participant, including a pregnant woman, female caregiver, or male caregiver, who signs up to participate in the home visiting program at any time during the reporting period and continues enrollment during the reporting period who was served by a trained home visitor implementing services with fidelity to the model for whom <i>less than 25%</i> of his/her</p>

	<b>MIECHV)</b>	personnel costs (salary/wages including benefits) is paid for with MIECHV funding
<b>4</b>	<b>Adult Participants by Age</b>	<b>Adult Participants:</b> includes the person or persons in the household who signed up to participate in the home visiting program (e.g., a teenage parent could be counted as an adult participant but not an index child). The category can include more than one member of the household if more than one individual are enrolled in the program (e.g., a father and a mother have both signed up to participate). It should include at a minimum for every household the primary caregiver of the index child.
<b>5</b>	<b>Index Children by Age</b>	<b>Index Child (Birth – 5 years):</b> the target child in an individual household who is under the care of the enrollee(s). More than one index child can be identified (e.g., in the case of twins, triplets, etc). Thus, there may be more than one female or male index child in a given household.
<b>6</b>	<b>Participants by Ethnicity</b>	The responses regarding ethnicity should reflect what the person considers herself/himself to be and are not based on percentages of ancestry. If ethnicity is unknown or not reported for some participants, enter that count in the respective “Unknown/Did not report” column.
<b>7</b>	<b>Participants by Race</b>	The responses regarding race should reflect what the person considers herself/himself to be and are not based on percentages of ancestry. Participants who select more than one race should be reported in the “More than one race” category. If ethnicity and race are unknown or not reported for some participants, enter that count in the respective “Unknown/Did not Report” columns.
<b>8</b>	<b>Adult Participants by Marital Status</b>	<b>Adult Participants:</b> includes the person or persons in the household who signed up to participate in the home visiting program (e.g., a teenage parent could be counted as an adult participant but not an index child). The category can include more than one member of the household if more than one individual are enrolled in the program (e.g., a father and a mother have both signed up to participate). It should include at a minimum for every household the primary caregiver of the index child.  If more than one individual is enrolled in the program, enter the status for all enrollees. For example, if a pregnant woman is enrolled with her spouse in the program, both participants would be counted under the married category.
<b>9</b>	<b>Adult Participants by Educational Attainment</b>	<b>Adult Participants:</b> includes the person or persons in the household who signed up to participate in the home visiting program (e.g., a teenage parent could be counted as an adult participant but not an index child). The category can include more than one member of the household if more than one individual are enrolled in the program (e.g., a father and a mother have both signed up to participate). It should include at a minimum for every household the primary caregiver of the index child.  <b>Less than high school diploma</b> includes individuals who are older than high school age and who did not complete their high school education. For example, a 23 year old mother who did not finish high school would be included in this category because she is not of high school age and did not finish her high school education.  The <b>Some college/training</b> category includes those who are currently enrolled and those who attended in the past.  The <b>Technical training or certification</b> category includes those who received technical training or certification in the past.

		<p>The <b>Associate’s Degree</b> category includes those who obtained an Associate’s Degree.</p> <p>The <b>Bachelor’s Degree</b> category includes those who obtained an Bachelor’s Degree.</p> <p>The <b>Other</b> category includes those individuals who did not fall into the specified categories.</p>
10	Adult Participants by Educational Status	<p><b>Student/trainee:</b> indicates that the individual is considered a full- or part-time student by the institution he/she is attending.</p> <p><b>Not a student/trainee:</b> refers to individuals who are not currently enrolled in any type of educational or training programs.</p>
11	Adult Participants by Employment Status	<p><b>Employed:</b> refers to whether the person is currently working for pay.</p> <p><b>Employed Full Time:</b> an employee who works an average of at least 30 hours per week</p> <p><b>Employed Part Time:</b> an employee who works an average of less than 30 hours per week<sup>1</sup></p> <p><b>Not Employed:</b> indicates that the person is not working for pay (this category may include, for example, students, homemakers and those enrollees actively seeking work but currently not employed)</p>
12	Adult Participants by Housing Status	<p><b>Homeless:</b> individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1) of the McKinney-Vento Homeless Assistance Act); and</p> <p><b>Homeless and sharing housing:</b> individuals who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason</p> <p><b>Homeless and living in an emergency or transitional shelter:</b> individuals who are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement</p> <p><b>Some other arrangement:</b> individuals who are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; individuals who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C)); individuals who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings<sup>2</sup></p>
13	Primary Language Spoken at Home	<p><b>Primary language:</b> the language used in the home the majority of the time.</p> <p><b>Index Child (Birth – 5 years):</b> the target child in an individual household who is under the care of the</p>

<sup>1</sup> Healthcare.gov Glossary. <https://www.healthcare.gov/glossary/full-time-employee/>

<sup>2</sup> Administration for Children and Families. Early Childhood Learning and Knowledge Center, 2014. <http://eclkc.ohs.acf.hhs.gov/hslc/ta-system/family/family/Homelessness/hmls/definition/definition-legal.html>

		enrollee(s). More than one index child can be identified (e.g., in the case of twins, triplets, etc). Thus, there may be more than one female or male index child in a given household.
14	<b>Household Income in Relation to Federal Poverty Guidelines</b>	<p>The appropriate category for a given family will depend both on household income and on the number of household members counted in the household (both home visiting enrollees and non-enrollees). Household income refers to the annual gross income for the household as defined in programmatic guidance, recorded at enrollment and annually thereafter.</p> <p><b>Federal Poverty Guidelines:</b> Annual income data can be estimated from monthly data (monthly income x 12). The HHS Poverty Guidelines are updated annually in February and published in the Federal Register. See <a href="https://aspe.hhs.gov/2015-poverty-guidelines">https://aspe.hhs.gov/2015-poverty-guidelines</a> for the 2015 guidelines.</p>
15	<b>For Each Household Indicate the Priority Population Characteristics</b>	<p><b>Low-Income:</b> An individual or family with an income determined to be below the official poverty line defined by the Office of Management and Budget and revised annually in accordance with section 673(2) of the Omnibus Budget Reconciliation Act of 1981 [Title V, Sec. 501(b)(2)]. See <a href="http://www.federalregister.gov/articles/2011/01/20/2011-1237/annual-update-of-the-hhs-poverty-guidelines">http://www.federalregister.gov/articles/2011/01/20/2011-1237/annual-update-of-the-hhs-poverty-guidelines</a></p> <p><b>Pregnant women under 21:</b> Expectant mothers who enroll in the program and are under 21 years old during the reporting period.</p> <p><b>Have a history of child abuse or neglect or have had interactions with child welfare services:</b> Based on self-report, an enrollee who has a history of abuse or neglect and has had involvement with child welfare services either as a child or as an adult.</p> <p><b>Have a history of substance abuse or need substance abuse treatment:</b> Based on self-report, an enrollee who has a history of substance abuse or who has been identified as needing substance abuse services through a substance abuse screening administered upon enrollment.</p> <p><b>Are users of tobacco products in the home:</b> Based on self-report, enrollees who use tobacco products in the home or who have been identified as using tobacco through a substance abuse screening administered during intake. Tobacco use is defined as combustibles (cigarettes, cigars, pipes, hookahs, bidis), non-combustibles (chew, dip, snuff, snus, and dissolvables), and electronic nicotine delivery systems (ENDS).</p> <p><b>Have, or have children with, low student achievement:</b> Based on self-report, enrollees who have perceived themselves or their child(ren) as having low student achievement.</p> <p><b>Have a child or children with developmental delays or disabilities:</b> Based on self-report or home visitor/staff observation, enrollees who have a child or children suspected of having a developmental delay or disability.</p> <p><b>Are in families that are or have served in the armed forces:</b> Based on self-report, families that include individuals who are serving or formerly served in the Armed Forces, including such families that have members of the Armed Forces who have had multiple deployments outside of the United States. For this criterion,</p>

		definition includes a military member's dependent acquired through marriage, adoption, or other action during the course of a member's current tour of assigned duty.
16	Service Utilization	<b>Home visit</b> refers to the definition of a completed home visit enacted by the various evidence-based home visiting models approved for implementation through the MIECHV program. Please refer to model-specific guidance for specific definitions.
17	Family Engagement by Household	<p><b>Currently receiving services</b> refers to families that are participating in services at the end of the reporting period.</p> <p><b>Completed program</b> refers to families who have completed the program according to model-specific definitions and criteria during the reporting period.</p> <p><b>Stopped services before completion</b> refers to families who left the program for any reason prior to completion.</p> <p><b>Enrolled but not currently receiving services/Other</b> refers to those families who do not fall into the previous categories and may include unreachable participants (i.e. the family is not regularly participating but did not actively sever ties, etc.)</p>
18	Unduplicated Count of Home Visitor Full Time Equivalents	<b>Full Time Equivalent:</b> A full time equivalent home visitor(s)/supervisor(s)/other staff who begins employment with a contracted local implementing agency during the quarterly reporting period. Grantees should only report the proportion of the FTE that is supported by MIECHV grant funds.
19	Unduplicated Count of Households by Evidence-Based Home Visiting Model	<b>A household</b> , including a pregnant woman, female caregiver, and/or male caregiver who were signed up and actively enrolled in the home visiting program prior to the beginning of or during the reporting period and continues enrollment during the reporting period. The household may include multiple caregivers depending on model-specific definitions.
20	Participants by Type of Health Insurance Coverage	<p><b>Index Child (Birth – 5 years):</b> the target child in an individual household who is under the care of the enrollee(s). More than one index child can be identified (e.g., in the case of twins, triplets, etc). Thus, there may be more than one female or male index child in a given household.</p> <p>The insurance coverage categories are mutually exclusive. No insurance coverage indicates that the individual is currently not covered by any source of insurance. This table is intended to capture insurance status, not health care access: receipt of care provided for instance by the Indian Health Service or another safety net health care provider such as a Federally Qualified Health Center does not constitute insurance coverage.</p>
21	Index Children by Usual Source of Medical Care	<p><b>Index Child (Birth – 5 years):</b> the target child in an individual household who is under the care of the enrollee(s). More than one index child can be identified (e.g., in the case of twins, triplets, etc). Thus, there may be more than one female or male index child in a given household.</p> <p><b>Usual source of care:</b> the particular medical professional, doctor's office, clinic, health center, or other place where a person would usually go if sick or in need of advice about his or her health.</p>
22	Index Children by Usual Source of Dental Care	<b>Usual source of dental care:</b> a usual source of dental care, or dental home, means that a child's oral health care is delivered in a comprehensive, continuously accessible, coordinated and family-centered way by a licensed dentist. The concept of the Dental Home reflects the AAPD's clinical guidelines and best principles for the



		proper delivery of oral health care to all children, with a concentration on infant/age one patients. <sup>3</sup>
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<sup>3</sup> American Academy of Pediatric Dentistry. Dental Home Resource Center. <http://www.aapd.org/advocacy/dentalhome/>

# THE MATERNAL, INFANT, AND EARLY CHILDHOOD HOME VISITING PROGRAM

## FORM 2

### PERFORMANCE AND SYSTEMS OUTCOME MEASURES

**Public Burden Statement:** An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0906-XXXX. Public reporting burden for this collection of information is estimated to average 425 hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 10-29, Rockville, Maryland, 20857.

**MEASURE 1**

<p><b>1.</b>  <b>BENCHMARK AREA: MATERNAL AND NEWBORN HEALTH</b></p> <p><b>CONSTRUCT: PRETERM BIRTH</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p>Systems Outcome</p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p>Percent of infants (among mothers who enrolled in home visiting prenatally before 37 weeks) who are born preterm following program enrollment</p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR:</b> Number of live births (index child or subsequent children among mothers who enrolled in home visiting prenatally before 37 weeks) born before 37 completed weeks of gestation and after enrollment</p> <p><b>DENOMINATOR:</b> Number of live births after enrollment who were born to mothers enrolled in home visiting prenatally before 37 weeks</p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD</b> (percentage)</p> <p>Value:</p>	<p>Numerator:</p> <hr/> <p>Denominator:</p>
<p><b>5.</b>  <b>NOTES</b></p>	

**MEASURE 2**

<b>1.</b> <b>BENCHMARK AREA: MATERNAL AND NEWBORN HEALTH</b>  <b>CONSTRUCT: BREASTFEEDING</b>	
<b>2.</b> <b>TYPE OF MEASURE</b>  Systems Outcome	
<b>3.</b> <b>PERFORMANCE MEASURE</b>  Percent of infants (among mothers who enrolled in home visiting prenatally) who were breastfed any amount at 6 months of age	
<b>4.</b> <b>SPECIFICATION</b>  <b>NUMERATOR:</b> Number of infants aged 6-12 months (index child among mothers who enrolled in home visiting prenatally) who were breastfed any amount at 6 months of age  <b>DENOMINATOR:</b> Number of infants aged 6-12 months (index child among mothers who enrolled in home visiting prenatally) enrolled in home visiting for at least 6 months	
<b>4.</b> <b>VALUE FOR REPORTING PERIOD</b> (percentage)  Value:	Numerator:  Denominator:
<b>5.</b> <b>NOTES</b>	

**MEASURE 3**

<p><b>1.</b>  <b>BENCHMARK AREA: MATERNAL AND NEWBORN HEALTH</b></p> <p><b>CONSTRUCT: DEPRESSION SCREENING</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p>Performance Indicator</p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p>Percent of primary caregivers enrolled in home visiting who are screened for depression using a validated tool within 3 months of enrollment (for those not enrolled prenatally) or within 3 months of delivery (for those enrolled prenatally)</p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR:</b> For those not enrolled prenatally, number of primary caregivers enrolled in home visiting who are screened for depression within the first 3 months since enrollment; for those enrolled prenatally, the number of primary caregivers screened for depression within 3 months of delivery</p> <p><b>DENOMINATOR:</b> Number of primary caregivers enrolled in home visiting for at least 3 months</p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD</b> (percentage)</p> <p>Value:</p>	Numerator:
	Denominator:
<p><b>5.</b>  <b>NOTES</b></p>	
<p><b>6.</b>  <b>Measurement Tool Utilized</b></p> <p>Indicate the validated measurement tool(s) utilized to address this measure</p>	

**MEASURE 4**

<b>1.</b> <b>BENCHMARK AREA: MATERNAL AND NEWBORN HEALTH</b>  <b>CONSTRUCT: WELL CHILD VISIT</b>	
<b>2.</b> <b>TYPE OF MEASURE</b>  <b>Performance Indicator</b>	
<b>3.</b> <b>PERFORMANCE MEASURE</b>  <b>Percent of children enrolled in home visiting who received the last recommended visit based on the American Academy of Pediatrics (AAP) schedule</b>	
<b>4.</b> <b>SPECIFICATION</b>  <b>NUMERATOR: Number of children (index child) enrolled in home visiting who received the last recommended well child visit based on the AAP schedule</b>  <b>DENOMINATOR: Number of children (index child) enrolled in home visiting</b>	
<b>4.</b> <b>VALUE FOR REPORTING PERIOD (percentage)</b>  <b>Value:</b>	Numerator:
	Denominator:
<b>5.</b> <b>NOTES</b>	

**MEASURE 5**

<p><b>1.</b>  <b>BENCHMARK AREA: MATERNAL AND NEWBORN HEALTH</b></p> <p><b>CONSTRUCT: POSTPARTUM CARE</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p>Performance Indicator</p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p>Percent of mothers enrolled in home visiting prenatally or within 30 days after delivery who received a postpartum visit with a healthcare provider within 8 weeks (56 days) of delivery</p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR:</b> Number of mothers enrolled in home visiting prenatally or within 30 days after delivery who received a postpartum visit with a healthcare provider within 8 weeks (56 days) of delivery</p> <p><b>DENOMINATOR:</b> Number of mothers who enrolled in home visiting prenatally or within 30 days after delivery and remained enrolled for at least 8 weeks (56 days) after delivery</p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD</b> (percentage)</p> <p>Value:</p>	<p>Numerator:</p> <hr/> <p>Denominator:</p>
<p><b>5.</b>  <b>NOTES</b></p>	

**MEASURE 6**

<p><b>1.</b>  <b>BENCHMARK AREA: MATERNAL AND NEWBORN HEALTH</b></p> <p><b>CONSTRUCT: TOBACCO USE</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p>Systems Outcome</p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p>Percent of primary caregivers enrolled in home visiting who quit using tobacco or cigarettes within the reporting period</p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR:</b> Number of primary caregivers enrolled in home visiting who reported using tobacco or cigarettes at enrollment who quit during the reporting period and remained tobacco-free by the end of the reporting period or at program disenrollment</p> <p><b>DENOMINATOR:</b> Number of primary caregivers enrolled in home visiting who reported using tobacco or cigarettes at enrollment</p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD (percentage)</b></p> <p>Value:</p>	<p>Numerator:</p> <hr/> <p>Denominator:</p>
<p><b>5.</b>  <b>NOTES</b></p>	



**MEASURE 7**

<b>1.</b> <b>BENCHMARK AREA: CHILD INJURIES, ABUSE, NEGLECT, AND MALTREATMENT AND EMERGENCY DEPARTMENT VISITS</b>  <b>CONSTRUCT: SAFE SLEEP</b>	
<b>2.</b> <b>TYPE OF MEASURE</b>  <b>Performance Indicator</b>	
<b>3.</b> <b>PERFORMANCE MEASURE</b>  <b>Percent of infants enrolled in home visiting that are always placed to sleep on their backs, without bed-sharing or soft bedding</b>	
<b>4.</b> <b>SPECIFICATION</b>  <b>NUMERATOR: Number of infants (index child aged less than 1 year) enrolled in home visiting whose primary caregiver reports that they are always placed to sleep on their backs, without bed-sharing or soft bedding</b>  <b>DENOMINATOR: Number of infants (index child) enrolled in home visiting who were aged less than 1 year during the reporting period</b>	
<b>4.</b> <b>VALUE FOR REPORTING PERIOD (percentage)</b>  <b>Value:</b>	Numerator:  Denominator:
<b>5.</b> <b>NOTES</b>	

**MEASURE 8**

<p><b>1.</b>  <b>BENCHMARK AREA: CHILD INJURIES, ABUSE, NEGLECT, AND MALTREATMENT AND EMERGENCY DEPARTMENT VISITS</b></p> <p><b>CONSTRUCT: CHILD INJURY</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p>Systems Outcome</p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p>Rate of injury-related visits to the Emergency Department (ED) since enrollment among children enrolled in home visiting</p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR: Number of parent-reported nonfatal injury-related visits to the ED since enrollment among children (index child) enrolled in home visiting</b></p> <p><b>DENOMINATOR: Number of children (index child) enrolled in home visiting</b></p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD (rate)</b></p> <p>Value:</p>	<p>Numerator:</p> <hr/> <p>Denominator:</p>
<p><b>5.</b>  <b>NOTES</b></p>	

**MEASURE 9**

<b>1.</b> <b>BENCHMARK AREA: CHILD INJURIES, ABUSE, NEGLECT, AND MALTREATMENT AND EMERGENCY DEPARTMENT VISITS</b>	
<b>CONSTRUCT: CHILD MALTREATMENT</b>	
<b>2.</b> <b>TYPE OF MEASURE</b>	
Systems Outcome	
<b>3.</b> <b>PERFORMANCE MEASURE</b>	
Percent of children enrolled in home visiting with at least 1 investigated case of maltreatment following enrollment within the reporting period	
<b>4.</b> <b>SPECIFICATION</b>	
<b>NUMERATOR: Number of children (index child) enrolled in home visiting with at least 1 investigated case of maltreatment since enrollment</b>	
<b>DENOMINATOR: Number of children (index child) enrolled in home visiting</b>	
<b>4.</b> <b>VALUE FOR REPORTING PERIOD (percentage)</b>	Numerator:
	Denominator:
<b>Value:</b>	
<b>5.</b> <b>NOTES</b>	

**MEASURE 10**

<p><b>1.</b>  <b>BENCHMARK AREA: SCHOOL READINESS AND ACHIEVEMENT</b></p> <p><b>CONSTRUCT: PARENT-CHILD INTERACTION</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p><b>Performance Indicator</b></p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p><b>Percent of primary caregivers enrolled in home visiting who receive an observation of caregiver-child interaction by the home visitor using a validated tool</b></p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR: Number of primary caregivers enrolled in home visiting who receive an observation of caregiver-child interaction by the home visitor using a validated tool</b></p> <p><b>DENOMINATOR: Number of primary caregivers enrolled in home visiting with children reaching the desired age range</b></p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD (percentage)</b></p> <p><b>Value:</b></p>	<p>Numerator:</p> <hr/> <p>Denominator:</p>
<p><b>5.</b>  <b>NOTES</b></p>	
<p><b>6.</b>  <b>Measurement Tool Utilized</b></p> <p>Indicate the validated measurement tool(s) utilized to address this measure</p>	

**MEASURE 11**

<p><b>1.</b>  <b>BENCHMARK AREA: SCHOOL READINESS AND ACHIEVEMENT</b></p> <p><b>CONSTRUCT: EARLE LANGUAGE AND LITERACY ACTIVITIES</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p><b>Performance Indicator</b></p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p><b>Percent of children enrolled in home visiting with a family member who reported that during a typical week s/he read, told stories, and/or sang songs with their child daily, every day</b></p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR: Number of children (index child) enrolled in home visiting with a family member who reported that during a typical week s/he read, told stories, and/or sang songs with their child daily, every day</b></p> <p><b>DENOMINATOR: Number of children (index child) enrolled in home visiting</b></p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD (percentage)</b></p> <p><b>Value:</b></p>	Numerator:
	Denominator:
<p><b>5.</b>  <b>NOTES</b></p>	

**MEASURE 12**

<p><b>1.</b>  <b>BENCHMARK AREA: SCHOOL READINESS AND ACHIEVEMENT</b></p> <p><b>CONSTRUCT: DEVELOPMENTAL SCREENING</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p><b>Performance Indicator</b></p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p><b>Percent of children enrolled in home visiting with a timely screen for developmental delays using a validated parent-completed tool</b></p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR: Number of children (index child) enrolled in home visiting with at least one screening within the AAP-defined age groups during the reporting period</b></p> <p><b>DENOMINATOR: Number of children (index child) enrolled in home visiting reaching the specified time frame during the reporting period</b></p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD (percentage)</b></p> <p><b>Value:</b></p>	Numerator:
	Denominator:
<p><b>5.</b>  <b>NOTES</b></p>	
<p><b>6.</b>  <b>Measurement Tool Utilized</b></p> <p>Indicate the validated measurement tool(s) utilized to address this measure</p>	

**MEASURE 13**

<p><b>1.</b>  <b>BENCHMARK AREA: SCHOOL READINESS AND ACHIEVEMENT</b></p> <p><b>CONSTRUCT: BEHAVIORAL CONCERNS</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p><b>Performance Indicator</b></p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p><b>Percent of home visits where primary caregivers were asked if they have any concerns regarding their child’s development, behavior, or learning</b></p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR: Number of home visits where primary caregivers enrolled in home visiting were asked if they have any concerns regarding their child’s development, behavior, or learning</b></p> <p><b>DENOMINATOR: Total number of home visits during the reporting period</b></p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD (percentage)</b></p> <p><b>Value:</b></p>	Numerator:
	Denominator:
<p><b>5.</b>  <b>NOTES</b></p>	

**MEASURE 14**

<b>1.</b> <b>BENCHMARK AREA: CRIME OR DOMESTIC VIOLENCE</b>  <b>CONSTRUCT: INTIMATE PARTNER VIOLENCE SCREENING</b>	
<b>2.</b> <b>TYPE OF MEASURE</b>  <b>Performance Indicator</b>	
<b>3.</b> <b>PERFORMANCE MEASURE</b>  <b>Percent of primary caregivers enrolled in home visiting who are screened for interpersonal violence (IPV) using a validated tool</b>	
<b>4.</b> <b>SPECIFICATION</b>  <b>NUMERATOR: Number of primary caregivers enrolled in home visiting who are screened for IPV using a validated tool within 6 months of enrollment</b>  <b>DENOMINATOR: Number of primary caregivers enrolled in home visiting for at least 6 months</b>	
<b>4.</b> <b>VALUE FOR REPORTING PERIOD (percentage)</b>  <b>Value:</b>	Numerator:  <hr/> Denominator:
<b>5.</b> <b>NOTES</b>	
<b>6.</b> <b>Measurement Tool Utilized</b>  Indicate the validated measurement tool(s) utilized to address this measure	



**MEASURE 15**

<p><b>1.</b>  <b>BENCHMARK AREA: FAMILY ECONOMIC SELF-SUFFICIENCY</b></p> <p><b>CONSTRUCT: PRIMARY CAREGIVER EDUCATION</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p>Systems Outcome</p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p>Percent of primary caregivers who enrolled in home visiting without a high school degree or equivalent who subsequently enrolled in, maintained continuous enrollment in, or completed high school or equivalent during their participation in home visiting</p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR:</b> Number of primary caregivers who enrolled in, maintained continuous enrollment in, or completed a high school degree or equivalent after enrollment in home visiting (and met the conditions specified in the denominator)</p> <p><b>DENOMINATOR:</b> Number of primary caregivers without a high school degree or equivalent at enrollment</p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD (percentage)</b></p> <p><b>Value:</b></p>	Numerator:
	Denominator:
<p><b>5.</b>  <b>NOTES</b></p>	

**MEASURE 16**

<p><b>1.</b>  <b>BENCHMARK AREA: FAMILY ECONOMIC SELF-SUFFICIENCY</b></p> <p><b>CONSTRUCT: CONTINUITY OF INSURANCE COVERAGE</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p>Systems Outcome</p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p>Percent of primary caregivers enrolled in home visiting who had continuous health insurance coverage for at least 6 consecutive months</p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR: Number of primary caregivers enrolled in home visiting who reported having health insurance coverage for at least 6 consecutive months since enrollment in home visiting</b></p> <p><b>DENOMINATOR: Number of primary caregivers enrolled in home visiting for at least 6 months</b></p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD (percentage)</b></p> <p>Value:</p>	Numerator:
	Denominator:
<p><b>5.</b>  <b>NOTES</b></p>	

**MEASURE 17**

<p><b>1.</b>  <b>BENCHMARK AREA: FAMILY ECONOMIC SELF-SUFFICIENCY</b></p> <p><b>CONSTRUCT: INSURANCE COVERAGE</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p>Systems Outcome</p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p>Percent of primary caregivers without health insurance at the time of enrollment in home visiting who subsequently obtained health insurance during the reporting period</p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR:</b> Number of primary caregivers enrolled in home visiting who obtained health insurance during the reporting period</p> <p><b>DENOMINATOR:</b> Number of primary caregivers enrolled in home visiting who reported having no health insurance at the time of enrollment</p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD (percentage)</b></p> <p><b>Value:</b></p>	<p>Numerator:</p> <hr/> <p>Denominator:</p>
<p><b>5.</b>  <b>NOTES</b></p>	

**MEASURE 18**

<p><b>1.</b>  <b>BENCHMARK AREA: COORDINATION AND REFERRALS FOR OTHER COMMUNITY RESOURCES AND SUPPORTS</b></p> <p><b>CONSTRUCT: COMPLETED DEPRESSION REFERRALS</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p>Systems Outcome</p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p>Percent of primary caregivers referred to services for a positive screen for depression who receive one or more service contacts</p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR: Number of primary caregivers enrolled in home visiting who received recommended services for depression (and met the conditions specified in the denominator)</b></p> <p><b>DENOMINATOR: Number of primary caregivers enrolled in home visiting who had a positive screen for depression within 3 months of enrollment and were referred for services</b></p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD (percentage)</b></p> <p><b>Value:</b></p>	<p>Numerator:</p> <hr/> <p>Denominator:</p>
<p><b>5.</b>  <b>NOTES</b></p>	
<p><b>6.</b>  <b>Measurement Tool Utilized</b></p> <p>Indicate the validated measurement tool(s) utilized to address this measure</p>	

**MEASURE 19**

<p><b>1.</b>  <b>BENCHMARK AREA: COORDINATION AND REFERRALS FOR OTHER COMMUNITY RESOURCES AND SUPPORTS</b></p> <p><b>CONSTRUCT: COMPLETED DEVELOPMENTAL REFERRALS</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p>Systems Outcome</p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p>Percent of children enrolled in home visiting with positive screens for developmental delays (measured using a validated tool) who receive services in a timely manner</p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR: Number of children enrolled in home visiting who a) received individualized developmental support from a home visitor; b) were referred to early intervention services and receive an evaluation within 45 days; OR c) were referred to other community services who received services within 30 days (and met the conditions specified in the denominator)</b></p> <p><b>DENOMINATOR: Number of children enrolled in home visiting with positive screens for developmental delays (measured using a validated tool)</b></p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD (percentage)</b></p> <p><b>Value:</b></p>	Numerator:
	Denominator:
<p><b>5.</b>  <b>NOTES</b></p>	
<p><b>6.</b>  <b>Measurement Tool Utilized</b></p> <p>Indicate the validated measurement tool(s) utilized to address this measure</p>	

**MEASURE 20**

<p><b>1.</b>  <b>BENCHMARK AREA: COORDINATION AND REFERRALS FOR OTHER COMMUNITY RESOURCES AND SUPPORTS</b></p> <p><b>CONSTRUCT: INTIMATE PARTNER VIOLENCE REFERRALS</b></p>	
<p><b>2.</b>  <b>TYPE OF MEASURE</b></p> <p><b>Performance Indicator</b></p>	
<p><b>3.</b>  <b>PERFORMANCE MEASURE</b></p> <p><b>Percent of primary caregivers enrolled in home visiting with positive screens for IPV (measured using a validated tool) who receive referral information to IPV resources</b></p>	
<p><b>4.</b>  <b>SPECIFICATION</b></p> <p><b>NUMERATOR: Number of primary caregivers enrolled in home visiting who received referral information to IPV resources (and met the conditions specified in the denominator)</b></p> <p><b>DENOMINATOR: Number of primary caregivers enrolled in home visiting with positive screens for IPV (measured using a validated tool)</b></p>	
<p><b>4.</b>  <b>VALUE FOR REPORTING PERIOD (percentage)</b></p> <p><b>Value:</b></p>	<p>Numerator:</p> <hr/> <p>Denominator:</p>
<p><b>5.</b>  <b>NOTES</b></p>	
<p><b>6.</b>  <b>Measurement Tool Utilized</b></p> <p>Indicate the validated measurement tool(s) utilized to address this measure</p>	

## **DEFINITIONS OF KEY TERMS**

Construct Number	Construct	Key Term Definitions
1.	<b>Preterm Birth</b>	No definitions required
2.	<b>Breastfeeding</b>	No definitions required
3.	<b>Depression Screening</b>	<b>Depression:</b> aligned with each grantee’s validated depression screening tool’s definition of depression
4.	<b>Well-Child Visit</b>	<b>AAP schedule for Well-Child Visits:</b> Updated AAP 2014 Recommendations for Pediatric Preventive Health Care <a href="http://pediatrics.aappublications.org/content/pediatrics/133/3/568.full.pdf">http://pediatrics.aappublications.org/content/pediatrics/133/3/568.full.pdf</a>
5.	<b>Postpartum Care</b>	<b>Postpartum Care Visit:</b> A postpartum visit is a visit between the woman and her health care provider to assess the mother’s current physical health, including the status of pregnancy-related conditions like gestational diabetes, screen for postpartum depression, provide counseling on infant care and family planning as well as screening and referrals for the management of chronic conditions. Additionally, a provider may use this opportunity to conduct a breast exam and discuss breastfeeding. The American College of Obstetricians and Gynecologists recommends that mothers receive a postpartum care visit 4-6 weeks after delivery. <sup>1</sup>
6.	<b>Tobacco Use</b>	<b>Tobacco Use:</b> combustibles (cigarettes, cigars, pipes, hookahs, bidis), non-combustibles (chew, dip, snuff, snus, and dissolvables), and ENDS.
7.	<b>Safe Sleep</b>	No definitions required
8.	<b>Child Injury</b>	<b>Injury-related Emergency Department Visit:</b> Injuries refer to the following causes of mechanisms of injury: motor vehicle, suffocation, drowning, poisoning, fire/burns, falls, sports and recreation, and intentional injuries, such as child maltreatment. <sup>2</sup>
9.	<b>Child Maltreatment</b>	<b>Investigated Case:</b> all children with an allegation of maltreatment that were screened-in for investigation or assessment and further received an investigation. <sup>3</sup> A screened-in report is one that is accepted for investigation or assessment based on the state’s screen-in criteria. <sup>4</sup>
10.	<b>Parent-Child Interaction</b>	No definitions required
11.	<b>Early Language and Literacy Activities</b>	No definitions required
12.	<b>Developmental Screening</b>	<b>Developmental Delay:</b> delays in any or all areas including cognitive, social, language, sensory, and emotional development. <sup>5</sup>
13.	<b>Behavioral</b>	No definitions required

<sup>1</sup> Health Resources and Services Administration. Child Health USA 2013: Postpartum Visit and Well-Baby Care. Retrieved from <http://mchb.hrsa.gov/chusa13/health-services-utilization/p/postpartum-visit-well-baby-care.html>

<sup>2</sup> Centers for Disease Control and Prevention. National Action Plan for Child Injury Prevention. 2012. Retrieved from <http://www.cdc.gov/safecild/NAP/background.html#unint>

<sup>3</sup> Child Welfare Information Gateway. Child Maltreatment 2013: Summary of Key Findings. Retrieved from <https://www.childwelfare.gov/pubs/factsheets/canstats/>

<sup>4</sup> Child Welfare Information Gateway. Screening and Intake. Retrieved from <https://www.childwelfare.gov/topics/responding/ia/screening/>

<sup>5</sup> U.S. National Library of Medicine, National Institutes of Health. Psychological Index Terms via Unified Medical Language System, 2015. Retrieved from <http://ghr.nlm.nih.gov/glossary=developmentaldelay>



	Concerns	
14.	IPV Screening	<b>Intimate Partner Violence:</b> physical violence, sexual violence, stalking and psychological aggression (including coercive acts) by a current or former intimate partner. An intimate partner is a person with whom one has a close personal relationship that can be characterized by the following: emotional connectedness, regular contact, ongoing physical contact and sexual behavior, identity as a couple, familiarity and knowledge about each other's lives. <sup>6</sup>
15.	Primary Caregiver Education	No definitions required
16.	Continuity of Insurance Coverage	<b>Continuous Health Insurance Coverage:</b> having health insurance coverage without any lapses
17.	Insurance Coverage	No definitions required
18.	Completed Depression Referrals	<b>Recommended services:</b> specific techniques and intervention models delivered in the context of client characteristics, culture, and preferences that have shown to have positive effects on outcomes through rigorous evaluations and have demonstrated to achieve positive outcomes for the client. <sup>7</sup>
19.	Completed Developmental Referrals	<b>Developmental Delay:</b> delays in any or all areas including cognitive, social, language, sensory, and emotional development. <sup>5</sup>
20.	IPV Referrals	<b>Intimate Partner Violence:</b> physical violence, sexual violence, stalking and psychological aggression (including coercive acts) by a current or former intimate partner. An intimate partner is a person with whom one has a close personal relationship that can be characterized by the following: emotional connectedness, regular contact, ongoing physical contact and sexual behavior, identity as a couple, familiarity and knowledge about each other's lives. <sup>6</sup>

<sup>6</sup> Centers for Disease Control and Prevention. Injury Prevention and Control: Division of Violence Prevention, 2015. Retrieved from <http://www.cdc.gov/violenceprevention/intimatepartnerviolence/definitions.html>

<sup>7</sup> Home Visiting Collaborative Improvement and Innovation Network.

West Virginia Ethics Commission

Disclosure of Interested Parties to Contracts

Contracting business entity: Collective Impact, LLC

Address: 16 Owls Lair Drive, Huntington, WV 25701

Contracting business entity's authorized agent: Bruce E. Decker

Address: 16 Owls Lair Drive, Huntington, WV 25701

Number or title of contract: CRFQ 0506 MCH1800000003

Type or description of contract: HVP Data System and Training an Support

Governmental agency awarding contract: DHHR - BPH - OMCFH - HVP

Names of each Interested Party to the contract known or reasonably anticipated by the contracting business entity (attach additional pages if necessary):

Rob Jenkins, Owner, Argus Point

Kevin Jones, Independent Contractor

Karen Bailey, Independent Contractor

Signature: [Handwritten Signature] Date Signed: 10/09/17

Check here if this is a Supplemental Disclosure.

Verification

State of West Virginia, County of Cabell

I, Frank Lambertus II, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledges that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 09th day of October 2017.



My commission expires 12 March 2020

[Handwritten Signature] Notary Public's Signature

To be completed by State Agency:
Date Received by State Agency:
Date submitted to Ethics Commission:
Governmental agency submitting Disclosure:

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 OTHER 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: Bruce Decker, Owner, Collective Impact, LLC

Authorized Signature: [Signature] Date: 10/09/17

State of West Virginia

County of Cabell, to-wit:

Taken, subscribed, and sworn to before me this 09<sup>th</sup> day of October, 2017.

My Commission expires 12 March, 2022.



NOTARY PUBLIC Frank Lambertus II

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: \_\_\_\_\_

Signed:  \_\_\_\_\_

Date: 10.10.17

Title: Owner, Collective Imapct, LLC

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

## Provisions Required for Federally Funded Procurements

1. **Federal Funds:** This purchase is being funded in whole or in part with Federal Funds and is subject to the requirements established in 2 CFR § 200. Pursuant to 2 CFR § 200.317 the provisions of 2 CFR §§ 200.322 and 200.326 are expressly included in this solicitation below and incorporated into any contract resulting from this solicitation by reference.
2. **2 CFR §200.322 Procurement of recovered materials:** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
3. **§200.326 Contract provisions:** Pursuant to the requirements contained in 2 CFR §§ 200.317 and 200.326, the following provisions are included any contract resulting from this solicitation, to the extent that the provisions are applicable.
  - (A) At a minimum, the administrative, contractual, or legal remedies contained in W. Va. CSR § 148-1-5 and the applicable definitions contained in W. Va. CSR § 148-1-2 apply to any contract resulting from this solicitation in instances where contractors violate or breach contract terms for contracts for more than the simplified acquisition threshold currently set at \$150,000 (which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908).

West Virginia Code of State Rules § 148-1-5 states:

### § 148-1-5. Remedies.

5.1. The Director may require that the spending unit attempt to resolve any issues that it may have with the vendor prior to pursuing a remedy contained herein. The spending unit must document any resolution efforts and provide copies of those documents to the Purchasing Division.

5.2. Contract Cancellation.

5.2.a. Cancellation. The Director may cancel a purchase or contract immediately under any one of the following conditions including, but not limited to:

5.2.a.1. The vendor agrees to the cancellation;

5.2.a.2. The vendor has obtained the contract by fraud, collusion, conspiracy, or is in conflict with any statutory or constitutional provision of the State of West Virginia;

5.2.a.3. Failure to honor any contractual term or condition or to honor standard commercial practices;

5.2.a.4. The existence of an organizational conflict of interest is identified;

5.2.a.5. Funds are not appropriated or an appropriation is discontinued by the legislature for the acquisition.

5.2.a.6. Violation of any federal, state, or local law, regulation, or ordinance.

5.2.b. The Director may cancel a purchase or contract for any reason or no reason, upon providing the vendor with 30 days' notice of the cancellation.

5.2.c. Opportunity to Cure. In the event that a vendor fails to honor any contractual term or condition, or violates any provision of federal, state, or local law, regulation, or ordinance, the Director may request that the vendor remedy the contract breach or legal violation within a time frame the Director determines to be appropriate. If the vendor fails to remedy the contract breach or legal violation or the Director determines, at his or her sole discretion, that such a request is unlikely to yield a satisfactory result, then he or she may cancel immediately without providing the vendor an opportunity to perform a remedy.

5.2.d. Re-Award. The Director may award the cancelled contract to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) without a subsequent solicitation if the following conditions are met:

5.2.d.1. The next lowest responsible bidder (or next highest scoring bidder if best value procurement) is able to perform at the price contained in its original bid submission, and

5.2.d.2. The contract is an open-end contract, a one-time purchase contract, or a contract for work which has not yet commenced.

Award to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) will not be an option if the vendor's failure has in any way increased or significantly changed the scope of the original contract. The vendor failing to honor contractual and legal obligations is responsible for any increase in cost the state incurs as a result of the re-award.

5.3. Non-Responsible. If the Director believes that a vendor may be non-responsible, the Director may request that a vendor or spending unit provide evidence that the vendor either does or does not have the capability to fully perform the contract requirements, and the integrity and reliability necessary to assure good faith performance. If the Director determines that the vendor is non-responsible, the Director shall reject that vendor's bid and shall not award the contract to that vendor. A determination of non-responsibility must be evaluated on a case-by-case basis and can only be made after the vendor in question has submitted a bid. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

5.4. Suspension.

5.4.a. The Director may suspend, for a period not to exceed one (1) year, the right of a vendor to bid on procurements issued by the Purchasing Division or any state spending unit under its authority if:

5.4.a.1. The vendor has exhibited a pattern of submitting bids and then requesting that its bid be withdrawn after bids have been publicly opened. For purposes of this provision, a pattern is two or more instances in any 12 month period.

5.4.a.2. The vendor has exhibited a pattern of poor performance in fulfilling his or her contractual obligations to the State. Poor performance includes, but is not limited to, two or more instances of any of the following: violations of law, regulation, or ordinance; failure to deliver timely; failure to deliver quantities ordered; poor performance reports; and failure to deliver commodities, services, or printing at the quality level required by the contract.

5.4.a.3. The vendor has breached a contract issued by the Purchasing Division or any state spending unit under its authority and refuses to remedy that breach.

5.4.a.4. The vendor's actions have given rise to one or more of the grounds for debarment listed in section 5A-3-33d.

5.4.b. Vendor suspension for the reasons listed in section 5.4 above shall occur as follows:

5.4.b.1. Upon a determination by the Director that a suspension is warranted, the Director will serve a notice of suspension to the vendor.

5.4.b.2. A notice of suspension must inform the vendor:

5.4.b.2.A. Of the grounds for the suspension;

5.4.b.2.B. Of the duration of the suspension;

5.4.b.2.C. Of the right to request a hearing contesting the suspension;

5.4.b.2.D. That a request for a hearing must be served on the Director no later than five (5) working days of the vendor's receipt of the notice of suspension;

5.4.b.2.E. That the vendor's failure to request a hearing no later than five (5) working days of the receipt of the notice of suspension will be deemed a waiver of the right to a hearing and result in the automatic enforcement of the suspension without further notice or an opportunity to respond; and

5.4.b.2.F. That a request for a hearing must include an explanation of why the vendor believes the Director's asserted grounds for suspension do not apply and why the vendor should not be suspended.

5.4.b.3. A vendor's failure to serve a request for hearing on the Director no later than five (5) working days of the vendor's receipt of the notice of suspension will be deemed a waiver of the right to a hearing and may result in the automatic enforcement of the suspension without further notice or an opportunity to respond. 5.4.b.4. A vendor who files a timely request for hearing but nevertheless fails to provide an explanation of why the asserted grounds for suspension are inapplicable or should not result in a suspension, may result in a denial of the vendor's hearing request.

5.4.b.5. Within five (5) working days of receiving the vendor's request for a hearing, the Director will serve on the vendor a notice of hearing that includes the date, time and place of the hearing.

5.4.b.6. The hearing will be recorded and an official record prepared. Within ten (10) working days of the conclusion of the hearing, the Director will issue and serve on the vendor, a written decision either confirming or reversing the suspension.



5.4.c. A vendor may appeal a decision of the Director to the Secretary of Administration. The appeal must be in writing and served on the Secretary no later than five (5) working days of receipt of the Director's decision.

5.4.d. The Secretary, or his or her designee, will schedule an appeal hearing and serve on the vendor, a notice of hearing that includes the date, time and place of the hearing. The appeal hearing will be recorded and an official record prepared. Within ten (10) working days of the conclusion of the appeal hearing, the Secretary will issue and serve on the vendor a written decision either confirming or reversing the suspension.

5.4.e. Any notice or service related to suspension actions or proceedings must be provided by certified mail, return receipt requested.

5.5. Vendor Debarment. The Director may debar a vendor on the basis of one or more of the grounds for debarment contained in West Virginia Code § 5A-3-33d or if the vendor has been declared ineligible to participate in procurement related activities under federal laws and regulation.

5.5.a. Debarment proceedings shall be conducted in accordance with West Virginia Code § 5A-3-33e and these rules. A vendor that has received notice of the proposed debarment by certified mail, return receipt requested, must respond to the proposed debarment within 30 working days after receipt of notice or the debarment will be instituted without further notice. A vendor is deemed to have received notice, notwithstanding the vendor's failure to accept the certified mail, if the letter is addressed to the vendor at its last known address. After considering the matter and reaching a decision, the Director shall notify the vendor of his or her decision by certified mail, return receipt requested.

5.5.b. Any vendor, other than a vendor prohibited from participating in federal procurement, undergoing debarment proceedings is permitted to continue participating in the state's procurement process until a final debarment decision has been reached. Any contract that a debarred vendor obtains prior to a final debarment decision shall remain in effect for the current term, but may not be extended or renewed. Notwithstanding the foregoing, the Director may cancel a contract held by a debarred vendor if the Director determines, in his or her sole discretion, that doing so is in the best interest of the State. A vendor prohibited from participating in federal procurement will not be permitted to participate in the state's procurement process during debarment proceedings.

5.5.c. If the Director's final debarment decision is that debarment is warranted and notice of the final debarment decision is mailed, the Purchasing Division shall reject any bid submitted by the debarred vendor,

including any bid submitted prior to the final debarment decision if that bid has not yet been accepted and a contract consummated. 5.5.d. Pursuant to West Virginia Code section 5A-3-33e(e), the length of the debarment period will be specified in the debarment decision and will be for a period of time that the Director finds necessary and proper to protect the public from an irresponsible vendor.

5.5.e. List of Debarred Vendors. The Director shall maintain and publicly post a list of debarred vendors on the Purchasing Division's website.

#### 5.6. Damages.

5.6.a. A vendor who fails to perform as required under a contract shall be liable for actual damages and costs incurred by the state.

5.6.b. If any commodities delivered under a contract have been used or consumed by a spending unit and on testing the commodities are found not to comply with specifications, no payment may be approved by the Spending Unit for the merchandise until the amount of actual damages incurred has been determined.

5.6.c. The Spending Unit shall seek to collect damages by following the procedures established by the Office of the Attorney General for the collection of delinquent obligations.

**(B)** At a minimum, the termination for cause and for convenience provisions contained in W. Va. CSR § 148-1-5.2 and the applicable definitions contained in W. Va. CSR § 148-1-2 apply to any contract in excess of \$10,000 resulting from this solicitation.

West Virginia Code of State Rules § 148-1-5.2 states:

#### 5.2. Contract Cancellation.

5.2.a. Cancellation. The Director may cancel a purchase or contract immediately under any one of the following conditions including, but not limited to:

5.2.a.1. The vendor agrees to the cancellation;

5.2.a.2. The vendor has obtained the contract by fraud, collusion, conspiracy, or is in conflict with any statutory or constitutional provision of the State of West Virginia;

5.2.a.3. Failure to honor any contractual term or condition or to honor standard commercial practices;

5.2.a.4. The existence of an organizational conflict of interest is identified;

5.2.a.5. Funds are not appropriated or an appropriation is discontinued by the legislature for the acquisition.

5.2.a.6. Violation of any federal, state, or local law, regulation, or ordinance.

5.2.b. The Director may cancel a purchase or contract for any reason or no reason, upon providing the vendor with 30 days' notice of the cancellation.

5.2.c. Opportunity to Cure. In the event that a vendor fails to honor any contractual term or condition, or violates any provision of federal, state, or local law, regulation, or ordinance, the Director may request that the vendor remedy the contract breach or legal violation within a time frame the Director determines to be appropriate. If the vendor fails to remedy the contract breach or legal violation or the Director determines, at his or her sole discretion, that such a request is unlikely to yield a satisfactory result, then he or she may cancel immediately without providing the vendor an opportunity to perform a remedy.

**(C) Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “**federally assisted construction contract**” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

41 CFR § 60-1.3 defines “Federally assisted construction contract” as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.

Accordingly, to the extent that this contract meets the definition of a “federally assisted construction contract” under 41 CFR Part 60-1.3, the following clause is included:

**41 CFR 60-1.4 - Equal opportunity clause. (b) *Federally assisted construction contracts.***

In accordance with the requirements of described above, and except as otherwise provided in the applicable regulations, the following language is hereby incorporated into any contract resulting from this solicitation involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause:

The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however,* That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may

request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

**(D) Davis-Bacon Act, as amended (40 U.S.C.3141–3148).** Any construction contract resulting from this solicitation hereby requires compliance with the Davis-Bacon Act (40 U.S.C.3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor

Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors are required to pay wages not less than once a week.

Any construction contract resulting from this solicitation hereby requires compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

**(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708).** Where applicable, any contract resulting from this solicitation in excess of \$100,000 that involve the employment of mechanics or laborers hereby requires compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**(F) Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

**(G) Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—** Any contract resulting from this solicitation in excess of \$150,000 hereby requires compliance with all applicable standards, orders or regulations issued pursuant to **the Clean Air Act (42 U.S.C. 7401–7671q)** and the Federal Water Pollution Control Act as amended (**33 U.S.C.1251–1387**).

**(H) Debarment and Suspension (Executive Orders 12549 and 12689)—** Any contract resulting from this solicitation will not be awarded to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.”

**(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—** Any contract resulting from this solicitation requires compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.



## WV STATE GOVERNMENT

### HIPAA BUSINESS ASSOCIATE ADDENDUM

This Health Insurance Portability and Accountability Act of 1996 (hereafter, HIPAA) Business Associate Addendum ("Addendum") is made a part of the Agreement ("Agreement") by and between the State of West Virginia ("Agency"), and Business Associate ("Associate"), and is effective as of the date of execution of the Addendum

The Associate performs certain services on behalf of or for the Agency pursuant to the underlying Agreement that requires the exchange of information including protected health information protected by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended by the American Recovery and Reinvestment Act of 2009 (Pub. L. No. 111-5) (the "HITECH Act"), any associated regulations and the federal regulations published at 45 CFR parts 160 and 164 (sometimes collectively referred to as "HIPAA"). The Agency is a "Covered Entity" as that term is defined in HIPAA, and the parties to the underlying Agreement are entering into this Addendum to establish the responsibilities of both parties regarding HIPAA-covered information and to bring the underlying Agreement into compliance with HIPAA.

Whereas it is desirable, in order to further the continued efficient operations of Agency to disclose to its Associate certain information which may contain confidential individually identifiable health information (hereafter, Protected Health Information or PHI); and

Whereas, it is the desire of both parties that the confidentiality of the PHI disclosed hereunder be maintained and treated in accordance with all applicable laws relating to confidentiality, including the Privacy and Security Rules, the HITECH Act and its associated regulations, and the parties do agree to at all times treat the PHI and interpret this Addendum consistent with that desire.

NOW THEREFORE: the parties agree that in consideration of the mutual promises herein, in the Agreement, and of the exchange of PHI hereunder that:

1. **Definitions.** Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
  - a. **Agency Procurement Officer** shall mean the appropriate Agency individual listed at: <http://www.state.wv.us/admin/purchase/vrc/agencyli.html>.
  - b. **Agent** shall mean those person(s) who are agent(s) of the Business Associate, in accordance with the Federal common law of agency, as referenced in 45 CFR § 160.402(c).
  - c. **Breach** shall mean the acquisition, access, use or disclosure of protected health information which compromises the security or privacy of such information, except as excluded in the definition of Breach in 45 CFR § 164.402.
  - d. **Business Associate** shall have the meaning given to such term in 45 CFR § 160.103.
  - e. **HITECH Act** shall mean the Health Information Technology for Economic and Clinical Health Act. Public Law No. 111-05. 111<sup>th</sup> Congress (2009).

- f. **Privacy Rule** means the Standards for Privacy of Individually Identifiable Health Information found at 45 CFR Parts 160 and 164.
- g. **Protected Health Information or PHI** shall have the meaning given to such term in 45 CFR § 160.103, limited to the information created or received by Associate from or on behalf of Agency.
- h. **Security Incident** means any known successful or unsuccessful attempt by an authorized or unauthorized individual to inappropriately use, disclose, modify, access, or destroy any information or interference with system operations in an information system.
- i. **Security Rule** means the Security Standards for the Protection of Electronic Protected Health Information found at 45 CFR Parts 160 and 164.
- j. **Subcontractor** means a person to whom a business associate delegates a function, activity, or service, other than in the capacity of a member of the workforce of such business associate.

## 2. Permitted Uses and Disclosures.

- a. **PHI Described.** This means PHI created, received, maintained or transmitted on behalf of the Agency by the Associate. This PHI is governed by this Addendum and is limited to the minimum necessary, to complete the tasks or to provide the services associated with the terms of the original Agreement, and is described in Appendix A.
- b. **Purposes.** Except as otherwise limited in this Addendum, Associate may use or disclose the PHI on behalf of, or to provide services to, Agency for the purposes necessary to complete the tasks, or provide the services, associated with, and required by the terms of the original Agreement, or as required by law, if such use or disclosure of the PHI would not violate the Privacy or Security Rules or applicable state law if done by Agency or Associate, or violate the minimum necessary and related Privacy and Security policies and procedures of the Agency. The Associate is directly liable under HIPAA for impermissible uses and disclosures of the PHI it handles on behalf of Agency.
- c. **Further Uses and Disclosures.** Except as otherwise limited in this Addendum, the Associate may disclose PHI to third parties for the purpose of its own proper management and administration, or as required by law, provided that (i) the disclosure is required by law, or (ii) the Associate has obtained from the third party reasonable assurances that the PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party by the Associate; and, (iii) an agreement to notify the Associate and Agency of any instances of which it (the third party) is aware in which the confidentiality of the information has been breached. To the extent practical, the information should be in a limited data set or the minimum necessary information pursuant to 45 CFR § 164.502, or take other measures as necessary to satisfy the Agency's obligations under 45 CFR § 164.502.

### 3. Obligations of Associate.

- a. **Stated Purposes Only.** The PHI may not be used by the Associate for any purpose other than as stated in this Addendum or as required or permitted by law.
- b. **Limited Disclosure.** The PHI is confidential and will not be disclosed by the Associate other than as stated in this Addendum or as required or permitted by law. Associate is prohibited from directly or indirectly receiving any remuneration in exchange for an individual's PHI unless Agency gives written approval and the individual provides a valid authorization. Associate will refrain from marketing activities that would violate HIPAA, including specifically Section 13406 of the HITECH Act. Associate will report to Agency any use or disclosure of the PHI, including any Security Incident not provided for by this Agreement of which it becomes aware.
- c. **Safeguards.** The Associate will use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the PHI, except as provided for in this Addendum. This shall include, but not be limited to:
  - i. Limitation of the groups of its workforce and agents, to whom the PHI is disclosed to those reasonably required to accomplish the purposes stated in this Addendum, and the use and disclosure of the minimum PHI necessary or a Limited Data Set;
  - ii. Appropriate notification and training of its workforce and agents in order to protect the PHI from unauthorized use and disclosure;
  - iii. Maintenance of a comprehensive, reasonable and appropriate written PHI privacy and security program that includes administrative, technical and physical safeguards appropriate to the size, nature, scope and complexity of the Associate's operations, in compliance with the Security Rule;
  - iv. In accordance with 45 CFR §§ 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information.
- d. **Compliance With Law.** The Associate will not use or disclose the PHI in a manner in violation of existing law and specifically not in violation of laws relating to confidentiality of PHI, including but not limited to, the Privacy and Security Rules.
- e. **Mitigation.** Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Associate of a use or disclosure of the PHI by Associate in violation of the requirements of this Addendum, and report its mitigation activity back to the Agency.

**f. Support of Individual Rights.**

- i. Access to PHI.** Associate shall make the PHI maintained by Associate or its agents or subcontractors in Designated Record Sets available to Agency for inspection and copying, and in electronic format, if requested, within ten (10) days of a request by Agency to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.524 and consistent with Section 13405 of the HITECH Act.
- ii. Amendment of PHI.** Within ten (10) days of receipt of a request from Agency for an amendment of the PHI or a record about an individual contained in a Designated Record Set, Associate or its agents or subcontractors shall make such PHI available to Agency for amendment and incorporate any such amendment to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.526.
- iii. Accounting Rights.** Within ten (10) days of notice of a request for an accounting of disclosures of the PHI, Associate and its agents or subcontractors shall make available to Agency the documentation required to provide an accounting of disclosures to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR §164.528 and consistent with Section 13405 of the HITECH Act. Associate agrees to document disclosures of the PHI and information related to such disclosures as would be required for Agency to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR § 164.528. This should include a process that allows for an accounting to be collected and maintained by Associate and its agents or subcontractors for at least six (6) years from the date of disclosure, or longer if required by state law. At a minimum, such documentation shall include:

  - the date of disclosure;
  - the name of the entity or person who received the PHI, and if known, the address of the entity or person;
  - a brief description of the PHI disclosed; and
  - a brief statement of purposes of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.
- iv. Request for Restriction.** Under the direction of the Agency, abide by any individual's request to restrict the disclosure of PHI, consistent with the requirements of Section 13405 of the HITECH Act and 45 CFR § 164.522, when the Agency determines to do so (except as required by law) and if the disclosure is to a health plan for payment or health care operations and it pertains to a health care item or service for which the health care provider was paid in full "out-of-pocket."
- v. Immediate Discontinuance of Use or Disclosure.** The Associate will immediately discontinue use or disclosure of Agency PHI pertaining to any individual when so requested by Agency. This includes, but is not limited to, cases in which an individual has withdrawn or modified an authorization to use or disclose PHI.

- g. Retention of PHI.** Notwithstanding section 4.a. of this Addendum, Associate and its subcontractors or agents shall retain all PHI pursuant to state and federal law and shall continue to maintain the PHI required under Section 3.f. of this Addendum for a period of six (6) years after termination of the Agreement, or longer if required under state law.
- h. Agent's, Subcontractor's Compliance.** The Associate shall notify the Agency of all subcontracts and agreements relating to the Agreement, where the subcontractor or agent receives PHI as described in section 2.a. of this Addendum. Such notification shall occur within 30 (thirty) calendar days of the execution of the subcontract and shall be delivered to the Agency Procurement Officer. The Associate will ensure that any of its subcontractors, to whom it provides any of the PHI it receives hereunder, or to whom it provides any PHI which the Associate creates or receives on behalf of the Agency, agree to the restrictions and conditions which apply to the Associate hereunder. The Agency may request copies of downstream subcontracts and agreements to determine whether all restrictions, terms and conditions have been flowed down. Failure to ensure that downstream contracts, subcontracts and agreements contain the required restrictions, terms and conditions may result in termination of the Agreement.
- j. Federal and Agency Access.** The Associate shall make its internal practices, books, and records relating to the use and disclosure of PHI, as well as the PHI, received from, or created or received by the Associate on behalf of the Agency available to the U.S. Secretary of Health and Human Services consistent with 45 CFR § 164.504. The Associate shall also make these records available to Agency, or Agency's contractor, for periodic audit of Associate's compliance with the Privacy and Security Rules. Upon Agency's request, the Associate shall provide proof of compliance with HIPAA and HITECH data privacy/protection guidelines, certification of a secure network and other assurance relative to compliance with the Privacy and Security Rules. This section shall also apply to Associate's subcontractors, if any.
- k. Security.** The Associate shall take all steps necessary to ensure the continuous security of all PHI and data systems containing PHI. In addition, compliance with 74 FR 19006 Guidance Specifying the Technologies and Methodologies That Render PHI Unusable, Unreadable, or Indecipherable to Unauthorized Individuals for Purposes of the Breach Notification Requirements under Section 13402 of Title XIII is required, to the extent practicable. If Associate chooses not to adopt such methodologies as defined in 74 FR 19006 to secure the PHI governed by this Addendum, it must submit such written rationale, including its Security Risk Analysis, to the Agency Procurement Officer for review prior to the execution of the Addendum. This review may take up to ten (10) days.
- l. Notification of Breach.** During the term of this Addendum, the Associate shall notify the Agency and, unless otherwise directed by the Agency in writing, the WV Office of Technology immediately by e-mail or web form upon the discovery of any Breach of unsecured PHI; or within 24 hours by e-mail or web form of any suspected Security Incident, intrusion or unauthorized use or disclosure of PHI in violation of this Agreement and this Addendum, or potential loss of confidential data affecting this Agreement. Notification shall be provided to the Agency Procurement Officer at [www.state.wv.us/admin/purchase/vrc/agencyli.htm](http://www.state.wv.us/admin/purchase/vrc/agencyli.htm) and,

unless otherwise directed by the Agency in writing, the Office of Technology at [incident@wv.gov](mailto:incident@wv.gov) or <https://apps.wv.gov/ot/ir/Default.aspx>.

The Associate shall immediately investigate such Security Incident, Breach, or unauthorized use or disclosure of PHI or confidential data. Within 72 hours of the discovery, the Associate shall notify the Agency Procurement Officer, and, unless otherwise directed by the Agency in writing, the Office of Technology of: (a) Date of discovery; (b) What data elements were involved and the extent of the data involved in the Breach; (c) A description of the unauthorized persons known or reasonably believed to have improperly used or disclosed PHI or confidential data; (d) A description of where the PHI or confidential data is believed to have been improperly transmitted, sent, or utilized; (e) A description of the probable causes of the improper use or disclosure; and (f) Whether any federal or state laws requiring individual notifications of Breaches are triggered.

Agency will coordinate with Associate to determine additional specific actions that will be required of the Associate for mitigation of the Breach, which may include notification to the individual or other authorities.

All associated costs shall be borne by the Associate. This may include, but not be limited to costs associated with notifying affected individuals.

If the Associate enters into a subcontract relating to the Agreement where the subcontractor or agent receives PHI as described in section 2.a. of this Addendum, all such subcontracts or downstream agreements shall contain the same incident notification requirements as contained herein, with reporting directly to the Agency Procurement Officer. Failure to include such requirement in any subcontract or agreement may result in the Agency's termination of the Agreement.

- m. Assistance in Litigation or Administrative Proceedings.** The Associate shall make itself and any subcontractors, workforce or agents assisting Associate in the performance of its obligations under this Agreement, available to the Agency at no cost to the Agency to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against the Agency, its officers or employees based upon claimed violations of HIPAA, the HIPAA regulations or other laws relating to security and privacy, which involves inaction or actions by the Associate, except where Associate or its subcontractor, workforce or agent is a named as an adverse party.

#### **4. Addendum Administration.**

- a. Term.** This Addendum shall terminate on termination of the underlying Agreement or on the date the Agency terminates for cause as authorized in paragraph (c) of this Section, whichever is sooner.
- b. Duties at Termination.** Upon any termination of the underlying Agreement, the Associate shall return or destroy, at the Agency's option, all PHI received from, or created or received by the Associate on behalf of the Agency that the Associate still maintains in any form and retain no copies of such PHI or, if such return or destruction is not feasible, the Associate shall extend the protections of this Addendum to the PHI and limit further uses and disclosures to the purposes that make the return or destruction of the PHI infeasible. This shall also apply to all agents and subcontractors of Associate. The duty of the Associate and its agents

and subcontractors to assist the Agency with any HIPAA required accounting of disclosures survives the termination of the underlying Agreement.


- c. **Termination for Cause.** Associate authorizes termination of this Agreement by Agency, if Agency determines Associate has violated a material term of the Agreement. Agency may, at its sole discretion, allow Associate a reasonable period of time to cure the material breach before termination.
- d. **Judicial or Administrative Proceedings.** The Agency may terminate this Agreement if the Associate is found guilty of a criminal violation of HIPAA. The Agency may terminate this Agreement if a finding or stipulation that the Associate has violated any standard or requirement of HIPAA/HITECH, or other security or privacy laws is made in any administrative or civil proceeding in which the Associate is a party or has been joined. Associate shall be subject to prosecution by the Department of Justice for violations of HIPAA/HITECH and shall be responsible for any and all costs associated with prosecution.
- e. **Survival.** The respective rights and obligations of Associate under this Addendum shall survive the termination of the underlying Agreement.

#### 5. General Provisions/Ownership of PHI.

- a. **Retention of Ownership.** Ownership of the PHI resides with the Agency and is to be returned on demand or destroyed at the Agency's option, at any time, and subject to the restrictions found within section 4.b. above.
- b. **Secondary PHI.** Any data or PHI generated from the PHI disclosed hereunder which would permit identification of an individual must be held confidential and is also the property of Agency.
- c. **Electronic Transmission.** Except as permitted by law or this Addendum, the PHI or any data generated from the PHI which would permit identification of an individual must not be transmitted to another party by electronic or other means for additional uses or disclosures not authorized by this Addendum or to another contractor, or allied agency, or affiliate without prior written approval of Agency.
- d. **No Sales.** Reports or data containing the PHI may not be sold without Agency's or the affected individual's written consent.
- e. **No Third-Party Beneficiaries.** Nothing express or implied in this Addendum is intended to confer, nor shall anything herein confer, upon any person other than Agency, Associate and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.
- f. **Interpretation.** The provisions of this Addendum shall prevail over any provisions in the Agreement that may conflict or appear inconsistent with any provisions in this Addendum. The interpretation of this Addendum shall be made under the laws of the state of West Virginia.
- g. **Amendment.** The parties agree that to the extent necessary to comply with applicable law they will agree to further amend this Addendum.
- h. **Additional Terms and Conditions.** Additional discretionary terms may be included in the release order or change order process.

APPROVED AS TO FORM THIS 26<sup>th</sup>  
DAY OF Jan 20 13

Patrick Morrisey  
Attorney General

BY 



AGREED:

Name of Agency: **Collective Impact, LLC**

Signature:  \_\_\_\_\_

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

Date: \_\_\_\_\_ 10/10/17 \_\_\_\_\_

Name of Associate:

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

Appendix A

(To be completed by the Agency's Procurement Officer prior to the execution of the Addendum, and shall be made a part of the Addendum. PHI not identified prior to execution of the Addendum may only be added by amending Appendix A and the Addendum, via Change Order.)

Name of Associate:

Name of Agency: WV DHHR /

Describe the PHI (do not include any actual PHI). If not applicable, please indicate the same.

**Personal Identifiable Information-Any and all personally identifiable information including but not limited to patient name, address, date of birth, social security number, telephone number, and insurance information.**