



West Virginia Purchasing Division

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The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 1

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1058578

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0323

Vendor ID: 000000193383

SO Doc ID: WWW2200000011

Legal Name: BRUSTEIN & MANASEVIT

Published Date: 6/15/22

Alias/DBA:

Close Date: 6/29/22

Total Bid: \$725.00

Close Time: 13:30

Response Date: 06/29/2022

Status: Closed

Response Time: 13:18

Solicitation Description: Professional Consulting & Training for Development Boards

Responded By User ID: bruman

Total of Header Attachments: 1

Total of All Attachments: 1

First Name: Nicole

Last Name: Brooks

Email: nbrooks@bruman.com

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Management and Business Professionals Partner	1.00000	HOUR	300.000000	300.00

Comm Code	Manufacturer	Specification	Model #
80000000			

Commodity Line Comments:

Extended Description:

Hourly Rate for Partner

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Management and Business Professionals Associate	1.00000	HOUR	300.000000	300.00

Comm Code	Manufacturer	Specification	Model #
80000000			

Commodity Line Comments:

Extended Description:

Hourly Rate for Associate

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Management and Business Professionals Administrative Assista	1.00000	HOUR	125.000000	125.00

Comm Code	Manufacturer	Specification	Model #
80000000			

Commodity Line Comments: This rate is for the Firm's legislative analyst.

Extended Description:

Hourly Rate for Administrative Assistant/Office Manager

**M & BRUSTEIN
MANASEVIT, PLLC**
ATTORNEYS AT LAW

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June 29, 2022

Toby Welch
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Re: Quote for Professional Consulting & Training for Development Boards

Brustein & Manasevit, PLLC (Firm) is pleased to submit this quote for Professional Consulting and Training for Development Boards for Workforce West Virginia. The Firm's longstanding reputation in the grants management and federal education fields and expertise in workforce programs makes Brustein & Manasevit uniquely qualified to provide the services requested under this RFQ.

The Firm's quote is enclosed below. Should you have any questions regarding this quote, please do not hesitate to reach out to Michael Brustein at mbrustein@bruman.com or (202) 965-3652.

Sincerely,



Michael Brustein
Partner
Brustein & Manasevit, PLLC

Firm Background

Founded in 1980, Brustein & Manasevit, PLLC (Firm) is nationally recognized for its federal education law practice and advocacy work on behalf of State and local educational agencies, charter schools, postsecondary institutions, and private educational entities around the country and its outlying territories. The Firm has been providing and specializing in grants management and federal education services for over 40 years.

Founding partners Michael Brustein and Leigh Manasevit built upon their experiences in federal grants law as attorneys with the U.S. Department of Health, Education, and Welfare (predecessor to the current U.S. Department of Education (USDE)) and the U.S. Department of Justice, Education Section of the Civil Rights Division, respectively. Beginning as a small law firm in Washington, D.C., the Firm has purposefully maintained its small size, low overhead costs, and specialized focus on federal grants law, yielding an efficient practice at a lower cost to clients. The Firm's staff includes five partners, four associate attorneys, one of-counsel, a legislative director, a legislative analyst, and four administrative staff.

WIOA Experience

Programs such as the Workforce Innovation and Opportunity Act (WIOA) and the Adult Education and Family Literacy Act (AEFLA) offer help to States in developing the job-readiness skills of youth, adults, and dislocated workers. This sector has enjoyed increasing popularity with the enactment of WIOA in 2014. As a condition of federal funding, States must meet numerous requirements aimed at increasing accountability. The Firm advises State and local governments, workforce boards, community and technical colleges, and one-stop centers nationwide on:

- Development of roll-out strategies and development of memoranda of understanding among one-stop partner programs;
- Development of local plans for submission to State agencies, and State plans for submission to federal agencies;
- Fiscal and legal developments governing the implementation of required State plans;
- Multimedia presentations on WIOA and the AEFLA, among other federal job training programs;
- Developing requests for waivers available under the various federal workforce education and development initiatives;
- Staying informed on major program reauthorizations and other legislative efforts, including developing and implementing plans to keep State and local governments involved in the national conversations on reforming federal workforce programs; and
- Grants management requirements, including procurement and subcontracts.

The most proactive approach to resolving federal workforce education program compliance problems is to avoid their occurrence. To this end, the Firm provides training seminars and workshops on Perkins, WIOA, AEFLA and other federal education programs. Our attorneys also

provide legislative services to keep State and local educational agencies informed about changes to federal workforce education programs.

Our attorneys also defend State and local governments, workforce boards, and one-stop centers against adverse audit actions and other enforcement measures brought by the U.S. Department of Labor and the U.S. Department of Education. Our firm is well-versed in the administrative appeals and litigation process, and our attorneys have long-established relationships with the Office of General Counsel, the Office of Inspector General, and program offices of the U.S. Department of Labor and U.S. Department of Education. Our staff can provide assistance in a variety of ways including responsive measures such as crafting a corrective action plan; defensive measures such as disputing adverse audit or program monitoring findings; and proactive measures such as providing training and helping to craft and refine policies and procedures for administering federal workforce education programs.

Brustein & Manasevit, PLLC has published numerous books and articles on workforce education and other federal education programs.

Staff Qualifications

Partner Michael Brustein will be the main contact for this contract, if awarded. In addition to Mr. Brustein, Partner Steven Spillan and Legislative Analyst Kelly Christiansen will be available to provide services. Other Firm associates may also be involved as needed and as appropriate. Below you will find the qualifications of the key staff expected to provide services under the contract.

Michael Brustein, Esq., Partner

Michael Brustein is a founding partner of the Firm and works full-time on education policy and compliance issues. A founding partner at the Firm, Michael Brustein possesses a vast knowledge of federal education laws and regulations and is a leading authority on the General Education Provisions Act, career and technical education, adult education, workforce development, and vocational rehabilitation issues. Mr. Brustein began his legal career as an attorney in the U.S. Department of Health, Education, and Welfare's Office of Education (the predecessor to ED). After four years in that position, he became the youngest attorney ever appointed to the position of Branch Chief of the Adult and Vocational Education Branch in the Office of General Counsel. When Congress created ED in 1980, Mr. Brustein played a pivotal role in determining its structure by serving on the transition team. That structure is still in place today.

Mr. Brustein's established expertise in vocational education and workforce development is widely recognized by Congressional members and staff, as well as by national associations. Staff members at both the House Committee on Education and the Workforce and the Senate Committee on Health, Education, Labor and Pensions have requested Mr. Brustein's participation in the legislative process on numerous occasions. He has assisted in the drafting of numerous pieces of

federal education legislation, including GEPA, the Perkins Act, the Adult Education and Family Literacy Act, and the School-to-Work Opportunities Act.

Mr. Brustein's particular areas of expertise include career and technical education, adult education, workforce development, OMB Uniform Grants Guidance, EDGAR, and GEPA.

Steven Spillan, Esq., Partner

Steven A. Spillan joined Brustein & Manasevit, PLLC in January 2006 as a Legislative Assistant. In 2011, Mr. Spillan became an Associate with the Firm and in 2020 he became a Partner. Mr. Spillan assists clients with federal grants management and various federal education programs, including the Elementary and Secondary Education Act, the Strengthening Career & Technical Education for the 21st Century Act, the Workforce Innovation & Opportunity Act, the Higher Education Act, the Federal Funding Accountability & Transparency Act, the Digital Accountability & Transparency Act, and the Family Educational Rights and Privacy Act.

Mr. Spillan also works with clients on compliance with applicable rules and regulations under the Uniform Grant Guidance, as adopted by the Education Department General Administrative Regulations. This includes providing training on applicable grants management rules, assisting clients with drafting/updating written policies and procedures for their federal grants, conducting mock monitoring reviews to detect any material weakness in a non-federal entity's internal controls, and assisting clients in resolving any audit or monitoring findings. In addition, Mr. Spillan works with the Legislative Director and clients to develop their federal legislative strategies and facilitates their representation before Congress and administrative agencies. As part of his legislative duties, Mr. Spillan monitors and writes about the federal budget process, education legislation, and important administrative actions to keep clients informed of activities in Washington that can affect their federal programs. In 2020, he became a Certified Grants Management Specialist.

Mr. Spillan received his J.D. from the Catholic University of America's Columbus School of Law in May 2011. He earned his Bachelor of Arts in Political Science from American University in 2005. Mr. Spillan is admitted to practice law in the District of Columbia.

Kelly Christiansen, Legislative Analyst

Kelly Christiansen joined Brustein & Manasevit, PLLC in August 2015 as a Legislative Assistant and was promoted to Legislative Analyst in 2019. Ms. Christiansen helps monitor federal proceedings that affect education funding for States, districts, and other clients and tracks and interprets federal regulations, judicial decisions, and guidance regarding education issues. She also contributes to Brustein & Manasevit's weekly *Federal Update* for the Firm's clients.

As part of her work, Ms. Christiansen provides support to Firm partners and associates on a wide range of federal education matters, including programs under the ESEA, Perkins, and WIOA. She

reviews and interprets new guidance and regulations from the U.S. Departments of Education and Labor, has supported Firm staff in reviewing State applications for grants programs, such as State plans under the Perkins program, and provides research support as client questions arise on federal education programs, including on fiscal requirements and allowable uses of funds.

Cost Proposal

The hourly rate for all attorneys conducting services under this contract, if awarded, will be \$300 per hour. In addition, any services provided by the Firm's legislative analyst will be charged at \$125 per hour.

The Firm will bill Workforce West Virginia monthly and provide a detailed invoice of all services completed that month and which staff member conducted those services. All services will be billed in one-tenth hour increments.

Thank you for your interest in our Firm. If you have any questions regarding this quote, please feel free to reach out to Michael Brustein at mbrustein@bruman.com or (202) 965-3652.