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Header 1

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Procurement Folder: 847902

Procurement Type: Central Master Agreement

Vendor ID: VC0000098179

Legal Name: SHELIA M BURCH

Alias/DBA: SHELIA M BURCH

Total Bid: \$3,750.00

Response Date: 03/21/2021

Response Time: 21:20

Responded By User ID: Mediator2020

First Name: Shelia

Last Name: Burch

Email: motburch@yahoo.com

Phone: 3043546707

SO Doc Code: CRFQ

SO Dept: 0402

SO Doc ID: EDD2100000004

Published Date: 3/5/21

Close Date: 3/22/21

Close Time: 13:30

Status: Closed

Solicitation Description: Mediation Services for IDEA Dispute

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia
Solicitation Response

Proc Folder: 847902
Solicitation Description: Mediation Services for IDEA Dispute
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2021-03-22 13:30	SR 0402 ESR03212100000006431	1

VENDOR
VC0000098179
SHELIA M BURCH

Solicitation Number: CRFQ 0402 EDD2100000004
Total Bid: 3750
Response Date: 2021-03-21
Response Time: 21:20:10
Comments:

FOR INFORMATION CONTACT THE BUYER
Joseph E Hager III
(304) 558-2306
joseph.e.hageriii@wv.gov

Vendor		
Signature X	FEIN#	DATE

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	MEDIATION SERVICES FOR IDEA DISPUTE	50.00000	HOUR	75.000000	3750.00

Comm Code	Manufacturer	Specification	Model #
80122001			

Commodity Line Comments: I am a certified family mediator, approved through the West Virginia Supreme Court, approved in 2009. I am an experience in various mediation situations and have a valued relationship with attorneys and judges throughout the State of West Virginia. As a mediator for more than 24 years, I have experience with various court

Extended Description:

MEDIATION SERVICES FOR IDEA DISPUTE
 THE HOURLY RATE OF THE SERVICES ARE INCLUSIVE OF ALL PREPARATION AND MATERIALS, HEARING AND DECISION WRITING.

NOTE: THE VENDOR SHALL BE RESPONSIBLE FOR ALL MILEAGE, TRAVEL, COPYING, AND OTHER COSTS, INCLUDING TRAVEL COSTS, ASSOCIATED WITH PERFORMANCE OF THIS CONTRACT. ANY ANTICIPATED MILEAGE, TRAVEL OR OTHER COSTS MAY BE INCLUDED IN THE HOURLY RATE. Estimated quantity of hours are for bid purposes only.

Shelia M. Burch

Profile:

Highly skilled paralegal and family mediator with over 33 years experience in the legal field. Works well in challenging, fast-paced, high-stress and deadline-oriented environments individually or as part of a team. Proficient in project management and digital technology as well as community-oriented operations; also experienced with civic organizations and works well with boards, parent organizations and governmental agencies. Knowledgeable in creating detailed reports, documents and presentations. Focused on consistent quality work and a desire to simplify and innovate operations of organizations.

Highly motivated and experienced in assisting individuals in stressful situations involving financial, emotional and legal issues, and geared toward making a positive impact on the lives of individuals, children and families. Skillful with legal research, title examinations, client management and document preparation.

Qualifications/Skills:

- Proficient communication skills
- Accomplished managerial skills
- Knowledgeable about various governmental agencies and their functions
- Excellent fund-raising skills
- Organized, disciplined, prudent and skillful at multi-tasking, scheduling, coordinating events
- Competent dealing with confidentiality policies and procedures
- Experienced with accounting procedures
- Adept at negotiating and handling complex family and high-conflict issues
- Takes initiative to develop new learning opportunities/programs
- Strong work ethic
- Works well in group environment
- Person-centered personality with a good sense of humor (friendly, outgoing)
- Excellent rapport with community and business leaders
- Civic-minded individual with history of volunteerism
- High level of public speaking attributes
- Extensive research skills

Accomplishments:

Family Court Mediator
Substitute Teacher for Calhoun County School System (2020-present)

Faculty Seminar Presenter:

- “Countdown to Trial: A Crash Course in Trial Preparation of Paralegals”
- “Family Law, Helping Your Clients Through Difficult Cases”
- “Litigation Case Management for the WV Paralegal”
- “Paralegals In Family Law Practice in WV”

Founder of **Pipeline Home, Inc.**, a non-profit organization with a mission of keeping families connected that are separated by distance

Employment History:

Little Kanawha Area Development Corporation (2020-Present)

Location: Elizabeth, WV 26143 and Grantsville, WV 26147

Years employed: Present

Job Title: Executive Director

Job Description -

- Business creation and retention in Calhoun and Wirt Counties
- Working with community organizations to promote missions and objectives
- Assist businesses with funding opportunities
- Small business start-up assistance
- Negotiate contracts for sale of property
- Community Infrastructure and transportation planning
- Grant writing

Loren B. Howley, Attorney (1986-2020)

Location: Grantsville, WV 26147

Years employed: 34

Job Title: Paralegal/Family Court Mediator

Job Description -

- Drafting legal and professional documents/reports for review and approval of attorney
- Interview clients and witnesses
- Respond to client needs and provide support
- Respond and maintain relationships among attorneys, clients, professionals and court personnel
- Payroll accounting/bookkeeping tasks
- Assist with hiring and supervision of support personnel
- Analyze records and create detailed/summarized reports
- Create exhibits and presentations for hearings and trials
- Assist with preparation of clients/witnesses/exhibits various legal proceedings
- Analyze and summarize data
- Participate in pre-trial, trial and post-trial functions
- Assist with management decisions of small law office
- Legal research
- Creation of forms to enhance efficiency
- Perform public relations assignments, including presentations
- Ancillary administration of probate estates
- Perform real estate loan closing services
- Conduct family court mediations in central West Virginia

- Provide support for individuals in emotional, financial and legal distress
- Assist with cases involving children, parents, grandparents, foster parents

Howley & Venezia, LC (1996-2000)

Partners: Loren B. Howley and Frank Venezia

Locations: Charleston, WV and Grantsville, WV

Job Title: Paralegal/Office manager

Years Employed: 4

- Drafting legal documents for review and/or approval of attorneys
- Interview clients and witnesses
- Analyze records and create detailed/summarized reports
- Schedule and coordinate depositions, hearings, etc.
- Initiate and maintain filing system for personal injury cases
- Create exhibits and presentations for trials
- Assist with preparation of clients/ witnesses/exhibits for various legal proceedings
- Assist and participate in pre-trial, trial and post-trial functions
- Assist with hiring personnel and maintaining quality work environment
- Coordinate schedules, management and multiple client tasks between offices
- Research/analyze governmental and professional records
- Legal research of divorce, personal injury, real estate, contract and other legal issues
- Perform public relations assignments, including presentations
- Provide support for individuals in emotional, financial and legal distress

Calhoun County Publishing, Inc. (1982-1986)

Location: Grantsville, WV 26147

Years employed: 4

Job Title: Office Manager/Staff Writer

Job Description -

- Communication with public
- Record keeping and typesetting
- Writing and/or editing weekly columns of local news events
- Responsible for mailing of weekly newspaper
- Responsible for maintaining deadlines

West Virginia Department of Welfare (now DHHR) (1976-1982)

Location: Grantsville, WV

Years employed: 6

Job Title: Administrative Assistant

Job Description-

- Telephone and receptionist duties
- Assistant to child protective services unit, with responsibilities of transcription, maintaining filing system, coordinating scheduling, assisting with CPS investigations
- Assisted with at-risk expectant and/or new mothers in variety of skill-building programs

Special Interests and Activities (past and present):

- Special Programs Director - Mt. Zion United Methodist Church

- PPR Committee Chairperson - Mt. Zion United Methodist Charge
- Member of Brushy Fork Institute task force for Economic Development
- Member of various tasks forces in Calhoun County to promote economics
- Layperson, Mt. Zion UM Charge
- Mid-Ohio Valley Public Health Volunteer
- Board Member-Calhoun Committee on Aging, Inc.
- Board Member-Westbrook Health Services Regional Council
- Member-Calhoun County Board of Education (1990-1994)
- Member-Calhoun-Gilmer Career Center Council (1992-1994)
- Member-WV Legal Assistants
- LSIC Representative for Arnoldsburg Elementary School

Education:

Marshall University - Legal Studies Associate Degree (with high honors)

Marshall University - Regents Bachelor of Arts degree (Summa Cum Laude)

Calhoun County High School (1977)

Training:

- Family Court Mediation
- Lay Speaking Ministries
- JANIS Software Training Session
- The Probate Process for WV Paralegals: From Start to Finish
- Non-Profit Board Training
- Internet Research for Legal Staff in WV
- Basic Insurance Law for Paralegals in WV
- Practical Legal Research and Analysis for the Paralegal in WV
- WV Civil Litigation Practice of Paralegals
- Paralegals and the Litigation Team in WV
- WV School Board Association - board member training

Community Commitment and Cultural Understanding

As a life-long West Virginia resident, I am passionate about making a positive impact on this state and my part of the world. My husband Cleo and I raised our children on a farm in Calhoun County where we promote hard work, dedication and the philosophy that success in life should be a reflection of how you treat others. Our grandchildren now enjoy the family farm, as well. I work in the legal field, my husband works in the oil and gas industry, my daughter worked in the school system and several of my family members, including my boys, work in the pipeline industry. Dealing with the public for more than 30 years has given me a broad understanding and appreciation of cultural diversity and the importance of helping others regardless of economic or sociologic factors.

References available upon request