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Header 1

List View

General Information | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#)

Procurement Folder: 509975

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 0432

Vendor ID:

SO Doc ID: DCH1900000002

Legal Name: ICF INCORPORATED LLC

Published Date: 10/26/18

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Close Date: 11/1/18

Total Bid: \$9,800.00

Close Time: 13:30

Response Date:

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Solicitation Description:

Total of Header Attachments: 1

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	AmeriCorps Program Development Training	1.00000	EA	\$9,800.000000	\$9,800.00

Comm Code	Manufacturer	Specification	Model #
86132101			

Extended Description : AmeriCorps Program Development Training based on the 2019 AmeriCorps Notice of Funding Opportunity, 2019 Mandatory Supplemental Guidance, and 2019 Performance Measures Instructions and other relevant federal code and guidance documents pertinent to application for and operation of an AmeriCorps State and National project within West Virginia.



Proposal to Provide AmeriCorps Program Development Training

October 31, 2018

Submitted to:
Volunteer West Virginia

Submitted by:
ICF Incorporated, L.L.C.
530 Gaither Rd., Ste. 500
Rockville, MD 20852

ICF Pricing Number 2018_4267



October 31, 2018

Stephanie L Gale
Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
304-558-8801
Stephanie.l.gale@wv.gov

SUBJECT: ICF Proposal 2018_4267 in response to West Virginia's Request for Quote for "AmeriCorps Program Development Training."

Dear Ms. Gale,

ICF Incorporated LLC., hereafter referred to as "ICF", is pleased to provide this Firm Fixed Price (FFP) type proposal in response to the subject request.

ICF has decades of experience in the national service field, including work with several state service commissions, AmeriCorps grantees, and the Corporation for National and Community Service (CNCS). In fact, we have been collaborating with Volunteer West Virginia for the past two years to provide training and technical assistance to AmeriCorps grantees across the state.

We look forward to hearing from Volunteer West Virginia about the status of our proposal. Please include the following individuals on all correspondence regarding this proposal submission:

- Mr. Andrew MacDonald, Manager, by telephone at 301-572-0269, or by email at Andrew.Macdonald@icf.com
- Ms. Meskerem Gebregiorgis, Contracts Administrator, by telephone at 703-225-5868, or by email at Meskerem.Gebregiorgis@icf.com

Sincerely,

A handwritten signature in black ink that reads "Meskerem Gebregiorgis". The signature is written in a cursive, flowing style.

Meskerem Gebregiorgis
Contracts Administrator

Table of Contents

Approach to Statement of Work	1
About ICF	1
Understanding the Need	1
The ICF Advantage	1
ICF's Approach to Evaluation Capacity Building	3
ICF's Project Plan	3
Summary of Relevant Experience	6
Proposed Pricing	9
Overall Budget	9
Proposed Period of Performance	9
Key Assumptions	9
Proposed Invoice Schedule	10
Remittance	10
Company Information	10



Approach to Statement of Work

About ICF

ICF Incorporated, L.L.C., hereafter referred to as “ICF,” is a leading technical assistance and policy consulting organization headquartered in Fairfax, VA, with offices in 27 states, including West Virginia. Founded more than 40 years ago as the Inner City Fund, ICF began as a venture capital firm investing in community revitalization. Grounded in this mission, ICF has expanded into a diversified company serving the public, private, and nonprofit sectors. Throughout our history we have worked with clients to grow promising solutions for communities by providing training, technical assistance, and research and evaluation support. Our experience spans a range of partners, from small community-based non-profits looking to build their capacity to large grant-making organizations seeking to inject more evidence into their funding decisions. Whether it is helping a small organization develop its logic model or designing a multi-site randomized control trial study for a national non-profit, ICF has the tools and experience to help our partners realize their visions.

Understanding the Need

Given ICF’s experience working with mission-driven organizations, it is no surprise that we have a long history in the national service field. Over the years, we have collaborated with the Corporation for National and Community Service (CNCS), several state service commissions, and AmeriCorps and Senior Corps grantees on many projects. In fact, for the past two years, we have worked with Volunteer West Virginia as training and technical assistance providers. Through this work, we have provided in-person training on data and evaluation topics, as well as ongoing one-on-one technical assistance to individual grantees focused on evidence, evaluation and data. Our experience has helped us develop a keen appreciation for the role of state service commissions, especially for the way they establish a culture of service in their respective states. Volunteer West Virginia sets priorities for service, awards AmeriCorps grants to organizations meeting community needs, and provides training and technical assistance to build the capacity of the programs it supports.

In September 2018, CNCS released a new Notice of Funding Opportunity (NOFO) for Fiscal Year 2019, which included several changes related to evidence, evaluation, and data. For example, the 2019 NOFO changed the number and criteria of evidence tiers, while also increasing the weight of evidence in the grant award review process. These changes will make it essential for Volunteer West Virginia to provide potential applicants with information about evidence, data, and evaluation. Ultimately, by helping programs develop and carry out rigorous evaluation plans across its portfolio, Volunteer West Virginia can generate greater knowledge about what works in fields such as education, housing, and veterans’ engagement, and ultimately improve the experiences of volunteers and the lives of the West Virginians they serve.



October 31, 2018

ICF Qualifications

ICF is the ideal partner for this endeavor because our experience, orientation, and capabilities position us to provide tailored support for grantees and Volunteer West Virginia staff. For decades, ICF has been providing technical assistance and evaluation support in the national service field, and this experience has given us a number of key attributes that will be of value for this project:

- **We have decades of experience working with CNCS and the AmeriCorps program.** ICF has been working in the national service field for over 20 years, and our long history in this field has given us unique insight into the AmeriCorps program. As we describe in our Summary of Relevant Experience, we have completed a wide range of projects with CNCS programs, including training and technical assistance and research and evaluation. This experience means we understand how and why CNCS policies and priorities have evolved over time, as well as the resources that CNCS offers to state commissions and grantees.
- **We have experience helping West Virginia AmeriCorps grantees collect high quality data and carry out evaluations that meet CNCS requirements.** For the past two years, we have provided training and one-on-one coaching on performance measurement, evaluation and data collection to nine AmeriCorps grantees in West Virginia. Consequently, understand their needs and perspectives, and have insight into the topics and approaches that work well for organizations in these contexts.
- **We have demonstrated knowledge of the criteria used by CNCS to review grant application documents.** In fact, we have previously collaborated with CNCS on the grant review process, and were the contractor responsible for the evidence reviews during the 2018 grant award review process for AmeriCorps State and National and Senior Corps competitions.
- **We are nationally recognized for our training and technical assistance capabilities and have trained AmeriCorps grantees in four states.** In addition to our work with AmeriCorps grantees in West Virginia, we also have experience providing training and technical assistance to AmeriCorps grantees in Michigan, Texas, and Virginia. As a result, we have developed a proven approach to capacity building, including a number of tested frameworks, resources, and tools. We can deliver a spectrum of services, from workshops and webinars to one-on-one coaching, all tailored to our clients' needs and capacities.



October 31, 2018

ICF's Approach to Evaluation Capacity Building

Our overall approach to training and coaching will reflect our experience providing similar services to West Virginia AmeriCorps programs in 2017 and 2018, as well as similar work we have done in other states such as Texas, Virginia, and Michigan. This approach is

documented in our Training and Technical Assistance Resource Exchange, a company-wide community of practice (COP) established to ensure that ICF delivers the most effective capacity building services for clients. As shown in Figure 1, our approach uses an interconnected and self-reinforcing range of approaches, from more general, universal assistance, such as resource guides and presentations intended to reach large numbers of grantees and stakeholders, to intensive services that are focused on the needs of a particular grantee, such as one-on-one coaching. In between the universal and intense assistance are targeted services, such as break-out sessions or workshops that bring together small groups who share similar interests and who have similar needs. The project plan described below reflects this approach, with broadly-aimed training and materials supplemented and reinforced by more tailored and intensive activities, such as break-out sessions for grantees with similar focus areas, grant award values, and/or experience in the grant cycle, as well as individual one-on-one coaching.

Figure 1: ICF Approach to Evaluation Capacity Building



ICF's Project Plan

Task 1. Develop Training Curriculum

After receipt of the award, we will schedule a phone call with Volunteer West Virginia staff to kick off the project and discuss the training plan. During this call, we will ask Volunteer West Virginia staff to describe their perspectives on what topics and activities would be most useful to potential applicants. This meeting will serve as an early opportunity for ICF and Volunteer West Virginia to discuss project objectives, anticipated tasks, schedules, relevant personnel and stakeholders, roles and responsibilities, and potential challenges or areas of concern. Given our experience working with grantees during the previous two years, we can use this discussion to reflect on what worked well in the past and how to tailor the proposed training to new CNCS requirements, such as the new language in the 2019 AmeriCorps NOFO.

October 31, 2018

Task 2. Develop Appropriate Training Modules and Activities

Based on our discussion during the kick-off meeting, as well as our understanding of CNCS requirements and feedback after last year's Evaluation Institute, ICF will propose a series of training topics, which we anticipate will be based on the 2019 NOFO, and include Theory of Change, Logic Models, Evidence, and Performance Measurement. Given our experience helping CNCS develop training materials on these topics, our team will have no difficulty understanding the materials and will be ready to immediately begin planning our training.

After we have selected training topics, we will develop supporting materials designed to build organizational capacity on the selected topics. In Figure 2, we summarize content that we expect to include on the anticipated topics. To reflect best practices in training, we will ensure that the training plan and materials:

- Use content that accurately conveys CNCS and Volunteer West Virginia requirements in a manner that is appropriate to attendees' backgrounds and capabilities;
- Follow best practices for professional formatting, design, and usability;
- Include a variety of training methods, such as hands-on activities and small and large group discussions; and
- Integrate real-world examples that are relevant to attendees.

We will share a draft of the training plan and content with Volunteer West Virginia before the training and, if necessary, incorporate any feedback into the modules before they are final.

Figure 2: Potential Training Content

Module 1: Key Concepts in Evaluation and Performance Measurement	<ul style="list-style-type: none">• Overview of key evaluation concepts• The relationship between theory of change, logic models, performance measures, and evaluation• Discuss similarities and differences between performance measurement and evaluation
Module 2: Overview of 2019 NOFO	<ul style="list-style-type: none">• Changes and continuities in 2019 NOFO• How to write strong application sections• Assessing your application's strengths and weaknesses
Module 3: Writing a Good Theory of Change	<ul style="list-style-type: none">• CNCS requirements for theory of change and logic models.• Present a framework for writing strong theories of change• Review examples of weak theories of change and discuss how to improve them
Module 4: Choosing Good Performance Measures	<ul style="list-style-type: none">• Reason for performance measurement• CNCS performance measurement requirements• Choosing performance measures that reflect program progress
Module 5: Growing Evidence Over Time	<ul style="list-style-type: none">• Using data and evaluation results for continuous learning• Moving up the evidence continuum• Setting a long-term research agenda

October 31, 2018

Task 3: Deliver Training

ICF will send two staff members to the Volunteer West Virginia AmeriCorps Program Development training in West Virginia. ICF is available for this training on November 15, 2019. We anticipate this training will last 6 to 8 hours and will cover the content described in Task 2. The training will be delivered in a way that reflects feedback from ICF's Evaluation Institutes in 2017 and 2018, as well as principles of adult learning, such as recognition of participants' experience and knowledge and emphasis on practical information grantees can immediately apply. For example, we have learned that organizations would like more hands-on activities and opportunities for feedback on their products; therefore, we will build more time for tangible activities and feedback. Our overall approach is to balance whole group, differentiated, and peer-to-peer learning opportunities. Convening the whole group of participants is especially important at the beginning of a training session for a few reasons. First, an all-hands introductory session will allow us to provide background information and context that will be useful to all participants. Second, and perhaps most importantly, it provides an opportunity for the grantees to get to know each other, and especially for us to build rapport with them. In our experience, these interactions often help uncover instances where grantees "don't know what they don't know." For example, an organization may be able to "check the boxes" to meet their funders' requirements, but may not be aware of other aspects of evaluation, or grasp all the ways they can benefit from building their evaluative capacity. By having a whole-group session, we will be able to cover the basics that apply to all grantees, and also better assess needs and priorities for the training.

In addition to whole-group sessions, we have found that differentiated learning groups can be a valuable way to drill down on certain topics that are relevant to specific grantees, and to provide opportunities for peer-to-peer learning opportunities. In some cases, it makes sense to form these groups on the basis of knowledge and experience, for example by grouping new programs together for a session on evaluation basics, such as creating logic models, while focusing on more advanced topics with more experienced programs. However, it is important not to limit these groupings to knowledge levels. We have found that people often stay most engaged, and learn more, when they interact with people from varying experience levels. Potential groupings besides experience level may be by focus area or proposed evaluation design. For example, programs working on projects in the healthy futures focus area may face similar challenges designing data collection tools or carrying out evaluations, so less experienced grantees may learn from others who have overcome these challenges. In fact, we have found that peer-to-peer learning is one of the most effective ways to engage program of varying knowledge levels. For experienced programs, "learning by teaching" is often an effective way to improve their understanding, or to identify knowledge gaps they did not realize they had. Peer learning also benefits less experienced programs, who frequently

In 2017, ICF developed and led an Evaluation Institute in Charleston, WV for AmeriCorps programs. After the training, participants were invited to rate the training and provide feedback about what worked well and what could be improved. Although the overall feedback was very positive, some grantees mentioned that they preferred modules with practical tips and tools they could implement immediately. Therefore, when we provided another training in February 2018, we added more activities and opportunities for grantees to work on their existing evaluation plans.



October 31, 2018

comment that learning from their peers helps center the conversation around examples they can relate to. Therefore, we will build in more time than in previous years for interactive sessions where organizations can speak with one another, with ICF performing a facilitation role.

Task 4: Prepare post-training report and evaluation summary

As we have in previous years and for other clients, such as the OneStar Foundation, ICF will administer an evaluation survey after the training that asks participants to indicate whether the training met, exceeded, or did not meet their expectations. The evaluation will also ask attendees to rate individual sessions and activities, and will offer them opportunities to offer recommendations for future training needs. We will share these results in a report to Volunteer West Virginia. The report will include recommendations for future training needs and priorities.

Summary of Relevant Experience

ICF is an ideal partner for this project because of our experience in the national service field and expertise in evaluation and capacity building. As described in the project summaries below, we have a long history with AmeriCorps programs and other national service programs, and will draw on this experience to inform our capacity building efforts. This experience includes:

Evaluation Training and Technical Assistance for Volunteer West Virginia

ICF provided similar services to Volunteer West Virginia in 2017 and 2018. In February 2017 we delivered an in-person Evaluation Institute in Charleston, WV to the AmeriCorps grantees. Following the Evaluation Institute, we provided one-on-one evaluation coaching to eight AmeriCorps programs, which we documented in a final report submitted in July 2017. In February 2018, ICF delivered an Evaluation 2.0 Institute, which provided refresher training on key evaluation and data concepts, as well as more advanced training on topics such as using evaluation for program improvement.

Evaluation Training and Technical Assistance for Texas, Michigan, and Virginia State Service Commissions

In addition to our work with Volunteer West Virginia, ICF has also worked with state commissions in Texas, Michigan, and Virginia to provide training and technical assistance to AmeriCorps grantees. For example, in October 2018, ICF delivered an in-person training on CNCS requirements in Lansing, Michigan for current AmeriCorps grantees and potential applicants. In 2017, ICF prepared and delivered training to the OneStar Foundation, the Texas State Service Commission, for 28 AmeriCorps State grantees on how to develop, budget, and implement evaluation plans that are in compliance with CNCS policies. ICF provided a follow-up training in February 2018 focused on performance measurement and evaluation requirements in 2018. Besides delivering in-person training in these states, ICF also provided one-on-one coaching to grantees across these states. The



October 31, 2018

coaching includes reviewing grantees' evaluation plans, data collection instruments, and logic models.

Systemic Review of AmeriCorps Applications

In 2018, ICF was the contractor hired by CNCS to serve as an external reviewer for AmeriCorps applicants to assess the evidence base that they submit in their applications for funding. Through this contract, ICF developed processes for assessing applicants' data systems and processes, as well as their capacity for using evidence for program improvement. While ICF cannot share any internal documents that were used for that review without CNCS' permission, this work has given us a clear understanding of AmeriCorps requirements and expectations for evidence, evaluation, and data capacity.

Building Evidence for Service Solutions

In 2016-2017, ICF helped CNCS develop approaches for building stronger evidence about the effectiveness of the service solutions that AmeriCorps grantees are using in the field. ICF's work began with a review of relevant CNCS documents, including applications for AmeriCorps funding, evaluation reports submitted by grantees, and guidance around evaluation requirements, as well as a series of discussion groups with grantees and program managers around the challenges that grantees face in trying to strengthen their evaluations. ICF's work also included evaluation capacity-building activities, including support for AmeriCorps grantees nationally, as well as the development of resources to help grantees meet CNCS evaluation standards.

Case Studies and Comparative Analysis of Senior Corps Programs

ICF is currently working with CNCS on a project to better understand how Senior Corps grantees are implementing their programs. As part of this effort, ICF has reviewed the grant applications and other documents for a range of Senior Corps programs to identify common challenges and characteristics. ICF is also carrying out site visits with selected grantees, during which we interview program directors, Senior Corps members, and other stakeholders to better understand their experiences and perspectives on national service and the Senior Corps program.

Case Studies and Feasibility Assessment of Foster Grandparent Program

ICF recently completed case studies and a feasibility assessment for the Foster Grandparent Program (FGP). The overall goal of this project was to help CNCS understand the extent to which Senior Corps may be able to incorporate additional evidence and evaluation requirements in its programming. For the case studies, ICF conducted in-person and virtual site visits to four FGP grantees to learn about how project staff and service members are trained and deliver services. The feasibility assessment analyzed one grantee's capacity to undertake a rigorous impact evaluation. To make this determination, ICF staff reviewed the grantee's evidence base, logic model, implementation fidelity, and



October 31, 2018

data collection procedures. Based on this review, ICF designed a randomized control trial evaluation.

National Assessment of the Social Innovation Fund

From 2014-2016, ICF conducted an independent national assessment of SIF's grant-making strategy. The national assessment built a body of evidence through literature reviews, document reviews, and stakeholder interviews to develop the evaluation approach; a longitudinal survey of SIF grantees and two comparison groups; issue briefs capturing lessons learned from SIF grantee and subgrantee experiences; a variety of special reports, including ROI and meta-analysis reports bringing together insights from the individual evaluations conducted by grantees and subgrantees; and active collaboration with CNCS, grantees, and other stakeholders to foster utilization of findings.

Strategic Evaluation Dissemination Plan

ICF recently developed a strategic dissemination plan for CNCS' Office of Research and Evaluation. The purpose of this plan was to help state commissions, grantees, and other stakeholders better access CNCS resources, such as training modules on evaluation requirements and best practices. To inform the development of the dissemination plan, ICF conducted a desk review of existing CNCS materials, key informant interviews of responsible offices within the agencies, and a literature review of best practices for disseminating social science research and evaluation. ICF also convened a technical workgroup, which included state service commission representatives, to provide feedback and guidance throughout the project.

Qualitative Analysis of Project Performance Reports for AmeriCorps VISTA

CNCS collects a vast amount of qualitative data from grantees in their project performance reports (PPRs). Through this project, ICF is helping CNCS analyze the content of VISTA PPRs to identify themes and common challenges reported by grantees. ICF is also helping CNCS compare activities reported by grantees in their PPRs to the activities originally proposed in their grant application.

Development of Training Curricula for CNCS Grantees

ICF worked collaboratively with CNCS to create curricula for their grantees on key program management and compliance issues. Courses included e-courses, webinars, and self-directed learning aids. Our multidisciplinary team worked with CNCS experts to ensure content relevance; apply adult learning principles; and incorporate interactive, realistic activities and scenarios into the materials. For example, we organized and carried out a Virtual Conference for Senior Corps, during which we delivered training sessions to grantees in the Foster Grandparent, Senior Companion, and RSVP programs. These sessions covered topics such as volunteer recruitment, performance reporting requirements, and aligning service programs with focus areas and CNCS Strategic Plan goals.



October 31, 2018

Proposed Pricing

Validity

ICF's proposal remains valid for a period of ninety (90) days from the date of submission. ICF reserves the right to review its submission, and to extend or revise its offer based on the facts known at the end of the 90-day period.

Proposed Period of Performance

The period of performance is November 5, 2018 through December 31, 2018.

Fully Burdened Labor

All labor costs are fully burdened and inclusive of salary, anticipated wage escalation, profit, and indirect costs.

Other Direct Costs (ODCs)

It is ICF's disclosed accounting practice to recover ODCs as a direct charge to the contract. ODCs include, but are not limited to, material/supplies, postage/express mail, printing, reproduction and telephone. ODCs, inclusive of all burden, are included in ICF's price.

Travel Costs

It is ICF's disclosed accounting practice to recover travel costs as a direct charge to the contract. Such travel costs include, but are not limited to, meals & incidentals per diem, mileage, and parking. Travel costs, inclusive of all burden, have been included in ICF's price.

Overall Budget

Based on the Statement of Work provided by Volunteer West Virginia, ICF's proposed budget is **\$9,800**. This budget includes all labor costs and other direct costs (e.g., travel) associated with the project.

Key Assumptions

- Volunteer West Virginia will identify the venue and handle logistics for the Evaluation Institute.
- The training will be no more than eight hours in length, and will take place on a single day.
- ICF assumes one (1) round of review and revisions for the training evaluation and summary report. Up to 5 days is assumed for feedback to be provided to ICF for the review cycle; if no feedback is received with that 5 day window, the deliverable will be assumed to be accepted.
- All days are presumed to be "business days" unless otherwise specified.



October 31, 2018

- Any mutually agreed upon deviations to these price assumptions may require a modification to the resultant contract.
- This proposal will be incorporated by reference into any awarded contract.

Proposed Invoice Schedule

ICF has prepared this proposal on a Firm Fixed Price basis. ICF proposes to invoice in installments as shown below; payment is due within thirty (30) calendar days of receipt of invoice.

- Upon delivery of the training: \$4,900
- Upon acceptance of the training report: \$4,900

Remittance

Electronic Funds Transfer Address	
Payee:	ICF Incorporated. L.L.C.
Account Name:	ICF Consulting Group, Inc.
Bank:	PNC Bank 800 17 th Street NW Washington, DC 20006
ABA Number:	031207607
Account Number:	80-2637-4453

Company Information

Company Name	ICF Incorporated, L.L.C.
DUNS Number	07-264-8579
CAGE Code	5M571
FEIN	52-0893615
Size Status	Large



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.

Meskerem Gebregiorgis

(Name, Title)
Contracts Administrator

(Printed Name and Title)
9300 Lee Highway , Fairfax VA 22031

(Address)
703-225-5868

(Phone Number) / (Fax Number)
Meskerem.Gebregiorgis@icf.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.

ICF Incorporated LLC

(Company)

MeskeremGebregiorgis

(Authorized Signature) (Representative Name, Title)

Meskerem Gebregiorgis- Contracts Administrator

(Printed Name and Title of Authorized Representative)

10/30/2018

(Date)

703-225-5868 ; 703-218-2547

(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
AmeriCorps Program Development Training

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: JaneKetchum

Telephone Number: 301-572-0890

Fax Number: 703-218-2547

Email Address: Jane.Ketchum@icf.com

REQUEST FOR QUOTATION
AmeriCorps Program Development Training

Exhibit A

Pricing Page

Item Number	Description	Quantity	Unit Price	Total Price
1	Americorps Program Development Training	1		\$9,800
			Shipping:	
			Total Price:	\$9,800



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

State of West Virginia
 Request for Quotation

Proc Folder: 509975

Doc Description: AmeriCorps Program Development Training

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2018-10-24	2018-10-31 13:30:00	CRFQ 0432 DCH1900000002	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: ICF Incorporated LLC.
 9300 Lee Highway
 Fairfax, VA 22031
 Telephone number
 703-225-5868

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature X *Meskerem Gebregiorgis* FEIN # 52-0893615 DATE 10/30/2018

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

ADDITIONAL INFORMATION:

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Commission for National and Community Service (dba Volunteer West Virginia) to establish a contract for AmeriCorps Program Development Training based on the 2019 AmeriCorps Notice of Funding Opportunity, 2019 Mandatory Supplemental Guidance, and 2019 Performance Measures Instructions and other relevant federal code and guidance documents pertinent to application for and operation of an AmeriCorps State and National project within West Virginia.

INVOICE TO		SHIP TO	
OFFICE MANAGER EDUCATION AND THE ARTS VOLUNTEER WEST VIRGINIA 600 Capitol Street CHARLESTON WV25301 US		OFFICE MANAGER EDUCATION AND THE ARTS VOLUNTEER WEST VIRGINIA 600 Capitol Street CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	AmeriCorps Program Development Training	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
86132101			

Extended Description :

AmeriCorps Program Development Training based on the 2019 AmeriCorps Notice of Funding Opportunity, 2019 Mandatory Supplemental Guidance, and 2019 Performance Measures Instructions and other relevant federal code and guidance documents pertinent to application for and operation of an AmeriCorps State and National project within West Virginia.

DCH190000002	Document Phase Final	Document Description AmeriCorps Program Development Training	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

**State of West Virginia
 Request for Quotation**

Proc Folder: 509975

Doc Description: Addendum #1 AmeriCorps Program Development Training

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2018-10-26	2018-11-01 13:30:00	CRFQ 0432 DCH1900000002	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number: ICF Incorporated
 LLC
 9300 Lee Highway
 Fairfax VA 22031
 703-228-5868

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature X *Meskerem Gebregiorgis* FEIN # 52-0893615 DATE 10/30/18

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

ADDITIONAL INFORMATION:

Addendum #1 issued to:

1. Move bid opening date and time to November 1, 2018 @ 1:30pm.

End of Addendum #1

INVOICE TO		SHIP TO	
OFFICE MANAGER EDUCATION AND THE ARTS VOLUNTEER WEST VIRGINIA 600 Capitol Street		OFFICE MANAGER EDUCATION AND THE ARTS VOLUNTEER WEST VIRGINIA 600 Capitol Street	
CHARLESTON	WV25301	CHARLESTON	WV 25301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	AmeriCorps Program Development Training	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
86132101			

Extended Description :

AmeriCorps Program Development Training based on the 2019 AmeriCorps Notice of Funding Opportunity, 2019 Mandatory Supplemental Guidance, and 2019 Performance Measures Instructions and other relevant federal code and guidance documents pertinent to application for and operation of an AmeriCorps State and National project within West Virginia.

SOLICITATION NUMBER:

Addendum Number:

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- | Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- | Other

Description of Modification to Solicitation:

Addendum #1 issued to:

1. Move bid opening date and time to November 1, 2018 @ 1:30pm.

End of Addendum #1

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, 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.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: _____

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

ICF Incorporated LLC

Company

Meskerem Gebregiorgis

Authorized Signature

10/30/2018

Date

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