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## Header 3

## General Information

## Contact

## Default Values

## Discount

## Document Information

Procurement Folder: 557854

Procurement Type: Central Purchase Order

Vendor ID: 000000107045



Legal Name: EDVENTURE GROUP

Alias/DBA:

Total Bid: \$54,024.00

Response Date: 03/27/2019



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Solicitation Description: WV Farm to School Plan Facilitator

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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 557854  
**Solicitation Description :** WV Farm to School Plan Facilitator  
**Proc Type :** Central Purchase Order

Date issued	Solicitation Closes	Solicitation Response	Version
	2019-03-28 13:30:00	SR 1400 ESR03271900000004471	1

VENDOR
000000107045 EDVENTURE GROUP

**Solicitation Number:** CRFQ 1400 AGR1900000015

**Total Bid :** \$54,024.00      **Response Date:** 2019-03-27      **Response Time:** 15:47:49

**Comments:**

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

<b>Signature on File</b>	<b>FEIN #</b>	<b>DATE</b>
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Phase One (1) Establishing a Baseline Understanding				\$10,703.00

Comm Code	Manufacturer	Specification	Model #
80101504			

Extended Description : Phase One (1) Establishing a Baseline Understanding

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Phase Two (1) Strategy Identification				\$20,876.00

Comm Code	Manufacturer	Specification	Model #
80101504			


Extended Description : Phase Two (1) Strategy Identification

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Phase Three (3) Strategic Plan Development				\$22,445.00

Comm Code	Manufacturer	Specification	Model #
80101504			

Extended Description : Phase Three (3) Strategic Plan Development

## PRICING PAGE

Item No.	Description	Unit of Measure	Quantity	Amount
4.1.1	Phase One (1): Establishing a Baseline Understanding	Job	1	\$10,703.00
4.1.2	Phase Two (2): Strategy Identification	Job	1	\$20,876.00
4.1.3	Phase Three (3): Strategic Plan Development	Job	1	\$22,445.00
			GRAND TOTAL	\$54,024.00
Bidder / Vendor Information				
Name:	The EdVenture Group			
Address:	Two Waterfront Place, Suite 1205			
	Morgantown, WV 26501			
Phone:	304-296-9021 x 14			
Email Address:	Lmtaylor@edvgroup.org			
Authorized Signature:				

Vendor should not alter pricing page and should fill out pricing page as is. The addition of alterations to the pricing page and/or addition of commodities other than those listed on the pricing page online or as an attachment will result in disqualification of bid submittal.



# STRATEGIC PLANNING REPORT 2016





**Strategic Planning Final Report**  
2016

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## Introduction

In 2016, the West Virginia [REDACTED]  
[REDACTED]  
[REDACTED] difficult conversations about downsizing,  
restructuring, and sustaining their work.

On September 28, 2016, [REDACTED]  
[REDACTED]  
[REDACTED] to restructure and alleviate those concerns.

Prior to the in-person meeting, an open-ended survey was distributed to all [REDACTED]  
[REDACTED] the findings of this survey  
resulted in three discussion points to drive conversation during the meeting:

1. Based on the survey results and your personal thoughts, determine as a group the Top Four Focus Areas for [REDACTED] and justify each.
2. Based on the fact that change is inevitable, what creative ideas do you have for restructuring or redesigning the work [REDACTED]
3. Identify five necessary steps that your group would take to restructure and focus to create a path for success.

The results of these three questions are included in this report, as well as a summary of data from the initial survey. From this information, [REDACTED] administration will gain insight and direction when considering the next steps in the strategic planning process.





## Survey Results

The open-ended survey was distributed to both the faculty and the staff of [REDACTED] to gauge their thoughts and concerns on how to move the work forward in a sustainable and impactful way. With 126 total responses, the passion and dedication that [REDACTED] employees have for their work was evident. To summarize the data, [REDACTED] has provided a table with each question and the aligned most common faculty/staff primary responses. A few of those questions will be elaborated on below. The full summarized table is included in Appendix A.

When asked on which program areas the faculty/staff currently focus, three themes remained prevalent: [REDACTED] ce. These responses mirror similar areas of focus outlined in the in-person session as these areas relate to future focus areas for the work. Interestingly, these focus areas were also listed as key areas to improve, either by expanding the work of a project or by creating new sectors under a topic.

Respondents were also asked what they viewed as the greatest challenge in changing times. Many respondents answered financial stability. Respondents also listed leadership, consistent communication, changing technology/advancements, and embracing change as obstacles that must be acknowledged by [REDACTED] to move forward.

In consideration of future budget cuts, faculty were asked to identify any current [REDACTED] identified CEOs as a program that could be eliminated. Others mentioned identifying measurable outcomes as a way to identify weak programs to reduce duplicated efforts already performed by other agencies and to streamline administration as ways to alleviate budget restrictions.

The final question of the survey, perhaps the most impactful, asked respondents to identify their number one priority when reimagining the [REDACTED]. Consistently throughout the [REDACTED] was listed as a high priority area. Interestingly, many respondents also proposed restructuring to a regional model as a way to streamline the work and alleviate costs. Both faculty and staff responded that aligning and adhering to clear strategic planning with mission driven outputs and transparent communication was vital to the future of the [REDACTED].

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] and their ideas to manage the institution-wide budget cut.

The group was divided into 14 groups of 10 and provided a hand-out on which to provide their feedback to guiding questions. These questions will be utilized by [REDACTED] administration when making strategic planning decisions.

Discussion Point 1:

**Based on the survey results and your personal thoughts, determine as a group the Top Four Focus Areas for [REDACTED] and justify each.**

While this is a very broad question and allows for a wide variety of responses, there were common themes that indicate the major focus areas of [REDACTED]. The following four areas are ranked (1 mentioned the most, 4 mentioned the least) based on their prevalence in responses.

1. **Health:** 12 out of 14 groups responded with "Health" as an area of focus for [REDACTED] [REDACTED] could be implemented and are necessary for many West Virginia communities, including:
  - a. [REDACTED]  
[REDACTED]
  - c. Occupational Health & Safety
  - d. Healthy Families
2. **Youth:** 11 out of 14 groups responded "Youth", with many groups citing [REDACTED] consistently as the most impactful youth programming. Additional thoughts in regards to youth development included:
  - a. [REDACTED]  
[REDACTED] Leadership Development
  - c. [REDACTED]
  - d. Camping
3. **Sustainability (Natural Resource Management):** 10 out of 14 groups expressed a specific need to educate WV communities on sustainable living and management of natural resources, with a focus on agriculture. Specific program ideas include:



- a. [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted] coal industries

4. **Professional/Workforce Development:** Professional/workforce development in a variety of forms was included in nine of the handouts, with a focus on adult education and workforce readiness. Specific program areas listed include:
- a. Leadership Development
  - b. Managing Finances
  - c. Entrepreneurship
  - d. 21<sup>st</sup> Century Skills – resume building, technology, interview skills
  - e. Capacity Building
  - f. CEWD
  - g. OSHA Education

Discussion Point 2:

**Based on the fact that change is inevitable, what creative ideas do you have for restructuring or redesigning the work of extension?**

While many of the groups had strong ideas for focusing the work of [Redacted], the groups were also asked to provide creative ideas that would restructure faculty/staff to best meet the needs of West Virginia communities while offering the same level of expertise. Innovative thinking and creative approaches were introduced by each group to alleviate budget restrictions, including the following key points.

- **Regional Approach:** Many of the groups mentioned restructuring [Redacted] office in each county. Needs mapping for regions and grouping based on common focus was viewed as a possible method to justify restructuring. Groups mentioned strong leadership and communication would be necessary for this change to be implemented successfully.
  - **Cross-Unit Teams:** [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted] counties without it.



- **Funding Approach:** Participants had a variety of ideas to reduce costs of programs, earn income for [redacted]
  - [redacted]
  - [redacted]
  - [redacted] mirroring Kentucky.
- [redacted]
  - [redacted]
  - [redacted] /unsuccessful and require programs to support that with concrete data.

Discussion Point 3:

**Identify five necessary steps that your group would take to restructure and focus to create a path for success.**

Participants had innovative next steps for [redacted] making, and guidance. A summary of some recommended next steps is included below.

- [redacted]
- [redacted] steps – a restructuring committee.





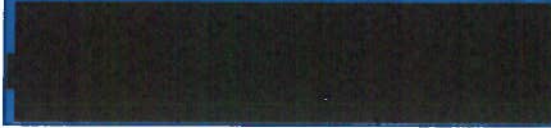
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted] elop a PR plan to address changes – county level changes may dishearten some stakeholders.

By summarizing the work completed by [Redacted]  
[Redacted]  
[Redacted]  
[Redacted]



Appendix A:  
Survey Results Expanded

[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	
[Redacted]	<ul style="list-style-type: none"><li>• Healthy lifestyle (food safety, families health)</li><li>• Governance</li></ul>	
What is the proper mix of central direction and local autonomy?	[Redacted]	
[Redacted]	[Redacted]	
[Redacted]	[Redacted]	[Redacted]ence



<p>What do you view as the greatest challenge in changing times?</p>	<ul style="list-style-type: none"><li>• [Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li></ul>	<ul style="list-style-type: none"><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li></ul>
<p>[Redacted]</p>	<ul style="list-style-type: none"><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li></ul>	<ul style="list-style-type: none"><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li></ul>
<p>[Redacted]</p>	<ul style="list-style-type: none"><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li></ul>	<ul style="list-style-type: none"><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li></ul>
<p>[Redacted]</p>	<ul style="list-style-type: none"><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li></ul>	<ul style="list-style-type: none"><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li></ul>
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<p>[Redacted]</p>	<ul style="list-style-type: none"><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li></ul>	
<p>[Redacted]</p>	<ul style="list-style-type: none"><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li></ul>	
<p>What creative ideas do you have for our future?</p>	<ul style="list-style-type: none"><li>• Develop statewide initiatives that all faculty can be a part of. This includes developing programs in Virginia that focus on rural areas, small towns and the surrounding areas. Collaborate with other units and departments to ensure that the program is successful. If necessary, seek funding from external sources.</li></ul>	<ul style="list-style-type: none"><li>• [Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li></ul>
<p>[Redacted]</p>	<p>[Redacted]</p>	
<p>[Redacted]</p>	<p>[Redacted]</p>	





<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<ul style="list-style-type: none"><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li></ul>	<ul style="list-style-type: none"><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted] offices</li><li>• Agriculture</li></ul>
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**West Virginia  Museum**  
Strategic Plan  
2016



## Mission Statement

The [redacted] [redacted]  
[redacted]  
[redacted]  
[redacted].

## Values

-  [redacted] Museum [redacted]  
[redacted]  
[redacted]
-  [redacted]  
[redacted]  
[redacted]
-  [redacted]  
[redacted]  
[redacted]
-  [redacted]  
[redacted]
-  [redacted]  
[redacted],  
strengthening connections with people through learning about art.







## Introduction

The [redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]

[redacted]  
[redacted]  
[redacted] will serve  
as a center for courses and educational programs that draw upon the works  
of art in the collection and expand upon the exhibition theme, offering  
opportunities for cross-disciplinary study through the arts.

## The 2012 Strategic Plan

The 2012 Strategic Plan recognized the following successes:

- ✓ [redacted]
- ✓ [redacted]
- ✓ [redacted]
- ✓ [redacted]
- ✓ [redacted]
- ✓ [redacted] to 201 members

Remaining opportunities from the 2012 Strategic Plan:

- ✓ New exhibits
- ✓ Teacher workshops
- ✓ Accreditation
- ✓ Outreach – adults, diversify Friends Group
- ✓ Expand collections
- ✓ [redacted]
- ✓ [redacted]





museum

✍ Off site storage

## 2016 Strategic Plan

Goal 1: The [redacted] will enhance internal communication structures.		
Action Item:	Individual Accountable:	Timeline:
Expand [redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]



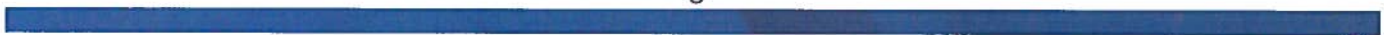


## 2016 Strategic Plan

Goal 2: The [REDACTED] [REDACTED] and a destination for the region.		
Action Item:	Individual Accountable:	Timeline:
Redesign and update the website (searchable for public, news/exhibitions front and center)	[REDACTED]	[REDACTED]
[REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
Evaluate/Measure effectiveness of marketing plan	TBD	TBD







## 2016 Strategic Plan

Goal 4: The [REDACTED] visibility and operations by building relationships with a variety of partners.		
Action Item:	Individual Accountable:	Timeline:
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	TBD
Community/Public	Charlene	TBD
WVU Student Organizations	Heather	TBD
Local Artists	Mike	TBD





# 2016 Strategic Plan

Goal 6: [redacted] will gain national accreditation.		
Action Item:	[redacted]	
Facilities	[redacted]	
Staff	[redacted]	
Clarify governance		

## The Parking Lot

- ✓ Storage
- ✓ Relationship with development staff associate at CAC
- ✓ Build relationship with development director
- ✓ Museum Store
- ✓ Coffee
- ✓ Partnering to outsource – offset costs





# THE GLOBE PROGRAM



## Strategic Plan

2018-2023



Implemented by: UCAR

**The GLOBE Implementation Office:**  
University Corporation for Atmospheric Research  
3090 Center Green Drive  
Boulder, Colorado, USA  
80301

tel: 1-800-858-9947  
information: [help@globe.gov](mailto:help@globe.gov)  
website: [www.globe.gov](http://www.globe.gov)

The GLOBE Implementation Office is supported under NASA-UCAR/GLOBE Cooperative Agreement NNX17AD75A awarded to the University Corporation for Atmospheric Research (UCAR).

Sponsored by:  Supported by:    Implemented by:  UCAR



# THE GLOBE PROGRAM

## Strategic Plan 2018-2023

### CONTENTS

1. What is The GLOBE Program?
2. Organizational Structure
3. Operational Structure
4. Goals and Performance Measures

## What is The GLOBE Program?

The Global Learning and Observations to Benefit the Environment (GLOBE) Program is an international hands-on environmental science and education program. Established in 1995, more than 30,000 GLOBE-trained teachers from over **30,000 GLOBE schools in 119 countries** have participated in the program to date as of January 2018. Citizen scientists called GLOBE Observers can now also collect data using a mobile app. As of January 2018, The GLOBE database contains almost **150 million measurements**, providing a unique resource for inquiry-based science projects.

### GLOBE's Vision

is a worldwide community of students, teachers, scientists, and citizens working together to better understand, sustain, and improve Earth's environment at local, regional, and global scales.

### GLOBE's Mission

is to increase awareness of individuals throughout the world about the global environment, contribute to increased scientific understanding of the Earth and support improved student achievement in science and mathematics.

### GLOBE's Strategic Priorities

are to improve student understanding of environmental and Earth system science across the curriculum; contribute to scientific understanding of Earth as a system; build and sustain a global community of students, teachers, scientists and citizens; and engage the next generation of scientists and global citizens in activities to benefit the environment.

GLOBE encourages and supports students, teachers and scientists to collaborate on inquiry-based investigations of their local environment, sharing results in person and virtually through local, regional and international science symposia. GLOBE provides visualizations, maps and graphs presenting reported data. Raw data can also be downloaded to compare and contrast local and global environments.

The GLOBE Implementation Office supports the world-wide GLOBE network from offices at the University Corporation for Atmospheric Research (UCAR) in Boulder Colorado, with regional offices currently located in Argentina, India, Jordan, the Czech Republic, South Africa and the USA. GLOBE activities are steered by community-based GLOBE Working Groups (WGs) (Education, Evaluation, Science, Technology) and the US Partner Forum (USPF), which bring together representatives from GLOBE regions around the world.







## Organizational Structure

The GLOBE Program is structured into four key parts: **GLOBE Program Office (GPO)**, **GLOBE Implementation Office (GIO)**, **GLOBE Regions and Regional Coordination Offices (RCOs)**, and **GLOBE Partners**.

### **GLOBE Program Office (GPO)**

The GLOBE Program Office creates the overall policies and strategic vision for the program. NASA hosts the GPO, and the GLOBE Program Manager works with the other federal sponsors and supporters and the GIO to direct GLOBE's strategic priorities. The GPO also manages the development and maintenance of the GLOBE website and multiple databases.

### **GLOBE Implementation Office (GIO)**

The GLOBE Implementation Office facilitates the work of GLOBE Partners and the wider GLOBE Community by providing a range of services. These include:

- Providing educational materials to support the use of GLOBE resources in the classroom
- Reviewing and maintaining scientifically valid protocols for collecting data
- Advising and providing input on the development and maintenance of the GLOBE website and databases
- Providing communications materials (monthly newsletter, monthly community letter, sponsor reports, web content and government progress reports etc.) to ensure an informed worldwide community
- Communicating and celebrating partner achievements and activities
- Facilitating numerous field campaigns in regions and around the world
- Organizing with local partners the program's annual meetings and GLOBE Learning Expeditions
- Supporting GLOBE's Working Groups (Education, Evaluation, Science, Technology) and the
- US Partner Forum databases

## GLOBE Regions and Regional Coordination Offices (RCOs)

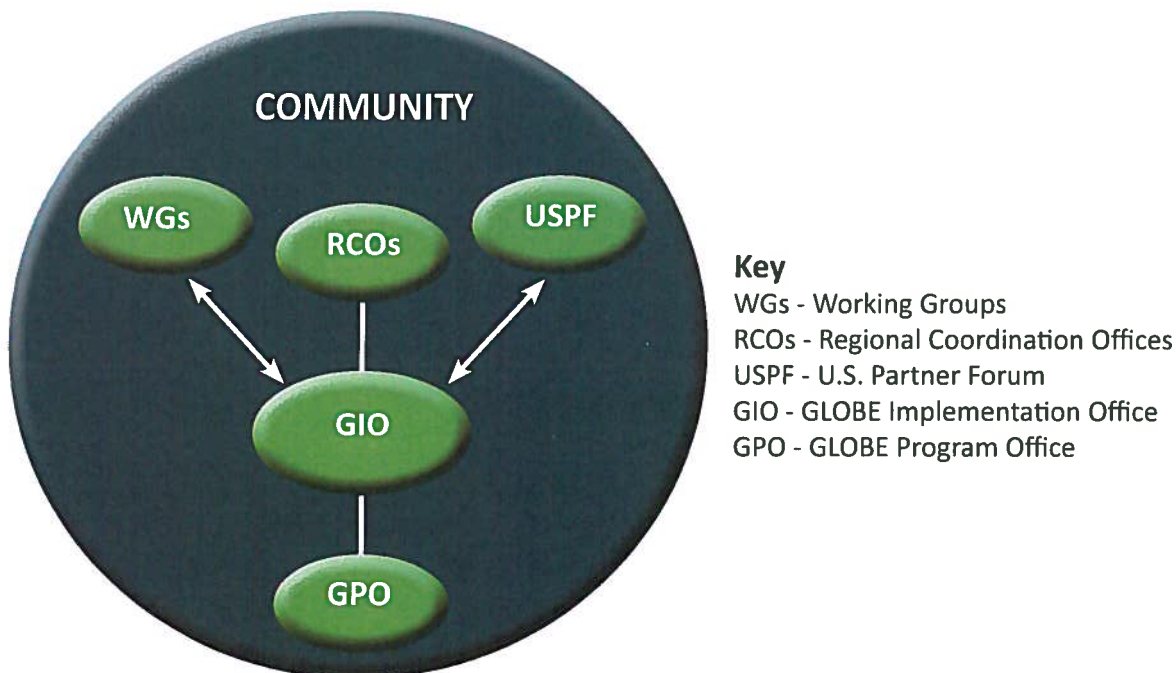
There are currently six GLOBE Regions: Africa, Asia and Pacific, Europe and Eurasia, Latin America and Caribbean, Near East and North Africa, and North America. Each region has a GLOBE Regional Coordination Office. (The GIO currently manages the North America region.) GLOBE Regional Coordination Offices are funded and overseen by the GIO with additional regional support. The Regional Coordination Offices provide support services for countries in their region, coordinate region-wide activities and projects, and communicate with both individual countries and with the GIO.

## GLOBE Partners

GLOBE Partners include GLOBE Country Coordinators and organizations in states across the USA – with many states having multiple Partners. Internationally, governments have signed bilateral agreements with the U.S. Government indicating their commitment to the GLOBE Program. Each country has a Government Point of Contact and a Country Coordinator appointed by its Government. In the USA, partnerships are renewed on an annual basis, and they remain with the program as long as they demonstrate active implementation of the program. It is the role of all GLOBE Partners to recruit GLOBE Schools and both train and mentor teachers in using GLOBE observation protocols and implementing research projects. Once trained, GLOBE Teachers and their students are able to submit data to the GLOBE database and become part of the wider GLOBE Community. GLOBE Partners also have the opportunity to seek funding, develop new projects, participate in regional initiatives, and to communicate globally about their work.

**The GLOBE Community** includes all of the above, together with all GLOBE Schools, Teachers, Students, Scientists, Citizen Scientists (known as GLOBE Observers), and supporters world-wide.

**Figure 1: The GLOBE Program  
Organizational Structure**



## Operational Structure

The GLOBE Program operational structure, carried out by the GLOBE Implementation Office, has three distinct levels: **Primary Activities**, **Support Infrastructure**, and **Underpinning Operations**.

### Primary Activities of The GLOBE Program

#### Education

- Developing and supporting activities for teachers and trainers, inquiry-focused and based on Earth system science and Science Technology, Engineering and Mathematics (STEM) educational needs.
- Communicating with teachers, sharing best practices and providing tools to facilitate student learning and collaboration with the broader GLOBE community.

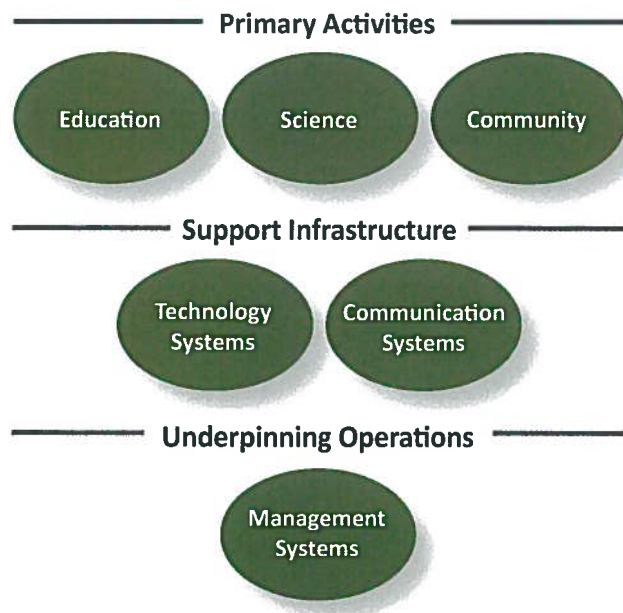
#### Science

- Recruiting STEM professionals engaged in relevant research to the GLOBE International Science, Technology Engineering, Mathematics (STEM) Network (GISN), coordinating STEM activities and educational links.
- Communicating with STEM professionals, sharing best practices in science and providing information to schools.
- Engaging the GISN in research that draws on GLOBE data.

#### Community

- Recruiting and supporting GLOBE Partners, sharing best practices between and among Country Coordinators and U.S. Partners and through this network providing a framework for training and supporting teachers in all countries with GLOBE schools.
- Managing GLOBE Regional Offices in order to facilitate activities conducted by GLOBE partners.
- Fostering relationships with Collaborating Organizations to meet the program's mission.
- Facilitating data collection entry and analysis by GLOBE Observers.

**Figure 2: The GLOBE Program Operational Structure**





## Support Infrastructure

### Technology Systems

- Developing and delivering a state of the art website to inspire and engage the GLOBE community.
- Creating an on-line database of GLOBE measurements.
- Providing support for e-learning, input and visualizations of GLOBE student and Citizen Scientist data.

### Communication Systems

- Providing regular communications to all GLOBE schools, scientists and partners, and other interested citizen including media outlets.

## Underpinning Operations

### Management Systems

- Maximizing the efficiency and effectiveness of all GLOBE activities.
- Ensuring adequate monitoring, review and evaluation; and enabling continuous improvement in services.



## Goals and Performance Measures

In 2018, GLOBE's original vision remains just as important and relevant as it was in 1995 - a worldwide community of students, teachers, scientists and citizen scientists working together to better understand, sustain, and improve the Earth's environment at local, regional, and global scales. During the period 2018-2023, there will be many opportunities for The GLOBE Program to realize this vision.



## GLOBE Education Goals and Performance Measures

Focus Area	Goal	Performance Measures	Baseline Numbers	Performance Target
Materials and Resources	EG1. GLOBE materials and educational resources are accessible and useful to the GLOBE Community in diverse environments.	<input type="checkbox"/> Percent of GLOBE Community members reporting that they access GLOBE materials and educational resources often; <input type="checkbox"/> GLOBE Community members rating on the usefulness of GLOBE materials and resources	Currently use often <sup>1</sup> : 49% GLOBE website 28% Science Data entry 19% Data Visualizations	By end of 2022: <b>60%</b> GLOBE website <b>35%</b> Science Data entry <b>25%</b> Data Visualizations  Mean value of <b>3.0 or higher</b> on 4 point scale of usefulness of GLOBE materials and resources by end of 2022
		<i>Data Sources:</i> <input type="checkbox"/> Annual GLOBE Community Survey <input type="checkbox"/> Data analytics of users accessing GLOBE materials and educational resources	<sup>1</sup> From 2016 Annual GLOBE Community survey data results (Q29)	
Professional Development	EG2. GLOBE's capacity to deliver high quality professional learning experiences (trainings) has increased	<input type="checkbox"/> Number of GLOBE trainers available by region <input type="checkbox"/> Number of e-trained teachers available <input type="checkbox"/> Number of teacher training workshops held per year <input type="checkbox"/> Trainees' rating of quality of workshop	Current GLOBE trainers <sup>2</sup> : 42 Africa 142 Asia and Pacific 201 Europe and Eurasia 133 LAC 73 NENA 649 North America  Current # of Workshops Held <sup>3</sup> : 101 Africa 297 Asia and Pacific 622 Europe and Eurasia 244 LAC 88 NENA 3997 North America	By end of 2022: <b>46</b> Africa <b>156</b> Asia and Pacific <b>221</b> Europe and Eurasia <b>146</b> LAC <b>80</b> NENA <b>713</b> North America  By end of 2022: <b>111</b> Africa <b>320</b> Asia and Pacific <b>650</b> Europe and Eurasia <b>268</b> LAC <b>96</b> NENA <b>4200</b> North America  <b>10%</b> increase in the number of e-trained teachers by end of 2022  Mean value of <b>3.0 or higher</b> on 4 point scale of quality of teacher training workshop by end of 2022
		<i>Data Sources:</i> <input type="checkbox"/> GLOBE Training database <input type="checkbox"/> Annual GLOBE Community Survey	<sup>2</sup> From GLOBE Impact and metrics, 10-31-2017 <a href="https://www.globe.gov/about/impact-and-metrics">https://www.globe.gov/about/impact-and-metrics</a> <sup>3</sup> Same as above	

## GLOBE Education Goals and Performance Measures



Focus Area	Goal	Performance Measures	Baseline Numbers	Performance Target
Student Investigations	EG3. Students develop high quality STEM investigations of Earth systems phenomena from a local to global scale perspective	<input type="checkbox"/> Number of students developing STEM investigations <input type="checkbox"/> Average score of rating of student investigations using IVSS rubrics  <i>Data Sources:</i> <input type="checkbox"/> GLOBE Database <input type="checkbox"/> Annual GLOBE Community Survey	Currently # of student projects <sup>4</sup> : 10 Africa 85 Asia and Pacific 108 Europe and Eurasia 36 LAC 159 NENA 240 North America  <sup>4</sup> From GLOBE Impact and metrics, 10-31-2017 <a href="https://www.globe.gov/about/impact-and-metrics">https://www.globe.gov/about/impact-and-metrics</a>	By end of 2022: <b>15</b> Africa <b>93</b> Asia and Pacific <b>118</b> Europe and Eurasia <b>45</b> LAC <b>170</b> NENA <b>265</b> North America  Mean value of <b>3.0 or higher</b> on 4 point scale of quality of student investigations (IVSS rubric) by end of 2022
Evaluation	EG4. Information on GLOBE's educational impact is regularly shared by the community  <i>Identified as priority goals by GLOBE Sponsors</i>	<input type="checkbox"/> Number of articles, publications, or presentations shared on the GLOBE website indicating GLOBE's educational impact  <i>Data Sources:</i> <input type="checkbox"/> GLOBE website and webpages <input type="checkbox"/> Annual GLOBE Community Survey		<b>10%</b> increase in the number of articles, publications, or presentations shared on the GLOBE website indicating GLOBE's educational impact by end of 2022

## GLOBE Science Goals and Performance Measures

Focus Area	Goal	Performance Measures	Baseline Numbers	Performance Target
Scientist Participation	SG1. Increase participation and collaboration of scientists and STEM professionals with the GLOBE Community	<input type="checkbox"/> Percent of scientist participation or collaboration of scientists and STEM professionals with the GLOBE Community  <i>Data Sources:</i> <input type="checkbox"/> Annual GLOBE Community Survey <input type="checkbox"/> Measures of collaboration <input type="checkbox"/> Attendance of scientists and STEM professionals at GLOBE Community events, including GO events	Scientist participation or collaboration activities <sup>1</sup> : 23% Assisted with student related GLOBE project 23% Partnered with GLOBE teacher or school 4% Used GLOBE data research 18% Other means of participation  <sup>1</sup> From 2016 Annual GLOBE Community survey results (Q49)	By end of 2022: <b>30%</b> Assisted with student-related GLOBE project <b>30%</b> Partnered with GLOBE teacher or school <b>10%</b> Used GLOBE data in research <b>25%</b> Other means of participation
Science Data	SG2. Increase the comprehensiveness (i.e. number, consistency, and geographical distribution) of the data in the GLOBE database for science and research	<input type="checkbox"/> Comprehensiveness score of GLOBE data entries by region (based on number, consistency and geographical distribution) in the GLOBE database for science and research  <i>Data Sources:</i> <input type="checkbox"/> Composite scoring for data comprehensiveness <input type="checkbox"/> Individual count of number of data submitted to database <input type="checkbox"/> Individual count of consistency (repeat submissions on monthly basis) <input type="checkbox"/> Individual count of number of unique locations submitting data <input type="checkbox"/> GLOBE Observer data entry counts	Comprehensiveness score of GLOBE data entries by region (to be calculated based on 2017 data)	<b>10%</b> increase in the region-based comprehensiveness score (i.e. number, consistency and geographical distribution) of data entries in the GLOBE database for science and research by end of 2022 of quality of teacher training workshop by end of 2022



## GLOBE Science Goals and Performance Measures



Focus Area	Goal	Performance Measures	Baseline Numbers	Performance Target
Science Publications	SG3. The number of publications and citations using or referencing GLOBE data has increased	<input type="checkbox"/> Number of publications and citations using or referencing GLOBE data  <i>Data Sources:</i> <input type="checkbox"/> Annual survey question on articles written, posters presented at annual meetings, conferences, etc. <input type="checkbox"/> Citation analysis for mention of GLOBE database in literature		<b>10%</b> increase in the number of publications and citations using or referencing GLOBE data by end of 2022
Science Projects	SG4. Increase the number of projects focused on environmental awareness and contributing to environmental benefits  <i>Identified as priority goal by GLOBE Sponsors</i>	<input type="checkbox"/> Percent of GLOBE teachers reporting student related projects connected to environmental benefits <input type="checkbox"/> Number of student projects focused on environmental awareness and contributing to environmental benefits  <i>Data Sources:</i> <input type="checkbox"/> Annual GLOBE Community Survey <input type="checkbox"/> GLOBE database	Current: 51% GLOBE teachers reported student-related projects related to environmental benefits in their school <sup>2</sup>  <sup>2</sup> From 2016 Annual GLOBE Community survey results (Q43)	By end of 2022: <b>60%</b> of GLOBE teachers report student-related projects connected to environmental benefits in their school  <b>10%</b> increase in the number of student projects focused on environmental awareness and contributing to environmental benefits by end of 2022

## GLOBE Community Goals and Performance Measures

Focus Area	Goal	Performance Measures	Baseline Numbers	Performance Target
Community Growth	CG1. Expand the GLOBE community	<input type="checkbox"/> Number of new GLOBE members, including GO members <input type="checkbox"/> Number of new members from unique geographical representations <i>Data Sources:</i> <input type="checkbox"/> GLOBE database <input type="checkbox"/> Annual GLOBE Community Survey		<b>10% increase in the number of new GLOBE members by end of 2022</b>  <b>10% increase in the number of new members from unique geographical representations by end of 2022</b>
Interactions and Collaboration	CG2. Increase interactions and collaborations among local, regional and international GLOBE communities through events and activities  <i>Identified as priority goal by GLOBE Sponsors</i>	<input type="checkbox"/> Percent of GLOBE Community members participating in specific GLOBE events <input type="checkbox"/> Percent increase in number of different subgroups participating in GLOBE events and activities at local, regional and international events/activities <input type="checkbox"/> Percent of GLOBE Community members collaborating on projects <input type="checkbox"/> Average score on measures of collaborations <i>Data Sources:</i> <input type="checkbox"/> Annual GLOBE Community Survey <input type="checkbox"/> Measures of collaborations (Frey, 2006) <input type="checkbox"/> Event workshop evaluations, questionnaires <input type="checkbox"/> Participant records for GLOBE campaigns, regional meetings, etc.	Current level of participation <sup>1</sup> : 84% participation in specific GLOBE events  Collaboration on projects <sup>2</sup> : 30% Partners collaborating 21% Teachers collaborating 10% Scientists collaborating  <sup>1</sup> From 2016 Annual GLOBE Community survey results (Q15) <sup>2</sup> From 2016 Annual GLOBE Community survey results (Q22)	By end of 2022: 94% participation in specific GLOBE events  By end of 2022: <b>40% GLOBE Partners</b> <b>30% GLOBE Teachers</b> <b>15% GLOBE Scientists</b>



## GLOBE Community Goals and Performance Measures



Focus Area	Goal	Performance Measures	Baseline Numbers	Performance Target
Geographic Representation	CG3. Increase the geographical representation of countries participating in GLOBE events	<input type="checkbox"/> Number of countries from different geographical regions participating in GLOBE events		10% increase in the number of different countries participating in GLOBE events by 2022
		<i>Data Sources:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annual GLOBE Community Survey</li> <li><input type="checkbox"/> Event workshop evaluations, questionnaires</li> <li><input type="checkbox"/> Participant records for GLOBE campaigns, regional meetings, etc.</li> </ul>		



## GLOBE Technology Goals and Performance Measures

Focus Area	Goal	Performance Measures	Baseline Numbers	Performance Target
Data Systems	<p>TG1. The use of GLOBE data systems (data collection, data entry, visualizations, ADAT and retrieval) has increased</p> <p><i>Identified as priority goal by GLOBE Sponsors</i></p>	<p><input type="checkbox"/> Percent of GLOBE Community members reporting “often” use of GLOBE data systems</p> <p><i>Data Sources:</i></p> <p><input type="checkbox"/> Annual GLOBE Community Survey</p> <p><input type="checkbox"/> Data analytics</p>	<p>“Often” use of the following data systems<sup>1</sup>: 23% Data Entry 28% Visualizations</p> <p><sup>1</sup>From 2016 Annual GLOBE Community survey results (Q1)</p>	<p>By end of 2022: <b>30% Data Entry</b> <b>35% Visualizations</b> 10% Increase from the baseline value for ADAT use<sup>2</sup></p> <p><sup>1</sup>New performance not included in 2016 Annual GLOBE Community Survey</p>
Website	<p>TG2. The use of the GLOBE website to facilitate information exchange and collaboration has increased</p>	<p><input type="checkbox"/> Percent of GLOBE Community members reporting the GLOBE website as “useful” in facilitating information exchange and collaboration</p> <p><i>Data Sources:</i></p> <p><input type="checkbox"/> Data analytics on GLOBE website use</p> <p><input type="checkbox"/> Web hit rates, page views</p> <p><input type="checkbox"/> Annual GLOBE Community Survey</p>	<p>Usefulness of GLOBE website for information exchange and collaboration<sup>2</sup>: 52% Communication with other community members</p> <p><sup>2</sup>From 2016 Annual GLOBE Community survey results (Q3)</p>	<p>By end of 2022: <b>60% Communication</b> with other community members</p>
Apps and Mobile Devices	<p>TG3. Improve the relevance and capability of GLOBE apps and mobile-devices to better address the needs of the GLOBE community</p>	<p><input type="checkbox"/> Average score rating the relevance of GLOBE apps and mobile devices in addressing GLOBE community members’ needs 3 or higher on a 5-point scale</p> <p><input type="checkbox"/> Average score rating the capability of GLOBE apps and mobile devices in addressing GLOBE Community members’ needs 3 or higher on a 5-point scale</p> <p><i>Data Sources:</i></p> <p><input type="checkbox"/> Annual GLOBE Community Survey</p>		<p>Mean value of <b>3.0 or higher on 4-point scale</b> of relevance of GLOBE apps and mobile devices by end of 2022</p> <p>Mean value of <b>3.0 or higher on 4-point scale</b> of the capability of GLOBE apps and mobile devices to address GLOBE community members’ needs by end of 2022</p>

## GLOBE Communications Goals and Performance Measures

Focus Area	Goal	Performance Measures	Baseline Numbers	Performance Target
Communication Pathways	<p>CMG1. Improve the communication pathways among the GLOBE community</p> <p><i>Identified as priority goal by GLOBE Sponsors</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Average score rating level of satisfaction with GLOBE communications</li> <li><input type="checkbox"/> Percent use of new communication networks among different GLOBE Community subgroups</li> </ul> <p><i>Data Sources:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annual GLOBE Community Survey</li> <li><input type="checkbox"/> GLOBE website monitoring</li> </ul>		<p>Mean value of <b>3.0 or higher</b> on 4-point scale of satisfaction by end of 2022</p> <p><b>10%</b> increase in the use of new communication networks among different GLOBE community subgroups by end of 2022</p>
International Community	<p>CMG2. Improve the communication of GLOBE events, activities and achievement from the international community</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Percent of GLOBE international community members providing information of key events, accomplishments in their regions on a consistent basis</li> <li><input type="checkbox"/> Percent of GLOBE Community members indicating awareness of events, achievements within the international community</li> </ul> <p><i>Data Sources:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annual GLOBE Community Survey</li> <li><input type="checkbox"/> GLOBE website monitoring</li> </ul>	<p>Current<sup>1</sup>: 47% of GLOBE Community members provided information to GIO on events and achievements</p> <p><sup>1</sup>From 2016 Annual GLOBE Community survey results (Q16)</p>	<p>By end of 2022: <b>55%</b> of GLOBE Community members report that they provide information to GIO on events and achievements</p> <p><b>10%</b> increase in the number of GLOBE community members reporting awareness of events, achievements within the international community</p>
New Audiences	<p>CMG3. Increase the promotion of GLOBE to new audiences</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Number of references to GLOBE by external audiences, media outlets, etc.</li> <li><input type="checkbox"/> Number of GLOBE materials, information packets, and downloads (by unique users, 1st time users) shared with new audiences</li> </ul> <p><i>Data Sources:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Altmetrics citation analysis</li> <li><input type="checkbox"/> Annual GLOBE Community Survey</li> </ul>		<p><b>10%</b> increase in the number of GLOBE materials, information packets, and downloads (by unique users, 1st time users) shared with new audiences by end of 2022</p>

Thanks to our GLOBE Partners around the world...





## Lydotta McClure Taylor, Ed. D.

Two Waterfront Place Suite 1205 Morgantown, WV 26501

Phone: 304-296-9021 E-mail: Lmtaylor@edvgroup.org

### SUMMARY OF ACHIEVEMENTS:

- Author of 21<sup>st</sup> Century Skills Change Management Book for educators
- Nationally recognized leader in Education Reform focused on the use of technology and 21<sup>st</sup> Century Skills.
- Responsible for the development and implementation of training programs that have impacted more than 500,000 educators, businesses, and community members through competitive federal, state, and private funding sources.
- Developer of the *Who Took My Chalk?*™ change management program
- Certified Life Success Consultant and Coach

### RELEVANT EXPERIENCE:

- 2010-present      **MEMBER AND FOUNDER**  
L ♦ evation LLC, Morgantown, WV
- Founder of small business
  - Corporate Training and Strategic Planning
  - WBENC and WOSB Certified
- 2001-present      **PRESIDENT AND FOUNDER**  
The EdVenture Group, Morgantown, WV
- Responsible for acquiring and sustaining one-million dollar annual budget
  - Lead the development of customized educational professional development courses
  - Expanded program initiatives from single state to multi-state customer base
  - Secured state-wide professional development contract
  - Serve as REL Appalachia Liaison in WV and KY
- 1996-2001      **VICE PRESIDENT FOR WORKFORCE AND EDUCATION**  
West Virginia High Technology Consortium (WVHTC) Foundation, Fairmont, WV
- Created and maintained education division of the organization that served more than 50,000 WV Educators, businesses, and community members
  - Created state-wide programs for education and business development
  - Managed 2 Technology Innovation Challenge Grants
  - Implemented state-wide Technology Opportunity Center™ network, currently serving 36 WV counties and countless students, teachers and community members
- 1995-1996      **DIRECTOR OF EDUCATIONAL PROGRAMS**  
WVHTC Foundation and Monongalia County Board Of Education
- Developed Education/Technology Programs at the WVHTC Foundation
  - Established multiple projects to implement the use of technology in the classroom
  - Created educational website [www.TheSolutionSite.com](http://www.TheSolutionSite.com), connected 300,000 educators nationwide
- INSTRUCTIONAL TECHNOLOGY COORDINATOR**
- Implemented county technology planning, teacher training, school-wide planning for technology
  - Chaired County Technology Plan Committee to create county-wide technology integration plan
- 1981-1995      **COMPUTER COORDINATOR**  
Morgantown High School, 1990-1995  
Monongalia County Board of Education, Morgantown, WV
- MATH/COMPUTER SCIENCE TEACHER**  
Morgantown High School, 1982-1995  
Monongalia County Board of Education, Morgantown, WV
- MATH TEACHER**, South Junior High School, 1981-1982

1991-1995      **EDUCATIONAL INSTRUCTIONAL SPECIALIST**  
IBM Corporation, Atlanta, GA

- Facilitated workshops on computer networking and math, and multimedia software

1985-1986      **MATH WORKSHOP INSTRUCTOR**  
West Virginia University, Morgantown, WV, 1985-1986

- Instructed individuals and groups of college students on math concepts

**COMPUTER CAMP INSTRUCTOR, 1985**

- Instructed K-8 students on software applications and programming

#### **PROFESSIONAL ACCOMPLISHMENTS:**

- **2014 Adjunct Professor**, College of Business & Economics, West Virginia University
- **2014 Facilitator & Coach**, Women's Leadership Initiative, West Virginia University
- **2013 Adjunct Professor**, Education Leadership Studies, West Virginia University
- **2009 Life Success Consultant and Coach Certification**, Del Rey Beach, FL
- **2008 Adjunct Professor**, Leadership Studies, West Virginia University
- **2007 Presenter**, 21<sup>st</sup> Century Skills Conference, Berkley, CA
- **2001-2004 Chairperson**, WV Workforce Investment Board
- **2000 Chairperson**, Workforce Investment Board, Region VI
- **2000 Graduate**, Leadership West Virginia
- **1999 Presenter**, White House Empowerment Zone Conference, McAllen Texas
- **1999 West Virginia**, Executive Magazine Young Gun Award

#### **PROFESSIONAL AFFILIATIONS:**

- **United Way of Monongalia and Preston Counties**
- **Vision Shared Board of Directors**, 2013
- **Ronald McDonald House Board of Directors**, 2012
- **West Virginia University Student Affairs Visiting Committee**, 2011-2015
- **West Virginia University College of Human Resources & Education Advisory Board**, 2009-present
- **Leadership WV Board of Directors**, 2006-2012
- **West Virginia University College of Engineering Visiting Committee**, 2003-present
- **Huntington National Bank Board of Directors**, 2003-2006
- **Morgantown Chamber of Commerce Board Member**, 2002-2007
- **Monongalia Health Systems Board of Directors**, 2001-2007

#### **PUBLICATIONS:**

- *Transforming 21<sup>st</sup> Century Learning Environments: Who Took My Chalk?™ A Model for Engaging You and Your Students*, Allyn Bacon Publishing, May 2011
- *American Journal of Engineering Education*, "An Integrated Approach to Recruiting and Retaining Appalachian Engineering Students", April 2011
- *American Society of Engineering Education*, "Incorporating STEM Concepts in the Classroom through Problem-Based Learning", April 2009
- *Learning & Leading with Technology*, "A Nine-Step Program", May 2005
- *Journal of Constructivist Psychology*, "Tools, Time and Strategies for Integrating Technology across the Curriculum", April-June 2004
- *Technology and Learning Magazine*, "Staff Development Success Stories", March 1998
- *Mathematics Teacher*, "A Popcorn Project for All Students", March 1997

**EDUCATION:** West Virginia University, Morgantown, WV  
**Ed.D. Curriculum and Instruction**, 2011

Duke University, Fuqua School of Business Executive Education  
**-Advanced Management Program**, 1999

West Virginia University, Morgantown, WV  
**MA+30-Secondary Math Education**, 1984  
**BS-Secondary Math Education**, 1981

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**Meaghan Cochrane, Ph.D.**

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The EdVenture Group  
Education Researcher

E-mail: [mcochrane@edvgroup.org](mailto:mcochrane@edvgroup.org)  
Phone: 304.296.9021 x 12

**Research Interests**

Qualitative inquiry, K-12 rural education, rural community school planning and evaluation, rural youth development, rural place attachment and place based pedagogy, rural homelessness, school improvement, social justice education, and arts-based approaches to education and research.

**Education****Ph.D. Curriculum and Instruction**

Doctor of Philosophy in Curriculum and Instruction  
Kansas State University, Manhattan, KS (May 2018)

**Graduate Certificate, Qualitative Research**

Kansas State University, Manhattan KS (May 2018)

**M.S. Curriculum and Instruction**

Kansas State University, Manhattan, KS (December 2014)  
Areas of Emphasis: Middle Level and Secondary Curriculum and Instruction

**Graduate Certificate, Teaching and Learning**

Kansas State University, Manhattan, KS (December 2014)  
Areas of Emphasis: Middle Level and Secondary English/Language Arts  
Instruction (5-8, 6-12)

**Professional Certificate, Grant Writing**

Fort Hays State University, Hays, KS (April 2014)  
Areas of Emphasis: Grant Management, Development of Grant Announcements and Programs

**M.A. Education Management**

United International Business Schools, Antwerp, Belgium (May 2011)  
Area of Emphasis: Educational Marketing

**B.A. English**

West Virginia Wesleyan College, Buckhannon, WV (May 2010)  
Area of Emphasis: English Writing

**West Virginia Family Engagement Center Co-Director**

The West Virginia Family Engagement Center is made possible by a \$4.8 million grant awarded to The EdVenture Group, Inc. by the U.S. Department of Education's Office of Innovation and Improvement. Through a partnership of families, state and local educational agencies, school-level staff and personnel, and community-based organizations, the West Virginia Family Engagement Center will support student achievement and school improvement, and will increase the number of high quality educational options available to families.

**Teaching Certification****Kansas State Board of Education Teaching License**

English/Language Arts, 5-8  
English/Language Arts, 6-12



## Academic Positions

### **Graduate Research Assistant/Graduate Teaching Assistant**

Department of Educational Leadership, College of Education, Kansas State University (Qualitative Research Graduate Certificate Program Assistant)

### **Graduate Research Assistant**

Office of the Associate Dean for Research & Graduate Studies, College of Education, Kansas State University (Social Justice Education Graduate Certificate Program Assistant; Not Just A Year of Social Justice Education Program Assistant; Grant Management; Institutional Research)

### **Instructor**

EDLEA 838: Qualitative Research in Education (Face-to-face instruction), College of Education, Kansas State University

### **Instructor**

EDLEA 838: Qualitative Research in Education (Online instruction), College of Education, Kansas State University (*Responsible for assisting with course redesign for online delivery.*)

### **Instructor**

EDLEA 938: Advanced Data Analysis in Qualitative Methods (Face-to-face instruction), College of Education, Kansas State University

### **Instructor**

EDLEA 938: Advanced Data Analysis in Qualitative Methods (Online instruction), College of Education, Kansas State University (*Responsible for assisting with course redesign for online delivery.*)

### **Instructor**

EDLEA 948: Data Representation and Writing in Qualitative Research (Online instruction), College of Education, Kansas State University (*Responsible for assisting with course redesign for online delivery.*)

### **Instructor**

EDLEA 958: Case Study in Qualitative Research (Online instruction), College of Education, Kansas State University (*Responsible for assisting with course redesign for online delivery.*)

### **Instructor**

EDLEA 988: Differentiated Research (Online instruction), College of Education, Kansas State University (*Responsible for assisting with course redesign for online delivery.*)

### **Instructor**

DED 820: Foundations of Social Justice Education (Online instruction), College of Education, Kansas State University

### **Instructor**

EDCEP 819: Survey Research (Hybrid instruction), College of Education, Kansas State University

### **Instructor**

EDLEA 828: Scholarly Orientation to Graduate Studies (Online instruction), College of Education, Kansas State University

**Online Course Design Evaluator**

EDLEA 828: Scholarly Orientation to Graduate Studies, College of Education, Kansas State University

Domains of evaluation: Course design, information access, understanding of tasks and assignments, time frame for conducting tasks and assignments, interactions with peers and instructor, course delivery, and course assessments.

**Managing Editor**

*Prairie Journal of Educational Research*, College of Education, New Prairie Press, Kansas State University

<http://newprairiepress.org/pjer/>

**Publications**

1. Bhattacharya, K. & **Cochrane, M.** (2017). Assessing the Authentic Knower Through Contemplative Arts-Based Pedagogies in Qualitative Inquiry. *The Journal of Contemplative Inquiry*.
2. Bhattacharya, K. & **Cochrane, M.** (Under Contract, 2017). *Creativity and Qualitative Research: Possibilities in Graduate Education*. Palgrave-McMillan and Springer International Publishing.
3. Bhattacharya, K., **Cochrane, M.**, & Red Corn, A. (2016). Scholarly Orientation to Graduate Studies: An e-book for Graduate Students. Manhattan, Kansas: Kansas State University, College of Education.
4. Thurston, L. & **Cochrane, M.** (2016). American Association of University Women (AAUW) Evaluation Report: Impact of the AAUW Convening on Research Related to Increasing the Participation of Women in Engineering and Computing. National Science Foundation: *Solving the Equation: Women in Engineering and Computing Project*.

**Conference Presentations and Workshops**

1. **Cochrane, M.** (2018, May). (Re)imagining Home in Community Schools: Creating Expansive Possibilities for Public Education among Rural Homeless Students. International Congress of Qualitative Inquiry, Urbana, IL.
2. **Cochrane, M.** (2018, April). Response Abilities II: Generating Arts-Based Research with Martin Luther King, Jr. and Maxine Greene at the Maxine Green High School for the Arts and Imaginative Inquiry. American Educational Research Association, New York City, NY.
3. **Cochrane, M.** & Bhattacharya, K. (2018, April). Colored Perspectives: A Multidimensional Poetic Performance of a (Re)imagined Canvas for Critical Dialogue and Engagement. American Educational Research Association, New York City, NY.
4. **Cochrane, M.** (2017, May). Finding Home within Community Schools: Addressing Educational Inequality among Homeless Students in Rural Settings. International Congress of Qualitative Inquiry, Urbana, IL.

5. **Cochrane, M.** (2017, April). Session Chair. *Contemplative Approaches to Transforming Education: Engagement in Awake-Dreaming, Spiritual Activism, De/colonial Perspectives, and Mindfulness*. American Educational Research Association, San Antonio, TX.
6. **Cochrane, M.** (2017, April). Session Chair. *Understanding the Experiences and Socialization of Teaching Assistants*. American Educational Research Association, San Antonio, TX.
7. **Cochrane, M.** & **Bhattacharya, K.** (2017, April). *Re-experiencing Democracy through the Arts as Scholarly Work in the Public Sphere*. American Educational Research Association, San Antonio, TX.
8. **Cochrane, M.** & **Bhattacharya, K.** (2017, April). *Mirrored Poetic Performative Response: The Entrapment of Opposition and the Illusion of Democracy*. American Educational Research Association, San Antonio, TX.
9. **Bhattacharya, K.** & **Cochrane, M.** (2016, November). *When Naguala Takes Us on Nepantleric Journeys: Discovering An Emerging Qualitative Methodology through Contemplative Layered Art Making*. The University of Texas at San Antonio, El Mundo Zurdo 2016, San Antonio, TX.
10. **Cochrane, M.** (2016, October). *Beyond the Academy: Facilitating Social Change through Arts-based Contemplative Inquiry*. Association for Contemplative Mind in Higher Education, Amherst, MA.
11. **Cochrane, M.** (2016, May). *In Search of Home: Utilizing Contemplative Arts-Based Inquiry to Disrupt Neoliberalization of Homelessness in Schools*. International Congress of Qualitative Inquiry, Urbana, IL.
12. **Cochrane, M.** (2016, May). *Personal Iconography, Blurring Dualities, and Building Connections with an Arts-Based Analysis in Qualitative Inquiry*. International Congress of Qualitative Inquiry, Urbana, IL.
13. **Bhattacharya, K., Cochrane, M., Maxfield, P., & Saldaña, J.** (2016, May). *Radical Excavations of Narratives: A Post-Operational, Liminal, Arts-Based Analytical Approach to Qualitative Inquiry*. International Congress of Qualitative Inquiry, Urbana IL.
14. **Cochrane, M.** & **Bhattacharya, K.** (2016, April). *Responding Inside, Reacting Outside: Performative Sculpture Creation in the Capitol*. American Educational Research Association, Washington, DC.
15. **Bhattacharya, K.** & **Cochrane, M.** (2016, January). *Building capacity for educational leaders: Finding ways to become buoyant through critical reflection. A two-hour contemplative, arts-based interactive workshop delivered to 20 faculty, students and staff in Leadership Studies, Kansas State University.*
16. **Bhattacharya, K.** & **Cochrane, M.** (2015, October). *Sustaining Your Journey: Exploring Mindfulness through Arts-Based Contemplative Practice*. Association for Contemplative Mind in Higher Education, Washington, DC.

17. **Cochrane, M.** (2015, October). *Becoming a Bicultural Educator*. Kansas State University Research and Extension. A one-hour interactive workshop delivered through Research and Extension Programs, Kansas State University.

#### **Funded Institutional Grants**

1. **Cochrane, M.** (2017). Student Government Association, Diversity Funding. (\$4,779.00). Kansas State University. Manhattan, KS.
2. **Cochrane, M.** (2017). Student Government Association, Diversity Funding. (\$4,379.00). Kansas State University. Manhattan, KS.
3. **Cochrane, M.** (2017). Student Government Association, Diversity Funding. (\$4,325.00). Kansas State University. Manhattan, KS.
4. **Cochrane, M.** (2017). Dow Center for Multicultural and Community Studies. (\$1,000.00). Kansas State University Libraries. Manhattan, KS.
5. **Cochrane, M.** (2016). Student Government Association, Diversity Funding. (\$3,500.00). Kansas State University. Manhattan, KS.
6. **Cochrane, M.** (2016). Dow Center for Multicultural and Community Studies. (\$1,000.00). Kansas State University Libraries. Manhattan, KS.
7. **Cochrane, M.** (2015). Student Government Association, Diversity Funding. (\$3,000.00). Kansas State University. Manhattan, KS.
8. **Cochrane, M.** (2014). USD 383 Families in Transition, Homeless Student Programming. (\$500.00). Manhattan, KS.
9. **Cochrane, M.** (2013). USD 383 Families in Transition, Homeless Student Programming. (\$500.00). Manhattan, KS.

#### **Funded Federal Grants**

1. **Cochrane, M.** (2018). Statewide Family Engagement Center. U.S. Department of Education, Office of Innovation and Improvement. (\$4.8 million). Morgantown, WV.

#### **K-12 Educational Positions**

##### **Educational Researcher Full-Service Community Schools**

RESA 1 McDowell County, West Virginia (Assessment of community school model implementation, school improvement, parental and community transformation, and student success)

##### **School-Community Liaison for Families in Transition “FIT” Program**

USD 383 Manhattan, Kansas (McKinney-Vento Homeless Student Programming)

##### **Junction City Middle School**

USD 475 Junction City, Kansas (8<sup>th</sup> grade English/Language Arts)

##### **Manhattan High School – West Campus**

USD 383 Manhattan, Kansas (11<sup>th</sup> and 12<sup>th</sup> grade English/Language Arts)

##### **West London Youth Court**

West London, UK (Flagship program mentor for at-risk youth known to juvenile justice system)

**AmeriCorps Energy Express**

St. Marys, West Virginia (Curriculum development and instructional planning for at-risk elementary aged students)

**International and National Awards and Honors**

- Kansas State University Spring 2018 Outstanding Graduate Student in Education
- Rotary International Ambassadorial Scholar Award, Antwerp, Belgium (\$25,000.00)
- Kappa Delta Pi International Honor Society in Education
- AmeriCorps Education Scholar
- Kansas State University Outstanding Graduate Student Award, 2016-2017
- Kansas State University, Student Member of the Year Award, 2016-2017
- Kansas State University, Student Organization/Advisor of the Year Award, 2017-2018
- Kansas State University, Outstanding Graduate Teaching Assistant Nominee, 2015, 2016, 2017
- Kansas State University, College of Education Travel Grant Award, Spring 2017 (\$750.00)
- Kansas State University, Graduate Student Council (GSC) Travel Grant Award, Spring 2017 (\$500.00)
- Kansas State University, College of Education Travel Grant Award, Fall 2016 (\$750.00)
- Kansas State University, Graduate Student Council (GSC) Travel Grant Award, Fall 2016 (\$500.00)
- Kansas State University, Office of the Associate Dean for Research and Graduate Studies Travel Grant Award, Spring 2016 (\$1,000.00)
- Kansas State University, Diversity for Community Travel Grant Award, Spring 2016 (\$750.00)
- Kansas State University, Prairie Journal of Educational Research Travel Grant Award, Spring 2016 (\$2,000.00)
- Kansas State University, Graduate Student Council (GSC) Travel Grant Award, Fall 2015 (\$500.00)
- Kansas State University, College of Education Travel Grant Award, Fall 2015 (\$750.00)

**Institutional Research Projects**

1. **Cochrane, M.** (2016). Kansas Educational Leadership Institute. KELI District Program Mentor Survey. Kansas State University, Manhattan, KS.
2. **Cochrane, M.** (2016). Kansas Educational Leadership Institute. KELI District Program Mentee Survey. Kansas State University, Manhattan, KS.
3. **Cochrane, M.** (2016). Kansas Educational Leadership Institute. KELI Building Program Mentor Survey. Kansas State University, Manhattan, KS.
4. **Cochrane, M.** (2016). Kansas Educational Leadership Institute. KELI Building Program Mentee Survey. Kansas State University, Manhattan, KS.
5. **Cochrane, M.** (2016). American Association of University Women. Solving the Equation: AAUW Media Survey. Kansas State University, Manhattan, KS.
6. **Cochrane, M.** (2016). American Association of Family and Consumer Sciences: Kansas Affiliate. 2016 Kansas United Associations Conference Survey. Kansas State University, Manhattan, KS.
7. **Cochrane, M.** (2016). American Association of University Women. Solving the

Equation: AAUW Advisor Survey. Kansas State University, Manhattan, KS.

8. **Cochrane, M.** (2016). American Association of University Women. AAUW Convening on Research Related to Increasing the Participation of Women in Engineering and Computing. AAUW Convening Post Meeting Survey. Kansas State University, Manhattan, KS.
9. **Cochrane, M.** (2016). Kansas Family and Consumer Sciences Education Summit. 2016 Summit Conference Survey. Kansas State University, Manhattan, KS.
10. **Cochrane, M.** (2015). Kansas State University Office of the Associate Dean for Research and Graduate Studies. College of Education New Faculty Mentoring Program Survey. Kansas State University, Manhattan, KS.
11. **Cochrane, M.** (2015). Qualitative Research Student Organization. Graduate Student Retreat Survey. Kansas State University, Manhattan, KS.
12. **Cochrane, M.** (2015). Qualitative Research Student Organization. Case Study Research Survey. Kansas State University, Manhattan, KS.
13. **Cochrane, M.** (2015). USD 383 Manhattan-Ogden School District. McKinney-Vento Homeless Educational Programming Needs Assessment Survey. Kansas State University, Manhattan, KS.

### **Professional Development**

1. NVivo 11 Advanced Training Session, Kansas State University, Manhattan, Kansas, April 2016.
2. Tapping Social Media Data with NCapture and NVivo Training Session, Kansas State University, Manhattan, Kansas, April 2016.
3. American Educational Research Association Annual Meeting (AERA), Writing for Your Life: Building a Writing Life to Successfully Publish in the Academy, SIG #27 Critical Examination of Race, Ethnicity, Class and Gender in Education, Washington, DC, April 2016.
4. Information Technology Security Awareness Training, Kansas State University, Manhattan, Kansas, April 2016.
5. Introduction to NVivo 11 Training Session, Kansas State University, Manhattan, Kansas, February 2016.
6. Advanced Survey Building/Survey Reporting, Qualtrics Webinar Series, Qualtrics Survey Software, July 2015.
7. Discover the Power of Canvas, Kansas State University, Manhattan, Kansas, July 2015.
8. Designing Canvas Content, Kansas State University, Manhattan, Kansas, June 2015.
9. Developing Canvas Assignments, Kansas State University, Manhattan, Kansas, June 2015.
10. National Association for the Education of Homeless Children and Youth (NAEHCY), Preconference Institute on Poverty and Homelessness, Kansas City, Missouri, October 2014.
11. National Association for the Education of Homeless Children and Youth (NAEHCY), Rural Youth Homelessness Training, October 2014.
12. National Association for the Education of Homeless Children and Youth (NAEHCY), Conscious Caring Curriculum: Encouraging Empathy through Literature, Writing, Art, and Discussion, with a Focus on Homelessness, October 2014.
13. National Association for the Education of Homeless Children and Youth (NAEHCY), Impact of Psychological Trauma on Emotional, Cognitive, and Social Functioning of Children and Youth, October 2014.



14. National Association for the Education of Homeless Children and Youth (NAEHCY), *The Power of Coalitions: Better Outcomes for Children*, October 2014.
15. National Association for the Education of Homeless Children and Youth (NAEHCY), *Making McKinney-Vento Work in a Rural Setting*, October 2014.
16. Kansas Association of Middle Level Educators (KAMLE), USD 475, Junction City, Kansas, October 2014.
17. Pre-K-12 Tech and Learning Fair, USD 475, Junction City Middle School, Junction City, Kansas, October 2014.
18. *Teach Like A Champion* Book Study, USD 475, Junction City Middle School, Junction City, Kansas, September 2014.
19. Kagan Publishing and Professional Development, USD 475, Junction City, Kansas, August 2014.
20. Kansas Statewide Summit on Homelessness and Housing, Salina, Kansas, April 2014.

### **Service to College/University**

#### **Student Organization President**

Qualitative Research Student Organization, College of Education, Kansas State University

#### **Graduate Student Member**

Contemplative Practices in Higher Education Student Organization, College of Education, Kansas State University

#### **Graduate Student Member**

Education Graduate Student Organization, College of Education, Kansas State University

#### **Graduate Student Member**

Kappa Delta Pi International Honor Society in Education, College of Education, Kansas State University

#### **Graduate Student Member**

American Association of University Women Student Organization, Kansas State University

### **Professional Memberships and Affiliations**

American Educational Research Association (AERA)  
 International Congress of Qualitative Inquiry (ICQI)  
 The Association for Contemplative Mind in Higher Education (ACMHE)  
 National Association for the Education of Homeless Children and Youth (NAEHCY)  
 Kansas Statewide Homeless Coalition  
 Kansas Reading Association  
 Kappa Delta Pi International Honor Society in Education  
 American Association of University Women

**JENNIFER D. WOTRING, SHRM-CP**  
**PO BOX 281 \* BRUCETON MILLS, WV \* 26525 EMAIL: JWOTRING@LABS.NET**

### **SKILLS SUMMARY**

Detail-orientated professional. Experienced in multi-tasking, project development and management, personnel management, leadership development, policy and procedure development, professional development training and delivery, meeting and event planning, facilitation, sensitive information management, and multi-organization coordination. Excellent written and oral communication skills. Experienced speaker and presenter. Skilled agency liaison. Works well independently and as part of a team.

### **EXPERIENCE**

**Senior Program Manager**  
The EdVenture Group

**January 2014-Present**  
Two Waterfront Place  
Morgantown, WV 26501

Develop, implement, and manage numerous projects. Develop and deliver engaging and effective training programs for education and business. Plan and manage multiple in-person and virtual meetings and events. Oversee project development, project implementation and new opportunities. Secure funding for organizational programming. Responsible for the development and implementation of a successful self-esteem workshop for middle school girls and youth leadership program.

**Program Manager**  
The EdVenture Group

**April 2006-December 2013**  
1290 Suncrest Towne Centre  
Morgantown, WV 26505

Develop and deliver high quality professional development of numerous topics. Manage numerous projects, and oversee new opportunities. Develop and train on topics including, hardware and software, 21<sup>st</sup> century skills and tools, leadership and school-wide change. Management and oversight of various organizational programs. Represent The EdVenture Group and contract customers at national conferences.

**Complaint Supervisor**  
National White Collar Crime Center

**July 2000 to September 2006**  
1 Huntington Way  
Fairmont, WV 26554

Responsible for the oversight of 13+ National White Collar Crime Center analysts.  
Responsible for all personnel issues. Assist analysts with complaint questions and problem

callers. Provide guidance on complaint referrals. Compile complaint statistics on a regular basis. Train new analysts. Develop, review and revise policy and procedures. Liaison between National White Collar Crime Center and Federal Bureau of Investigation. Deliver presentations and attend conferences and meetings to represent the National White Collar Crime Center. Responsible for the recruitment of new participant agencies in the Internet Crime Complaint Center. Responsible for the physical security of the Internet Crime Complaint Center facility.

## **EDUCATION**

### **Bachelor of Science**

Fairmont State College

*Major: Criminal Justice*

*Minor: Psychology*

### **Sociology**

West Virginia University

*Focus: Crime and Justice*

**May, 1998**

Fairmont, WV 26554

**August 1993-December 1994**

Morgantown, WV 26505

## **PROFESSIONAL AFFILIATIONS**

Leadership Monongalia, Class of 2011

Leadership West Virginia, Class of 2012

Leadership Mon Advisory Committee

Society of Human Resource Management-Certified Professional

United Way Citizens' Review Committee

## **PROFESSIONAL COURSES**

- Multiple Project Management
- Criticism and Discipline Skills for Managers
- Selection Interviewing
- Dealing Effectively with Unacceptable Employee Behavior
- Management Skills and Techniques for New Supervisors



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

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

Proc Folder: 557854

Doc Description: WV Farm to School Plan Facilitator

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2019-03-13	2019-03-28 13:30:00	CRFQ 1400 AGR1900000015	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:  
 The EdVenture Group, Inc.  
 Two Waterfront Place,  
 Suite 1205  
 Morgantown, WV 26501  
 304-296-9021

**FOR INFORMATION CONTACT THE BUYER**

Melissa Pettrey  
 (304) 558-0094

*Lydotta M. Taylor*

FEIN # 161642857

DATE 3/27/19

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

**ADDITIONAL INFORMATION**

**Central Request for Quotation**

The West Virginia Purchasing Division is soliciting bids on behalf of the Agency, the West Virginia Department of Agriculture to establish a One-time Contract for the development of a five-year strategic plan for the Farm to School program in West Virginia per the bid requirements, specifications, terms and conditions attached to this solicitation.

INVOICE TO		SRP TO	
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV25305-0173 US		AUTHORIZED RECEIVER 304-558-2210 AGRICULTURE DEPARTMENT OF MARKETING & DEVELOPMENT 217 GUS R DOUGLAS LN, BLDG 2 RM 200 CHARLESTON WV 25312 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Phase One (1) Establishing a Baseline Understanding	1		\$10,703	\$10,703

Comm Code	Manufacturer	Specification	Model #
80101504			

**Extended Description :**  
Phase One (1) Establishing a Baseline Understanding

INVOICE TO		SRP TO	
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV25305-0173 US		AUTHORIZED RECEIVER 304-558-2210 AGRICULTURE DEPARTMENT OF MARKETING & DEVELOPMENT 217 GUS R DOUGLAS LN, BLDG 2 RM 200 CHARLESTON WV 25312 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Phase Two (1) Strategy Identification	1		\$20,876	\$20,876

Comm Code	Manufacturer	Specification	Model #
80101504			

**Extended Description :**  
Phase Two (1) Strategy Identification



INVOICE TO		SHIP TO	
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV25305-0173 US		AUTHORIZED RECEIVER 304-558-2210 AGRICULTURE DEPARTMENT OF MARKETING & DEVELOPMENT 217 GUS R DOUGLAS LN, BLDG 2 RM 200 CHARLESTON WV 25312 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Phase Three (3) Strategic Plan Development	1		\$22,445	\$22,445

Comm Code	Manufacturer	Specification	Model #
80101504			

**Extended Description :**

Phase Three (3) Strategic Plan Development

## **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: 03/19/2019 @ 3:00 P.M. EDT

Submit Questions to: Melissa Pettrey, Senior Buyer  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)  
Email: [melissa.k.pettrey@wv.gov](mailto:melissa.k.pettrey@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:**

**BUYER:** Melissa Pettrey, Senior Buyer  
**SOLICITATION NO.:**  
**BID OPENING DATE:**  
**BID OPENING TIME:**  
**FAX NUMBER:**

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:** 03/28/2019 @ 1:30 P.M. EDT

**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. ALTERNATE MODEL OR BRAND:** Unless the box below is checked, 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.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

**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 be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and should include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at:  
<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

**15A. RECIPROCAL PREFERENCE:** The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. A request form to help facilitate the request can be found at:  
<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

**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:** West Virginia Code § 6D-1-2 requires that the vendor submit to the Purchasing Division a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 Million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**23. WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

## **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 \_\_\_\_\_ and extends for a period of \_\_\_\_\_ 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 delivered to the Agency and then 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. Unless otherwise specified below, renewal of this Contract is limited to \_\_\_\_\_ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Alternate Renewal Term** -- This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**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 of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ year(s) thereafter.

**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 Specification Section 4.4.1

**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 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.



**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 of the General Terms and Conditions entitled Licensing, 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 and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, 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, including but not limited to, policy cancelation, policy reduction, or change in insurers. 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 per occurrence.

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

**Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

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

**Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence.

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

**Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.

Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

**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. [Reserved]**

**11. LIQUIDATED DAMAGES:** 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. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

\_\_\_\_\_ for \_\_\_\_\_

Liquidated Damages Contained in the Specifications

**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. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

**14. PAYMENT IN ARREARS:** 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. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

**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 § 148-1-5.2.b.

**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.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**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.

**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. 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>.



**31. 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.

**32. 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. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. 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.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**33. 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.

**34. 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.

**35. 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.

**36. 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.

**37. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, 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.

**38. 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”), provided that both the Other Government Entity and the Vendor agree. 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. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

**39. 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.

**40. 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).

**41. 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.

Revised 01/24/2019

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

**42. 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.

**43. 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.

**44. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, 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. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.



**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.

Lydotta M. Taylor President  
(Name, Title)  
Lydotta M. Taylor, President  
(Printed Name and Title)  
Two Waterfront Place, Site 1205 Morgantown, WV 26501  
(Address)  
304-296-9021 304-296-9049  
(Phone Number) / (Fax Number)  
Lmtaylor@edvgroup.org  
(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.

The EdVenture Group, Inc.

(Company)

Lydotta M. Taylor President

(Authorized Signature) (Representative Name, Title)

Lydotta M. Taylor, President

(Printed Name and Title of Authorized Representative)

3/27/19

(Date)

304-296-9021 304-296-9049

(Phone Number) (Fax Number)

REQUEST FOR QUOTATION  
WV Farm to School Strategic Plan Facilitator

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SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Agriculture to establish a contract for the development of a five-year strategic plan for the Farm to School program in West Virginia. The Farm to School is a program that encourages the incorporation of local products into the school meal programs, integrates agricultural education into the classroom, and cultivates and expands school gardens. The qualified Vendor must have experience with facilitation, training, data collection and work product development of a large-scale strategic planning process. The successful Vendor will design, facilitate and implement a strategic planning process with the result being the creation of a clear, accessible strategic planning road map with a time line and evaluation methodology for a five-year strategic plan for West Virginia's Farm to School program.
  
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 development of a five-year strategic plan for Farm to School program in West Virginia, 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.
  - 2.4 **“WVDA”** means the West Virginia Department of Agriculture.
  - 2.5 **“Steering Committee”** means a committee established by the WVDA that is representative of all organizations and agencies who will be responsible for the implementation of the West Virginia Farm to School Strategic Plan.
  - 2.6 **“SWOT Analysis”** means a study undertaken by an organization to identify its internal strengths and weaknesses, as well as its external opportunities and threats (Strengths, Weaknesses, Opportunities, Threats).
  - 2.7 **“Plan”** means the Farm to School Strategic Plan for West Virginia.
  - 2.8 **“Facilitator”** means the successful Vendor receiving the award to develop a five-year Farm to School Strategic Plan for West Virginia.

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**2.9 “Farm to School Stakeholders”** means individuals with an interest in or concerns with the Farm to School program in West Virginia.

**2.10 “Strategic Plan for the Agriculture Economy”** means the five-year strategic plan for agriculture developed by The West Virginia Agriculture Advisory Board Steering Committee which includes representatives from the West Virginia Department of Agriculture, West Virginia Farm Bureau, USDA Natural Resources Conservation Service, West Virginia Conservation Agency, WVU Extension Service, WVU Davis College of Agriculture, Natural Resources and Design and West Virginia State University Extension Service.

**3. QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

**3.1.** The Vendor must submit a minimum of three (3) results of previous strategic planning development projects.

**3.2.** The Vendor must submit proof of experience and expertise in projects of this nature.

**3.3.** The Vendor must submit qualifications and capabilities of staff and/or subcontractors assigned to the project.

**3.4.** Compliance with experience requirements will be determined prior to contract award by the State through references provided by the Vendor with its bid or upon request, through knowledge or documentation of the Vendor’s past projects, or some other method that the State determines to be acceptable. Vendor should provide a current résumé which includes information regarding the number of years of qualification, professional certificates, experience and training, and relevant professional education for each individual that will be assigned to this project. Vendor must provide any documentation requested by the State to assist in confirmation of compliance with this provision. **References, documentation, or other information to confirm compliance with this experience requirement are preferred with the bid submission but may be requested after bid opening and prior to contract award.**

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**4. MANDATORY REQUIREMENTS:**

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

**4.1 PHASE ONE (1) – Establishing a Baseline Understanding**

**4.1.1** The Vendor will review all existing data and related plans and documents, including a preliminary SWOT Analysis as provided by the WVDA, to inform the Plan.

**4.1.2** The Vendor will interview each of the Steering Committee members in order to establish a baseline understanding of the opportunities and barriers that the Plan should address.

**4.1.3** The Vendor will facilitate a Steering Committee meeting to agree upon the opportunities and barriers to be addressed in the Plan.

**4.2 PHASE TWO (2) – Strategy Identification**

**4.2.1** The Vendor will research best practices that relate to the identified opportunities and barriers; these could be practices from other states or from within West Virginia that could be replicated statewide.

**4.2.2** The Vendor will solicit feedback from the Steering Committee on the top three (3) best practices with whom the Vendor will conduct interviews.

**4.2.3** The Vendor will facilitate an ideation session with Farm to School Stakeholders participating in breakout groups to develop solutions to the identified barriers and opportunities.

**4.2.4** The Vendor will coordinate with WVDA to understand how to align strategies with the Strategic Plan for the Agriculture Economy.

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- 4.2.5** The Vendor will facilitate a Steering Committee meeting to review best practices findings and results from the ideation session and agree upon a portfolio of up to ten (10) strategies.

**4.3 PHASE THREE (3) – Strategic Plan Development**

- 4.3.1** The Vendor will work with representatives from the Steering Committee for each of the agreed upon strategies to develop steps, timeline, roles, and resources required.
- 4.3.2** The Vendor will facilitate a Steering Committee meeting to review and agree to the draft strategies.
- 4.3.3** The Vendor will be responsible for finalizing the Plan.

**4.4 TIMELINE**

- 4.4.1** Project will have a time line of 90 days. Vendor must also participate in final presentation of plan.

**5. CONTRACT AWARD:**

**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 by entering the full fee for each phase listed on the attached 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.



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- 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 in installments with one (1) payment following completion of each of the three (3) phases according to the quantity of hours worked and deliverables achieved during the phase, with the full amount payable upon completion of phase three (3), as shown on the Pricing Page, 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.
  
- 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:
  - 9.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
  
  - 9.2.** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
  
  - 9.3.** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
  
  - 9.4.** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
  
  - 9.5.** Vendor shall inform all staff of Agency's security protocol and procedures.

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**10. VENDOR DEFAULT:**

**10.1.** The following shall be considered a vendor default under this Contract.

**10.1.1.** Failure to perform Contract Services in accordance with the requirements contained herein.

**10.1.2.** Failure to comply with other specifications and requirements contained herein.

**10.1.3.** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

**10.1.4.** Failure to remedy deficient performance upon request.

**10.2.** The following remedies shall be available to Agency upon default.

**10.2.1.** Immediate cancellation of the Contract.

**10.2.2.** Immediate cancellation of one or more release orders issued under this Contract.

**10.2.3.** Any other remedies available in law or equity.

**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:** Jennifer Wotring  
**Telephone Number:** 304-296-9021 x14  
**Fax Number:** 304-296-9049  
**Email Address:** Jwotring@edvgroup.org