

Volunteer West Virginia
Cost Proposal

RFP Number: DCH2000000001

Vendor:
Future Generations University
400 Road Less Traveled
Franklin, WV 26807
Phone: 304-358-2000
Fax: 304-358-7384

Vendor Contact:
Stephanie Hartman, COO
Email: stephanie.hartman@future.edu

Cost Proposal

With the proposed activities detailed in the technical proposal, below is the cost for each of the items as required by the RFP, in the recommended cost sheet. Following the cost sheet are further descriptions of each item that correspond to the methods and approach outlined previously.

Cost Sheet

| Item Number | Description | Unit of Measure | Unit Price | Est. Qty. | Extended Cost |
|--------------------------|---|-----------------|------------|-----------|-----------------|
| 1 | Development, testing, and revision of a 3-hour Rural Volunteer Management Core Curriculum that addresses the challenges faced by rural communities | Each | \$11,700 | 1 | \$11,700 |
| 2 | Development, testing, and revision of a companion train-the-trainer course curriculum inclusive of the core curriculum | Each | \$18,300 | 1 | \$18,300 |
| 3 | Development of four additional 90-minute stand-alone learning modules for the purpose of professional development for volunteer managers | Each | \$2,775 | 4 | \$11,100 |
| 4 | Development of an online resource library that includes templates, tools and links with appropriate guidance and tutorials to support the work of volunteer managers in rural communities | Each | \$8,700 | 1 | \$8,700 |
| TOTAL BID AMOUNT: | | | | | \$49,800 |

Cost Narrative

1. The development of the core curriculum includes 3 hours of content developed, tested, and revised, delivery of the core curriculum to volunteer managers, and online transfer of content to Moodle platform for online access.
2. The train the trainer course curriculum includes development of 8 hours of content, testing, and revision, in person delivery of a day long train-the-trainer event, travel expenses of the Program Manager, and conversion of the content for online access by trainers.
3. The four additional modules include the development of 4 stand-alone modules on topics chosen between the Vendor and Volunteer West Virginia with the development of 3 hours of total content, and online conversion of the content for access to promote the development of volunteer managers.
4. The online resource library includes use of Moodle, creation of logins for volunteer managers and participants that require them, and development of the library contents.

REQUEST FOR PROPOSAL
Department of Arts, Culture and History
Volunteer West Virginia
DCH2000000001

Step 1: Lowest Cost of All Proposals / Cost of Proposal Being Evaluated = Cost Score Percentage

Step 2: Cost Score Percentage X Points Allocated to Cost Proposal = Total Cost Score

Example:

Proposal 1 Cost is \$1,000,000
Proposal 2 Cost is \$1,100,000
Points Allocated to Cost Proposal is 30

Proposal 1: Step 1 – $\$1,000,000 / \$1,000,000 =$ Cost Score Percentage of 1 (100%)
Step 2 – $1 \times 30 =$ Total Cost Score of 30

Proposal 2: Step 1 – $\$1,000,000 / \$1,100,000 =$ Cost Score Percentage of 0.909091 (90.9091%)
Step 2 – $0.909091 \times 30 =$ Total Cost Score of 27.27273

- 6.8. Availability of Information:** Proposal submissions become public and are available for review immediately after opening pursuant to West Virginia Code §5A-3-11(h). All other information associated with the RFP, including but not limited to, technical scores and reasons for disqualification, will not be available until after the contract has been awarded pursuant to West Virginia Code of State Rules §148-1-6.3. d.

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Future Generations University

(Company)

Stephanie Hartman,

Chief Operating Officer

(Representative Name, Title)



(304) 358- 2000 / (304) 358- 7384

(Contact Phone/Fax Number)

May 14, 2020

(Date)

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

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

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Future Generations University

Vendor's Name: _____

Authorized Signature: SJO Hartman Date: May 14, 2020

State of West Virginia

County of Pendleton to-wit:

Taken, subscribed, and sworn to before me this 15th day of May, 2020

My Commission expires September 18, 2022

AFFIX SEAL HERE

NOTARY PUBLIC Donna E. Evick

Purchasing Affidavit (Revised 01/19/2018)

