

Rural Volunteer Management Training Curriculum

CRFP: DCH2000000003

EdVenture Group, Inc.

Two Waterfront Place, Suite 1205

Morgantown, WV 26501

Phone: 304-296-9021

Contact Name: Jennifer Wotring, SHRM-CP

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Date: 5/13/2020

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WV PURCHASING
DIVISION

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

State of West Virginia
 Request for Proposal
 11 – Educational

Proc Folder: 688228

Doc Description: ADDENDUM 4 Rural Volunteer Management Training Curriculum

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2020-04-06	2020-05-18 13:30:00	CRFP 0432 DCH2000000003	5

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:

EdVenture Group, Inc.
 Two Waterfront Place, Suite 1205
 Morgantown, WV 26501
 Phone: 304-296-9021

FOR INFORMATION CONTACT THE BUYER

Dusty J Smith
 (304) 558-2063
 dusty.j.smith@wv.gov

Signature X

FEIN # 16-1642857


DATE 05/13/2020

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

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.

Jennifer Wotring, SHRM-CP, Senior Program Manager
(Name, Title)
Jennifer Wotring, Senior Program Manager
(Printed Name and Title)
Two Waterfront Place, Suite 1205, Morgantown, WV 26501
(Address)
304-296-9021 x 14
(Phone Number) / (Fax Number)
jwotring@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contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated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.

EdVenture Group, Inc.
(Company)
 Jennifer Wotring, Senior Program Manager
(Authorized Signature) (Representative Name, Title)
Jennifer Wotring, Senior Program Manager
(Printed Name and Title of Authorized Representative)
5/13/2020
(Date)
304-296-9021 x 14
(Phone Number) (Fax Number)

**ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:**

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

Addendum No. 1

Addendum No. 2

Addendum No. 3

Addendum No. 4

Addendum No. 5

Addendum No. 6

Addendum No. 7

Addendum No. 8

Addendum No. 9

Addendum No. 10

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

EdVenture Group, Inc.

Company



Authorized Signature

5/13/2020

Date

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

4.2.1 Goals and Objectives

The EdVenture Group is a nonprofit organization driving change into education environments. Our innovative solutions address nation-wide obstacles to support thinkers, creators and doers of all ages. The EdVenture Group was created with the sole purpose of bringing about innovative change in the K-12 environment. Over the past 19 years, The EdVenture Group has expanded to provide our unique process to students, educators, and the community in a way that inspires lifelong learning at all levels.

A cornerstone of The EdVenture Group's mission is to provide innovative program design and delivery to build a robust portfolio of customer specific, research-based, and interactive learning programs for a variety of clients from local to federal levels. All programs are designed **with** our clients to ensure they meet unique needs prevalent within each organization. Just as no two organizations are the same, no two EdVenture programs are the same. Our skilled staff offer a diverse range of expertise and backgrounds, including curriculum and instructional design, program development and delivery, agile program management, human resource proficiencies and, most importantly for this solicitation, non-profit leadership and extensive support of nonprofit organizations. These unique experiences and skill sets enable The EdVenture Group to tailor our project team to ensure your organization is receiving specialized support.

Our team will work with Volunteer WV staff throughout all aspects of delivery to create sustainable solutions that address the challenges and opportunities around volunteer management and recruitment prevalent in rural West Virginia communities. The EdVenture Group's extensive background and experience in the development and delivery of customized in-person and virtual training programs for adults, our ongoing work with and support of volunteer-driven agencies, and our ongoing work in and commitment to rural Appalachia sets The EdVenture Group apart in our creative approach to this project.

4.2.1.1 Develop, test and revise a 3-hour Rural Volunteer Management Core Curriculum that addresses the challenges faced by rural communities and uses best practices in volunteer recruitment, retention, recognition and screening.

The EdVenture Group executes an opportunity-centric approach for all programming, as opposed to the traditional problem-centric approach common to most projects. This approach will assist the team and Volunteer WV to **develop, test and revise** a three-hour Rural Volunteer Management Core Curriculum, entitled **Rural Appalachia Volunteer Engagement or RAVE**. While recognizing there are indeed challenges facing rural communities, The EdVenture Group will utilize the opportunity-centric thinking to collaborate with Volunteer WV staff and advisory members to address these challenges by focusing on the strengths and opportunities within rural communities and organizations. By rooting all aspects of the project in this approach, The EdVenture Group ensures the emphasis remains on the **positive** and **opportunities** available versus the negativity that can often stifle creativity and progress.

Develop-Test-Revise

Building on The EdVenture Group's past successes, we will utilize Intuit's Design for Delight (D4D) model of design thinking in the development of the training program and as the foundation of the curriculum content. This proven process of **Empathy** → **Ideation** → **Exploration** will guide the **development, testing, and revision** of the RAVE curriculum. The EdVenture Group values stakeholder input at all levels as we develop training content that is engaging, meaningful and effective in supporting rural organizations' in identifying, recruiting, and retaining quality volunteers. Utilizing a selection of multiple customer feedback processes including **empathy** mapping exercises, brief surveys, small group (virtual) discussions, and iterative feedback cycles, The EdVenture Group will gain a better understanding of the strengths of the organizations, communities, and Volunteer WV capacities, in addition to the needs each face as volunteers become increasingly more important to overall program success. This deeper understanding will help to inspire The EdVenture Group's development of innovative approaches based on a researched portfolio of evidence-based best practices occurring across the country.

Ideation is at the heart of The EdVenture Group's staff of experienced innovative thinkers and doers. The EdVenture Group's past experience with and involvement in volunteer organizations serves as a strong foundation to inform brainstorming and idea generation. Through the incorporation of shared leadership with Volunteer WV Staff and advisory board members, The EdVenture Group will facilitate an Ideation Session (in-person or virtual) to generate a broad array of ideas from all stakeholders. The EdVenture Group's extensive background in teaching and learning ensures diverse learning styles are taken into consideration throughout the curriculum development process. The RAVE curriculum will incorporate various delivery formats and training styles to ensure equity in learning for all participants.

There are numerous learning management platforms that could be used to successfully deploy this project, with varying costs and functionality. The EdVenture Group is proposing the use of the **Teachable** platform to host the training curriculum, training materials, and resources that will be detailed later in the proposal. This robust learning management platform would house all training materials, any supporting videos, and resources needed for the delivery of the RAVE training. The RAVE training will be designed for face to face delivery, however, the course content and design will be developed in such a way that transition to virtual delivery would be possible and allow RAVE to be delivered at scale pending future growth.

Once the curriculum is complete, the training will undergo **Exploration**, or pilot testing, to gather specific and detailed feedback from Volunteer WV staff, local users, and other key stakeholders. Pilot testing will be done face to face during two-pilot sessions, on site in Charleston, WV. Should Volunteer WV and The EdVenture Group determine that virtual delivery is needed due to the state's Covid-19 status at that time, pilot testing will be done virtually. Testing will be done on the overall course content, and the design. After the pilot testing, all necessary **revisions** will be made before the final product is delivered.

4.2.1.2 Develop, test and revise a companion train-the-trainer course curriculum inclusive of the core curriculum and four additional modules.

The EdVenture Group recognizes that while content experts are often called upon to deliver trainings and help develop content, often these well intended individuals lack knowledge of educational pedagogy (how to teach) and experience in adult training delivery. The EdVenture Group has over **19 years** of history in education, teaching and learning for a variety of stakeholders. Using this vast knowledge and experience, following the same process described above, The EdVenture Group will develop a train-the-trainer companion course to be delivered in-person to those who will ultimately facilitate and deliver the RAVE training to non-profit organizations throughout West Virginia. While the train-the-trainer instruction is currently planned for a two-day face to face delivery, The EdVenture Group is cognizant of the changes in our society due to Covid-19 that may prohibit face to face delivery from occurring. Just as we have with other programming across our organization, The EdVenture Group will develop the RAVE Train-the-Trainer in a manner that will allow the delivery to shift seamlessly to virtual or remote delivery should the situation warrant. The training will include the core curriculum content along with various elements of educational pedagogy. These include but are not limited to; **best practices for adult learning, participant engagement, the elements of learning, and organizational messaging**. Specific elements will be determined through discussions with Volunteer WV staff and advisory board members.

4.2.1.3 Create four additional 90-minute stand-alone learning modules for the purpose of professional development for volunteer managers. Topics might include: Developing your Board of Directors; How to be ready for group projects and service days; New approaches to volunteerism; Intergenerational Volunteering; Legal Issues and Liability Concerns; Strengthening Internal Operations to better support volunteers.

The EdVenture Group supports the need for continuous learning within organizations and has spent the last 19 years developing and delivering professional development training for education, business, and communities. With the staff's vast knowledge of and experience in non-profit leadership, they have worked extensively in the training sector in relation to non-profit management and volunteerism. Previous trainings delivered for non-profit and adult learner audiences have included: **Board Management, Communications & Marketing for Non-Profits, Accounting & Financial Knowledge 101, Generational Leadership, Change Management, Creative Problem Solving, Recruitment and Retention Strategies for Nonprofits and more**. Building on prior training in the non-profit and adult learning space, four engaging and meaningful online learning modules will be developed for Volunteer WV and other non-profit organizations' volunteer management staff. Given the change in the landscape of many organizations over the past several weeks, **Virtual Leadership** and **Leading Remote Teams** are two training topics that have also gained greater importance. As with all programming developed and delivered by The EdVenture Group, the training module topics and content will be customized to the specific needs of Volunteer WV.

4.2.1.4 Develop 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.

To continue support of volunteer managers in applying the tools and strategies learned in the RAVE training and online learning modules, The EdVenture Group will develop an **online repository of templates, tools, and links** that align to the training content provided. These resources will be accessible on the developed learning management platform for use by volunteer managers across the state. Specific instructions for use and application of templates and tools will be provided. These instructions will be made available in multiple delivery methods, including video tutorials, graphics, or step-by-step instructions, to ensure usability of all learners. Additional links, information, documents, or forms specific to Volunteer WV can be added to the learning management site to ensure all information is accessible from a centralized location.

4.3 Qualifications and Experience: Vendor should provide information and documentation regarding its qualifications and experience in providing services or solving problems similar to those requested in this RFP. Information and documentation should include, but is not limited to, copies of any staff certifications or degrees applicable to this project, proposed staffing plans, descriptions of past projects completed (descriptions should include the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met.), references for prior projects, and any other information that vendor deems relevant to the items identified as desirable or mandatory below.

4.3.1. Qualification and Experience Information: Vendor should describe in its proposal how it meets the desirable qualification and experience requirements listed below

4.3.1.1. Vendor should have 5-10 years experience working in the field of volunteerism and nonprofits in rural communities.

The EdVenture Group, a non-profit organization located in North Central West Virginia, has been a leader in training and professional development for the last 19 years. The EdVenture Group's staff has been involved with volunteerism at varying levels throughout their careers. President Lydotta Taylor and Senior Program Manager, Jennifer Wotring have supported the United Way of Monongalia and Preston Counties for over 30 years combined, both financially and through volunteerism. After many years of being involved on numerous United Way boards and committees, Taylor led a successful 2018 United Way campaign raising \$1.57 million for local non-profits. Wotring has been supporting the United Way as the organizational representative for the last 14 years and as a member of the Citizens' Review Committee for the past four years. Using the knowledge and expertise of The EdVenture Group staff, multiple trainings have been developed and delivered to United Way Funded Agencies to support board development, employee recruitment and retention, and financial practices.

Project: United Way Funded Partner Training

Description: The EdVenture Group developed and delivered training for funded partners on board governance, employee recruitment, marketing strategies, and financial practices for non-profits.

Reference: Brandi Helms, United Way of Mon and Preston Counties

4.3.1.2. Vendor should demonstrate expertise in volunteer management best practices.

Many EdVenture programs are supported by volunteer efforts across Appalachia. The EdVenture Group implores best practices to identify those whose skills and abilities complement the programming. The EdVenture Group also incorporates volunteering and volunteer management (servant leadership) in all leadership training programs for youth and adults.

Project: cMeLead WV

Description: This is a youth leadership program that delivers training on various leadership topics to rising high school youth. Servant leadership is a large component of this training, as giving back to the community is a hallmark characteristic of a good leader.

Reference: John Norman, First Energy

Project: EQT STEM Days

Description: This is a youth focused workshop that incorporates hands-on STEM activities with career focused activities delivered by EQT employee volunteers.

Reference: Ellen Rossi, EQT

4.3.1.3. Vendor should have a proven record of developing training curricula for adults inclusive of all learning styles.

4.3.1.4. Vendor should be skilled in providing training for adults in an engaging and varied format.

The EdVenture Group staff utilizes their vast experience to develop training programs for adults with various learning style preferences. Trainings developed include content for those who are visual, auditory, and kinesthetic learners as well as opportunities for adults to apply the learning to their experiences to “make it stick”. The EdVenture Group trainings include time for attendees to reflect on their learning in small groups to foster critical thinking about what they have learned and how to apply those learnings to their network and engagement with peers. In addition both examples provided below are delivered in a hybrid approach including both in-person and virtual components.

Project: West Virginia Department of Education-Elevated Leadership Development Program

Description: This series of trainings was developed and delivered to select rising leaders in the West Virginia Department of Education. All were adult learners and possessed various learning styles.

Reference: Clayton Burch, West Virginia Superintendent of Schools

Project: US Army Corps of Engineers

Description: This series of trainings was provided and delivered to select Level 2 supervisory staff within the US Army Corps of Engineers.

Reference: Suella Tabor, Workforce Development Specialist, ACOE

Project: ESTEAM Project

Description: The ESTEAM Project deploys adult training to teachers & economic development leaders in rural communities to kick-start community-based entrepreneurship initiatives.

Reference: Gene Coulson, The Consortium for Entrepreneurship Education

4.3.1.5. Vendor should provide a list of staff that will be assigned to this project including their qualifications, abilities and experience.

Lydotta M. Taylor, Ed.D.

Dr. Lydotta M. Taylor is the Founder, President, and CEO of The EdVenture Group, Inc. Beginning as a high school math teacher, Dr. Taylor has built a career through her passion to teach and lead others. An entrepreneur at heart, she founded The EdVenture Group, an **educational consulting non-profit**, in 2001. With her **leadership** and **educational** background, The EdVenture Group has implemented over 7,000 workshops for educators and impacted over 25,000 students. Today, The EdVenture Group are leaders in **school culture**, **technology integration**, and **adult and youth programming** and have managed over \$25 million in federal, state, and private funding.

Throughout her career, Dr. Taylor has committed herself to a mission of **lifelong learning** and growth. Her education career began as a high school math and computer science teacher, growing to serve as the Instructional Technology Coordinator for the Monongalia County school system. Prior to founding The EdVenture Group, she served as Vice President for Workforce and Education at the West Virginia High Technology Consortium (WVHTC) Foundation. She completed the Advanced Management Program at Duke University's Fuqua School of Business Executive Education, and completed the Life Success Consulting and Coaching certification in 2009. She earned her **Doctoral degree in Curriculum & Instruction** with a specialization in STEM Professional Development from West Virginia University in 2011 and continues to seek opportunities to grow both professionally and personally.

Dr. Taylor is an **active volunteer** in the community and recently led the United Way of Monongalia and Preston Counties in a \$1,570,000 campaign. She serves on numerous boards and provides mentorship to many organizations. Dr. Taylor continues to utilize her love for teaching and has taught at the collegiate level in Leadership Studies for the College of Arts & Science at WVU, the MBA, eMBA and MSIR programs at the College of Business & Economics at WVU. Recently, Dr. Taylor was recognized as the 2019 Distinguished Alumnus by Leadership West Virginia for her service and leadership throughout the state.

Jennifer Wotring, SHRM-CP

Jennifer Wotring, SHRM-CP, began her career and **project development** experience over 20 years ago when she played a lead role in the design and implementation of the Internet Fraud Complaint Center. Through strong management and oversight, this project later developed into a joint partnership between the National White Collar Crime Center (NW3C) and the FBI. Jennifer served in a supervisory role where she **trained, guided and lead** a group of 15 analysts, while also serving as the liaison between the NW3C and FBI. Shortly after joining The EdVenture Group in 2006, Jennifer was able to bridge her two passions of criminal justice and education by developing an internet safety training CD for school administrators and staff.

Jennifer is a skilled **presenter** with over 14 years of experience **developing and delivering educational programming and professional development** to students, staff, and administrators, including the Diocese of Wheeling-Charleston, Preston County's After School Explorers Staff and numerous other clients. In her current position she excels at providing event planning and logistics facilitation to a variety of educational clients including REL Appalachia, EntreEd, and partners of the ARC-POWER funded CODE grant. Jennifer has previously served as the Director of Lemonade Day West Virginia.

Jennifer holds a bachelor's degree in Criminal Justice with a minor in Psychology. Dedicated to personal and professional growth, she is a 2011 graduate of Leadership Monongalia and a 2012 graduate of Leadership West Virginia. In 2015, Jennifer became a **SHRM-Certified Professional** and now provides HR oversight to the leadership and staff at The EdVenture Group. Jennifer currently serves on the **United Way of Mon and Preston Counties Citizens' Review Committee and Women United initiative**.

Krystian Leonard

Krystian is a 2020 West Virginia University graduate with a BS in Broadcast Journalism and a minor in Business Communications. She started in the realm of helping others 8 years ago by creating **her own 501c3 non-profit** organization where she serves as President of, Shining S.C.A.R.S. beginning at the age of 15. Krystian is a **published author** of children's book, Shining Scars, which has been read by children in 23 countries across the world.

Through the past few years, Krystian has been able to co-author additional books, including The Better Business book and 10 Habits of Truly Optimistic People. She also focused on recognizing and promoting stories of kindness in her state of West Virginia as a Channel Kindness Reporting for Lady Gaga's organization, Born This Way, on a national level. She was also a recipient of the **WV State Journal Generation Next- Top 40 Under 40** in 2018. **State pride** is at the heart of every endeavor she has pursued, and she always aims to shine a **positive light** on the great people of West Virginia, now more than ever with joining of The EdVenture Group.

4.3.2. Mandatory Qualification/Experience Requirements - The following mandatory

qualification/experience requirements must be met by the Vendor as a part of its submitted proposal. Vendor should describe how it meets the mandatory requirements and include any areas where it exceeds the mandatory requirements. Failure to comply with mandatory requirements will lead to disqualification, but areas where the mandatory requirements are exceeded will be included in technical scores where appropriate. The mandatory qualifications/experience requirements are listed below.

4.3.2.1. Vendor must have experience working in the field of volunteerism and nonprofits in rural communities.

The EdVenture Group is not only experienced working IN the field of nonprofits in rural communities, we ARE a nonprofit whose project activities and efforts are committed to supporting and developing rural communities. As a nonprofit founded in 2001, The EdVenture Group has taken lessons learned and skills developed and turned them in to supportive programming for other nonprofits in our state. Though our staffs' own volunteer efforts we recognize the challenges many organizations face recruiting volunteers, but more importantly we see the tremendous opportunities within programs and communities that can be used to attract individuals for volunteer service. Through our work we have found many non-traditional ways to recruit volunteers for programming from working with local Universities to partnerships with businesses of all sizes who allow employees to volunteer a portion of their time as representatives of the organization. Annually the organization volunteers

Throughout all of our training and professional development efforts The EdVenture Group works to instill the importance of servant leadership and volunteering to all. From youth through our leadership, entrepreneurship, and STEM focused trainings to adults through our leadership, entrepreneurship, and other professional development efforts, The EdVenture Group strives to ensure communities are full of individuals of all ages who possess skills and abilities that are beneficial to nonprofits as well as the desire to support organizations through volunteerism.

The EdVenture Group applies the same philosophy we train on to our own staff, as we stress the importance of and provide opportunities for staff volunteering. As an organization we are in our communities volunteering and supporting other nonprofits in service. The EdVenture Group staff regularly volunteers at Christian Help's annual toy and food giveaway, has provided meals at the local shelter, and has delivered in-kind training services to local non-profits as our way of giving back to others.

4.3.2.2. Vendor must have a proven record of developing effective training curricula.

Our staffs' credentials speak volumes about our knowledge around the development and delivery high-quality training. From Dr. Taylor's advance degree in Curriculum and Instruction to Ms. Wotring's credentials as a Society for Human Resource Management (SHRM) Certified

Professional, The EdVenture Group backs its work with evidenced based information and best practices from a variety of fields.

While our staffs' various credentials are certainly impressive, perhaps the more important story of our **training effectiveness** is told by our **history**. The EdVenture Group has been successfully developing and delivery curriculum and training for the past **19 years**. While the topics may have varied, one thing has remained unchanged. The EdVenture Group is committed to providing high-quality, **customized** training to all. In addition to customizing the development and delivery of the trainings we offer, The EdVenture Group ensures attendees are given the opportunity to provide **feedback** on not only the content delivered, but also the training delivery. The EdVenture Group accepts any and all feedback and makes changes to content and/or delivery as needed. The EdVenture Group has received tremendous praise from past and current clients, individuals we've trained, and various project funders on the relevant content and delivery style of our training materials. Our success and effectiveness are evidenced by long standing clients of our training development and delivery including, but certainly not limited to; the West Virginia Department of Education, the Diocese of Wheeling-Charleston, Catholic Schools, the United Way of Mon and Preston Counties, The Consortium for Entrepreneurship Education, EQT, FirstEnergy Corp., and the countless counties, schools and individuals who have returned to us for training over the last 19 years.

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.

EdVenture Group, Inc.

(Company)



Senior Program Manager

(Representative Name, Title)

304-296-9021 x 14

(Contact Phone/Fax Number)

5/13/2020

(Date)

STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

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

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

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

DEFINITIONS:

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

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

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

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

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: The Edventure Group

Authorized Signature: [Signature]

Date: 2/5/2020

State of West Virginia

County of Preston to-wit:

Taken, subscribed, and sworn to before me this 5 day of February, 2020.

My Commission expires March 7, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]



Purchasing Affidavit (Revised 01/19/2018)