



May 26, 2009

Roberta Wagner
State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

REF: RFQ # BCF10001

Dear Ms. Wagner:

Enclosed please find an original and one copy of our bid on the referenced Request for Quotation (BCF#10001). The vendor proposed is the West Virginia University Research Corporation on behalf of the Center for Excellence in Disabilities (CED).

Questions regarding this bid may be addressed to Dr. Ashok Dey, Director of the CED. Dr. Dey's contact information is contained in our bid.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mary Jane Buckland', is written over the typed name and title.

Mary Jane Buckland
Senior Associate Director

/mjb
Enclosures

C: Ashok Dey

RECEIVED

2009 MAY 27 A 10:29

PURCHASING DIVISION
STATE OF WV



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

Request for Quotation

RFQ NUMBER
BCF10001

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

*709054530 304-293-3998
 WVU RESEARCH CORPORATION
 886 CHESTNUT RIDGE ROAD
 PO BOX 6845
 MORGANTOWN WV 26506-6845

HEALTH AND HUMAN RESOURCES
 BCF - COMMISSIONER'S OFFICE
 350 CAPITOL STREET, ROOM 730
 CHARLESTON, WV
 25301-3711 304-558-4682

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/14/2009				

BID OPENING DATE: 05/28/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1 1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. EXHIBIT 10 REQUISITION NO.: BCF10001 ADDENDUM ACKNOWLEDGEMENT I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC. ADDENDUM NO. S: NO. 1 <input checked="" type="checkbox"/> NO. 2 NO. 3 NO. 4 NO. 5 I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>[Signature]</i>	TELEPHONE 304-293-7398	DATE 5/26/09
TITLE Secretary WVRUC	FEIN 55-0665758	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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<p>VENDOR MUST CLEARLY 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.</p> <p>..... <i>[Signature]</i></p> <p>SIGNATURE</p> <p><i>West Virginia University Research Corporation</i></p> <p>COMPANY</p> <p>..... <i>5/28/09</i></p> <p>DATE</p> <p>REV. 11/96</p> <p>END OF ADDENDUM NO. 1</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Secretary, WVUCC</i>	304-293-7398	
FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
55-0665758		

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Question: Since the "Federal financial participation is available at the rates of seventy-five percent (75%) in the costs" of training, Is there a cost sharing obligation by the vendor to contribute the remaining 25%? (See page 5 of the RFQ, last sentence of Paragraph one under "Project Background)

Answer: There is no cost sharing obligation by the vendor.

Question: If a vendor proposes a fourth position to full-full the statement of work, would said vendor be considered in violation of the mandatory requirement that vendor must provide three full-time staff?

Answer: The vendors bid shall not be for more than nor less than three full time staff.

Question: Definition of full-time staff. If vendor's corporate/institutional policy for a full-time staff member is 37.5 hours per week, would vendor be considered in violation of the Mandatory Requirements of the RFQ? (See Page 6 of RFQ, last paragraph)

Answer: As all Department employees are allocated a 30 minute paid lunch period daily, the paragraph shall be amended as follows to reflect a minimum of a 37.5 hour work week.

"Full time staff" is considered to be a minimum of 37.5 working hours per week with time off granted as would be allowed for a full time employee of the State of WV relative to normal sick, vacation and holiday time.

Question: Given that the RFQ is rolling up all proposed expenses into a lump sum tied to a staff position, what criteria will be used to review for approval "detailed monthly invoices"?

Answer: The amount of monthly invoices will be the monthly amount included on the submitted "Vendor Bid Summary". Monthly invoices shall include the position being billed for, the employee's name and the monthly amount less a prorated adjustment for any time short of a full month if necessary. Should calculation of an hourly rate be necessary for an adjustment of less than a full month, the rate shall be the annual amount for the position divided by 2080.

End of Addendum #1



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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR		785-70		
PROFESSIONAL AND SUPPORT SERVICES REQUEST FOR QUOTATION TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E PER THE ATTACHED SPECIFICATIONS. SERVICE BEGINNING JULY 1, 2009 AND EXTENDING UNTIL JUNE 30, 2010. WITH THE OPTION OF TWO (2), ONE (1) YEAR PERIODS. VENDOR SHALL SUBMIT DETAILED MONTHLY INVOICES, IN ARREARS. AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING SPECIFICATIONS. BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER. CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-293-7398	DATE 5/26/09
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TITLE Secretary, WVURC	FEIN 55-0665758	ADDRESS CHANGES TO BE NOTED ABOVE
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<p>SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON JULY 1, 2009..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 5/12/2009. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Alan B. Mabo</i>	TELEPHONE 304-293-7398	DATE 5/26/09	
TITLE Secretary, WVURE	FEIN 53-0665758	ADDRESS CHANGES TO BE NOTED ABOVE	

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<p>ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311</p> <p>FAX: 304-558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="padding-left: 40px;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED.</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:-----RW/FILE 22-----</p> <p>RFQ. NO.:-----BCF10001-----</p>						

SIGNATURE		SEE REVERSE SIDE FOR TERMS AND CONDITIONS		TELEPHONE 304-293-7398	DATE 5/26/09
TITLE Secretary, WVURC	FEIN 55-0665758	ADDRESS CHANGES TO BE NOTED ABOVE			

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING DATE: -----5/28/2009----- BID OPENING TIME: -----1:30 PM----- PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: <u>304-293-6496</u> CONTACT PERSON (PLEASE PRINT CLEARLY): <u>Ashok Dey, Director</u> <u>WVU, Center for Excellence in Disabilities (CED)</u> ***** THIS IS THE END OF RFQ BCF10001 ***** TOTAL: <u>198,000.00</u>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>[Signature]</i>	TELEPHONE 304-293-7398	DATE 5/28/09
TITLE Secretary WVURC	FEIN 550665758	ADDRESS CHANGES TO BE NOTED ABOVE

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STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code**. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code** and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the **West Virginia Code** may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she 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/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (**West Virginia Code §61-5-3**), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: WVU Research CorporationAuthorized Signature: [Signature] Date: 5/26/09

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. Application is made for 2.5% resident vendor preference for the reason checked:

- _____ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 _____ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 _____ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

2. Application is made for 2.5% resident vendor preference for the reason checked:

- _____ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

3. Application is made for 2.5% resident vendor preference for the reason checked:

- _____ Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

4. Application is made for 5% resident vendor preference for the reason checked:

- Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

- _____ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

- _____ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: WVU Research Corporation Signed: [Signature]
 Date: 5/26/09 Title: Secretary, WVURC

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

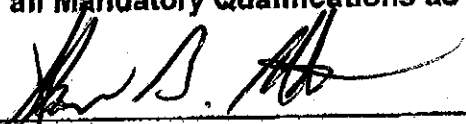
management.

Vendor Bid Summary

Position	Annual Amount	Monthly Amount (Annual /12)
Position One	\$79,200	\$6,600
Position Two	\$89,100	\$7,425
Position Three	\$29,700	\$2,475
Total Bid (Sum of three Positions)	\$198,000	

Estimated travel and materials expense of \$10,000 (total for all three staff) should be included as part of the total bid and incorporated into the cost of the three positions.

Vendor must bid all tasks listed above. Vendor must provide documentation supporting the meeting of all Mandatory Qualifications as listed.

Vendor Signature: 
Alan B. Martin, Secretary, MVURC

Date: 5/26/09

Cover Page
West Virginia University Research Corporation

Title of Proposal: **Title IV-E Child Welfare Curriculum Development and Implementation Project – In response to Request for Quotation RFQ# BCF10001**

Submitted to: State of West Virginia, Department of Administration
Purchasing Division, Building 15
2019 Washington Street, East
Charleston, WV 25305-0130

Submitted by: West Virginia University Research Corporation
886 Chestnut Ridge Road, PO Box 6845
Morgantown, WV 26506-6845

Federal or Entity Identification Number: 550665758

DUNS: 191510239

Institutional Address: Office of Sponsored Programs
886 Chestnut Ridge Road
PO Box 6845
West Virginia University
Morgantown, WV 26506-6845

Telephone: (304) 293-3998
Facsimile: (304) 293-7435

Project Director: Ashok S. Dey, Ph.D.
Title: Director, Center for Excellence in Disabilities

College: Robert C. Byrd, Health Sciences Center


Campus Address: PO Box 6870
Morgantown, WV 26506-6870

Telephone: (304) 293-2914


Amount Requested: \$198,000

Proposed Starting Date: July 1, 2009

Proposed End Date: June 30, 2010



Alan B. Martin, Secretary
WVU Research Corporation



Date

**Request for Quotation
RFQ # BCF10001**

**Title IV-E Child Welfare Curriculum Development
And Implementation Project**

Project Objectives

The proposed project will:

- 1) Assist the Division of Training to identify training needs and evaluate the impact of its child welfare training.
- 2) Develop training curricula to meet those identified training needs based on recognized best practices in child welfare and social work.
- 3) Provide technical assistance in child welfare to the BCF Division of Training, DHHR staff and other child welfare training partners.
- 4) Coordinate the activities of the WV Social Work Education Consortium (SWEC) with the identified training goals and needs of the BCF Division of Training, and ensure these activities are consistent with the requirements of the Title IV-E Child Welfare Program.

Work Plan

New worker training:

Within 6 months of award of contract, the following activities will be undertaken:

1. Research will be completed on evidence based practice and other states' training curricula
2. All modules for Foundation classes will be developed
3. Ensure relevant Council on Accreditation standards are embedded within the curriculum
4. Modules will be submitted for comment
5. An implementation plan will be developed, which will include plans for training Trainers, and assuring Trainer competencies

Within one year of grant award, the following activities will be undertaken:

1. Develop supervisor training and materials for educating field supervisors on changes in curriculum
2. Develop evaluation strategies and outcome measurements for training implementation
3. Monitor implementation and identify problem areas and recommended changes to address problem area
4. Provide training to BCF field staff on topics relevant to the goals and needs identified by the Bureau of Children and Families and dependent on specialized areas of expertise

WV Program Improvement Plan and Child and Family Services Five Year Plan

Within one year of grant award, the following activities will be undertaken:

1. Assist the Division of Training in developing and implementing curricula and training modules related to the Child and Family Services Federal Review and West Virginia Program Improvement Plan
2. Assist the Division of Training in developing and implementing curricula and training modules related to the Child and Family Services Five Year Plan
3. Assist in the development of child welfare training modules on policies and programs as defined by the Policy Units and the Division of Training

Professional development for tenured child welfare staff

Within 6 months of award of contract, the following activities will be undertaken:

1. Identify topic areas relevant to the needs identified in the Program Improvement Plan, and research availability of existing curricula
2. Collaborate with the Social Work Education Consortium (SWEC) in identifying relevant topic areas and developing a schedule at least quarterly
3. Develop a protocol with regional trainers for scheduling and announcing the schedule of trainings to field staff
4. Develop learning objectives for identified topic areas and monitor scheduling of continuing education opportunities

Within one year of grant award, the following activities will be undertaken

1. Monitor SWEC grant activities to ensure compliance with provision of professional development activities
2. Monitor workshop evaluations to identify participant satisfaction and potential curriculum changes
3. Collaborate with the SWEC, Division on Training Staff and regional management staff in develop a structure for identifying training needs of field staff
4. Provide training to BCF field staff on topics relevant to the goals and needs identified by the Bureau of Children and Families and dependent on specialized areas of expertise
5. Work with SWEC to develop relevant education to accommodate social work education activities and access relevant to social work licensure requirements

Title IV E Stipends

Within six months of grant award, the following activities will be undertaken:

1. Modifying tracking database to identify stipend students who have not honored their work obligation
2. Identify repayment processes of each participating school
3. Research other states' stipend repayment initiatives

Within one year of grant award, the following activities will be undertaken

1. Develop a structure and process for stipend repayment

Supervisory Training

Within six months of grant award, the following activities will be undertaken:

1. Work with SWEC to identify content areas for graduate Child Welfare supervisory track

2. Collaborate with SWEC and the Bureau for Children and Families on marketing course availability and scheduling to relevant field staff
3. Identify barriers and resource needs

Within one year of grant award, the following activities will be undertaken

1. Develop an implementation plan for the Comprehensive Child Welfare supervisory training track
2. Continue implementation of the Workforce Recruitment and Development Plan
3. Work with the schools to develop new initiatives and technology to support workforce recruitment, retention and credentialing in accordance with the Bureau's staffing needs and meeting Council on Accreditation (COA) child welfare training requirements

Development of a Needs Assessment and Evaluation Process for Division of Training

Within one year of grant award, the following activities will be undertaken:

1. Research other states' needs assessment and evaluation structures and processes
2. Provide technical assistance in the development, implementation and ongoing operation of statewide child welfare training and needs assessment and evaluation
3. Identify levels of needs assessment
4. Explore partnering with SWEC to expand evaluation capacities
5. Develop a multi level evaluation proposal for the Division of Training

Fostering Connections

Within six months of grant award, the following activities will be undertaken:

1. Identify staff training and program needs relevant to Public Law 110-350
2. Research federal program instructions and other states' initiatives in implementing the various provisions of the Act

Within one year of grant award, the following activities will be undertaken:

1. Develop relevant curriculum and training for implementing the various provisions of the Act
3. Utilize partnerships with the Social Work Education Consortium in assisting the state in understanding and implementing expanded access of federal training dollars
4. Identify resources and working relationship with the courts, attorneys, guardian ad litem, CASAS, and provider agencies to assist in developing protocols for implementation of the Act

Ongoing Technical Assistance and Supportive Activities

1. Develop and implement training and resources for trainers within the Division of Training on topics such as curriculum design, presentation methods, and adult learning
2. Provide support and technical assistance to SWEC on funding and service initiatives

3. Coordinate the activities of the Social Work Education Consortium with the needs and goals identified by the Bureau for Children and Families the Division of Training, Regional Management staff, and Regional Homefinding staff.
4. Serve as a liaison between the SWEC and Departmental staff and participate in quarterly field meetings and other relevant meetings to ensure ongoing collaboration
5. Monitor performance based contract expectations of participation schools
6. Identify barriers and needs on contract initiatives and in conjunction with Departmental and SWEC staff, develop recommendations to address problem areas
7. Collect, analyze and report on relevant data, including but not limited to quarterly reports for SWEC, training evaluation data, staffing data, and other data necessary to assist the Bureau for Children and Families in meeting its staffing and service provision needs
8. Develop and maintain a Training Database to track trainee's completion of pre service and in service training
9. Continue to expand technology based training opportunities with Blackboard curriculum design and management
10. Submit Monthly Report to Director BCF Training Division on progress on activities

Documentation of Qualifications

Staff Qualifications	List Name of Bid Attachment Where Meeting of Qualification Documented
Position One (Name of Employee) →	Frances Ann Riddell
Master's Degree in Social Work	Diploma (Copy)
Five years experience in public child welfare	Resume/Including References
Two years of post-MSW practice experience in child welfare	Resume/Including References
Certification in instructional design	Certificate (Copy)
Two years of demonstrated knowledge and experience in training methodology and evaluation methods	Resume/Including References
Position Two (Name of Employee) →	Vickie James
Master's Degree in Social Work	Diploma
Five years experience in child welfare	Resume
Including two years experience working with Social Work Higher Education	Resume/Including References SWEC Contacts/References
Two years of post-MSW practice experience in child welfare	Resume/Academy of Certified SW Certificates/LCSW License
Three years experience with facilitation, program planning and development, and negotiation related to child welfare	Resume/Including References
Demonstrated knowledge of Title IVE regulations, funding, and resources related to public child welfare training	Resume/Including References SWEC Contacts/References
Position Three (Name of Employee) →	Christi Evans
Certification in Microsoft Office Suite 2007	Resume
Including demonstrated proficiency in Power Point, Excel, and Access	Resume/Including References
Three years experience or coursework related to information technology and web-based curriculum design and	Resume/Certificates

WEST VIRGINIA UNIVERSITY

EBERLY COLLEGE OF ARTS AND SCIENCES
School of Applied Social Sciences
Division of Social Work

*Know all persons by these presents
that the West Virginia University Board of Governors
upon the recommendation of the faculty
has conferred upon*

FRANCES ANN RIDDELL

The Degree of

MASTER OF SOCIAL WORK

*With all the rights, honors, and privileges hereunto
appertaining. Witness the seal of the university and the
signatures of its duly authorized officers hereunto
affixed this nineteenth day of May,
two thousand two.*




President of the University



Chair, West Virginia University
Board of Governors



Dean of the College

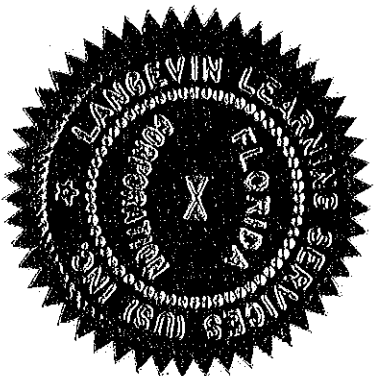


Professor and Vice President
for Academic Affairs and Research



LANGEVIN
LEARNING SERVICES
(US) Inc.

The World's Largest Train-The-Trainer Company



Certifies that

Frances Ann Riddell

*has successfully completed the requirements of
professional certification as*

Instructional Designer/Developer

May 16, 2008

Dated

Ralph Langevin

Ralph Langevin, President

Frances Ann Riddell
119 Beech Avenue
Oak Hill, WV 25901
(H) 304-465-5644 (cell) 304-573-0318
E-mail: riddell1@suddenlink.net

Education

- 2002 Master of Social Work, Community Organization/Social Administration,
Children and Family, West Virginia University, Morgantown, WV
- 1970 Bachelor of Arts, Secondary Education, Comprehensive Social Studies and
Language Arts, Glenville State College, Glenville, WV

Certifications

WV Social Work License

Instructional Design and Development

Experience

2004-Present West Virginia University Center for Excellence in Disabilities, Training and
Technical Assistance Specialist, Development of child welfare curricula and training
modules for Department of Health and Human Resources, Bureau for Children and
Families, Division of Training

2008 Concord University, Adjunct Instructor BSW Program

2007 West Virginia University, Adjunct Instructor MSW Program

2006 Mountain State University, Adjunct Instructor BSW Program.

1991 -2004 West Virginia Department of Health and Human Resources, Beckley, WV,
Regional Foster Care Home Finding Supervisor and Regional Adoption Supervisor,
Child Welfare

1977-1991 West Virginia Department of Health and Human Resources, Fayetteville,
WV. Child Welfare Services, Foster Care and Child Protective Services

1975-1976 Portsmouth Interstate Business College, Portsmouth, OH, Sociology
Instructor

1974-1975 West Virginia Department of Welfare, Fayetteville, WV. Children and Family
Services.

1970-1973 West Virginia Department of Welfare, Spencer and Fayetteville, WV
Economic Service Worker

Presentations

Foster/Adoptive Parent Recruitment

Continuous Quality Improvement, Total Quality Management

Family Centered Practice

Permanency Planning for Children

West Virginia Department of Health and Human Services Foster Care Policy
Adoption

Professional Organization:

National Association of Social Workers

Professional Activities

2003-2005 National Association of Social Workers WV Chapter Board of
Directors

2003-2004 Agency Supervisor, Bachelor of Social Work Intern, Mountain State
University

2002 NASW Conference, Presented networking session Truancy Diversion Program

2001 Family Centered Practice Celebration, Organizer and Presenter

2000 Agency Supervisor, Bachelor of Social Work Intern, Marshall University

1999 Organized Statewide Home Finding/Adoption Conference

1998-2003 Family Centered Practice Celebration Planning Committee

1994-2004 Region IV Children's Summit Community Assessment Development
Committee

Community Activities

1989- 2005 Mt. Hope Federated League, GFWC, Mount Hope, WV

1995-1996 Beckley United Methodist Center, Board of Directors, Beckley, WV

1977-1978 Contact Crisis Hotline, Board of Directors, Oak Hill, WV

1975 Drug Abuse Hotline Telephone, Volunteer, Portsmouth, OH

1973-1975 Contact Crisis Hotline, Volunteer, Oak Hill, WV

References

Susan M. Richards, Director
WV Department of Health and Human Resources
Bureau for Children and Families, Division of Training
350 Capitol Street, Room B-18
Charleston, WV 25301
(304) 558-5732

Kelli Holbrook Nichols, MSW
Child Welfare Consultant
WV Department of Health and Human Resources
#174 Rt. 3 East
Union, WV 24983
(304) 772-3013

VICKIE JAMES

380 Sunset Drive • Elkview, WV 25071 • 965-7889 (Home); 558-8011 (work); 610-8557(cell) • vjames6025@aol.com

OBJECTIVE

A position that will provide challenge and professional growth, while utilizing skills of leadership, management, strategic thinking, policy analysis, governmental relations and clinical knowledge acquired through 28 years of experience in child welfare and mental health systems

EMPLOYMENT

TITLE IV-E TRAINING COORDINATOR

WV University/Center for Excellence in Disabilities

NOVEMBER 2006-PRESENT

350 Capitol St., Charleston WV

This position is contracted to the Division of Training, Bureau for Children Families and is generally responsible for overseeing the partnership between the state's five public accredited schools of social work (Social Work Education Consortium) and the WV Department of Health and Human Resources (WVDHHR). Specific job responsibilities include: coordinate the activities of the Social Work Education Consortium with the needs and goals identified by the Bureau for Children and Families and the Division of Training; research best practice in evidence based child welfare practice, adult learning ,training methods, and curriculum design and assist in the development of training curricula and modules for child welfare staff; serve as a liaison between the SWEC and Departmental staff and participate in quarterly field meetings and other relevant meetings to ensure ongoing collaboration; monitor performance based contract expectations of participating schools; identify barriers and needs of contract initiatives and in conjunction with Departmental and SWEC staff, develop recommendations to address problem areas; work with the schools to develop new initiatives and technology to support workforce recruitment, retention of credentialing in accordance with the Bureau's staffing needs and meeting Council on Accreditation (COA) child welfare training requirements

SOCIAL WORKER (*Per Diem*)

HUBBARD HOSPICE HOUSE

APRIL 2006-PRESENT

1001 KENNAWAHA DRIVE, CHARLESTON WV

Specific job responsibilities include completion of psychosocial assessments for patients and families, and formulation of a subsequent care plan; working in cooperation with other members of the interdisciplinary team to coordinate the care needs of patient/family; providing ongoing support and counseling to patients and families; discharge planning; bereavement follow up

CONSULTANT

Division of Juvenile Services

OCTOBER 2005-JUNE 2006

1200 Quarrier St., Charleston, WV

This contract required the identification of specific programmatic and statutory requirements necessary for the Division of Juvenile Services to implement in order to obtain federal funding reimbursement including Title IV E funds and Medicaid. This contract also included programmatic development for the two staff secure programs at Barbourville and Mt. Hope.

EXECUTIVE DIRECTOR

West Virginia Child Care Association

MAY 1992-FEBRUARY 2005

One United Way Square, Charleston WV

Directed the activities of a statewide trade organization representing private child welfare agencies operating a wide spectrum of programs for children who have experienced abuse, neglect, emotional and behavioral disabilities, substance abuse and/or delinquency. Responsibilities included governmental relations with the Executive and Legislative branches of state government, working with the Board of Director in developing and facilitating the implementation of the Association's strategic plan, managing the resources of the agency to achieve desired goals related to its mission to of provision of quality programming for the industry, training and technical assistance, increasing public awareness on the needs of children and families and member agencies, and advocacy.

HEALTH EDUCATOR

JUNE 1990-APRIL 1992

*West Virginia Department of Health and Human Resources
Bureau of Public Health/AIDS Program*

Charleston, WV

This was a part time contract position that enabled me to spend time with my infant son, while providing specialized educational programs on HIV/AIDS to all disciplines of health professionals, and assisting health care facilities in the development of policies and protocols to prevent infection. In response to identified trends, I also developed an educational program to educate women at risk of infection.

INTERAGENCY COORDINATOR

DECEMBER 1988-SEPTEMBER 1989

*West Virginia Department of Health and Human Resources
Office of Behavioral Health Services*

Charleston, WV

This contract position, funded under OJJDP, was designed to promote interagency collaboration and joint planning and service delivery between state child serving agencies at both the State and regional levels. Responsibilities included working under the direction of the State Level Interagency Management Team, assisting in the development of local interdisciplinary training model, working on development of new funding mixes/models to maximize all potential resources.

CLINICAL CASE MANAGER

OCTOBER 1987-NOVEMBER 1988

*West Virginia Department of Health and Human Resources
Office of Social Services*

Charleston, WV

This contract position was a result of a project initiated by the Office of Social Services, "Project Homecoming" to return children placed out of state. Responsibilities included identifying and facilitating the return of youth placed out of state in residential treatment, provision of technical assistance and case consultation to field staff and juvenile probation officers in preventing out of state placement; and negotiation with instate providers to develop service capacity to appropriately serve emotionally disturbed youth. The number of children out of state decreased by over a third (158 to 100) during the time I held this position.

CHILD PROTECTION SERVICES SPECIALIST

APRIL 1987-SEPTEMBER 1987

Children's Home Society of West Virginia

Charleston, WV

Following a move to Charleston, I transferred within the agency and worked in the Charleston Housing Projects providing Child Protective Services. Job responsibilities included screening and investigating complaints of child abuse and neglect, and developing appropriate intervention plans for children and families.

SHELTER DIRECTOR

DECEMBER 1984-MARCH 1987

Children's Home Society of West Virginia, Paul Miller Shelter

Northfork, WV

Directed and managed the operation of a children's emergency shelter serving youth in crisis between the ages of 7-17 years of age. The position entailed development of shelter programming and ensuring compliance with all licensing regulations, development of community resources and fund-raising, staff supervision and training.

COUNSELOR I

DECEMBER 1982-DECEMBER 1984

Southern Highlands Community Mental Health Center

Welch, WV

Coordinated a pre-vocational and work adjustment program for chronically mentally ill adults, supervising three aide positions, and provided intake, crisis intervention and individual and family counseling for persons in need of mental health treatment. In response to identified service gaps, developed clinical specialties and service to children and families within the Welch clinic.

DEVELOPMENTAL COUNSELING PROGRAM COORDINATOR

JULY 1977-DECEMBER 1982

Southern Highlands Community Mental Health Center

Welch, WV

Developed and coordinated a two county early intervention program for developmentally delayed children, ages 0-5 years. Responsibilities included program development and management, staff

supervision of two aide positions, development of multi disciplinary treatment plans for children, and educating parents on specific techniques of intervention.

DEVELOPMENTAL ACTIVITY PROGRAM COORDINATOR 1979-1981
Southern Highlands Community Mental Health Center Welch, WV

In addition to coordinating the clinic's early intervention program, I also managed a daily day treatment program for mentally disabled adults during a position vacancy freeze coinciding with a colleague's terminal illness. Additional program responsibilities included program planning and management and supervision of an additional three aide positions.

EDUCATION

MASTER OF SOCIAL WORK 1992-1995
West Virginia University Morgantown, WV

BACHELOR OF ARTS; MAJOR PSYCHOLOGY, MINOR HISTORY 1973-1977
Concord College Athens, WV

SKILLS

- *Strategic thinking and policy analysis*
- *Negotiation and problem solving*
- *Leadership and management*
- *Governmental relations*
- *Team building*
- *Oral and written communication skills*
- *Knowledge of mental health, child welfare and juvenile justice service delivery systems in West Virginia, state statute and public policy, and state and federal funding streams*
- *Self motivated and proficient at multi- tasking*
- *Excellent computer proficiency*

PROFESSIONAL AFFILIATIONS

- *Licensed Certified Social Worker*
- *Member, Academy of Certified Social Workers*
- *Member, National Association of Social Workers and Chair of NASW Action Committee*
- *Member, Governor's Committee on Crime, Delinquency and Prevention since 1996*
- *Member, Policy Committee, TEAM of WV*
- *Past Board member and co-chair of Coalition for WV's Children*
- *Member of TANF Advisory Council in 2001 and 2004*
- *Member of Governor Elect Manchin's Transition Team for Social Services-Children and Families Subcommittee and Member of Governor Wise's Transition Team for Children, and Chair of Child Welfare Subcommittee*

REFERENCES

- *Susan Richards, Director, Division of Training, Bureau for Children and Families, WV Department of Health and Human Resources, Charleston, WV 25301 (304) 558-5732; email Susan.M.Richards@wv.gov*
- *Sam Hickman, Executive Director, WV Chapter of National Association of Social Workers Charleston, WV (304) 345-6279; email: NASWWV@aol.com*
- *Dennis Sutton, Executive Director, Children's Home Society of WV, Charleston, WV (304) 346-0795; email: Dsutton@childhswv.org*
- *Mary Katherine Robinson, Administrator or Kathy Gastinger, Social Worker, Hubbard Hospice House, Charleston, WV (304)926-2200 or 926-2224; email: Kgastinger@aol.com*

WEST VIRGINIA UNIVERSITY



THE SCHOOL OF SOCIAL WORK

KNOW ALL PERSONS BY THESE PRESENTS
THAT THE UNIVERSITY OF WEST VIRGINIA BOARD OF TRUSTEES
UPON THE RECOMMENDATION OF THE FACULTY
HAS CONFERRED UPON

VICKIE LYNN JAMES

THE DEGREE OF

MASTER OF SOCIAL WORK

WITH ALL THE RIGHTS, HONORS AND PRIVILEGES THEREUNTO
APPERTAINING. WITNESS THE SEAL OF THE UNIVERSITY
AND THE SIGNATURES OF ITS DULY AUTHORIZED OFFICERS
HEREUNTO AFFIXED THIS FOURTEENTH DAY OF MAY,
NINETEEN HUNDRED NINETY-FIVE

Neil S. Bushless

PRESIDENT OF THE UNIVERSITY

Raven K. Harper

DEAN OF THE COLLEGE

John R. Hollitt

CHAIR, UNIVERSITY OF WEST VIRGINIA
BOARD OF TRUSTEES

William M. ...

CHANCELLOR, UNIVERSITY OF WEST VIRGINIA
BOARD OF TRUSTEES

State of West Virginia Board of Social Work Examiners

This is to certify that

VICKIE JAMES, MSW

has met the requirements of this Board and regulations set forth in the West Virginia Code
and is hereby licensed in the professional practice of

Social Work

at the following level:

CERTIFIED SOCIAL WORKER

subject to provisions of renewal and revocation

License Number

CP00817429

Effective Date

01-Jan-07

Expiration Date

01-Jan-09

sealed and attested

CHAIR

SECRETARY

IN WITNESS WHEREOF, THE WEST VIRGINIA
STATE BOARD OF SOCIAL WORK EXAMINERS,
by virtue of the authority vested in it by Article 30 of
the West Virginia Code of April 9, 1993, has caused
a license to be issued with its seal imprinted on the
date shown above.



NATIONAL ASSOCIATION OF SOCIAL WORKERS

Certifies that

Vickie Lynn James

*has fulfilled the education, training,
and experience requirements established
by the Competence Certification Commission
and is a member of the*
Academy of Certified Social Workers

MEMBERSHIP ENTRY DATE OF

June 10, 2008

Carol M. Boyd

CAROL M. BOYD, EDD, LCSW, ACSW, CASWCM
CHAIR
NASW Competence Certification Commission

Eivira Craig de Silva

EIVIRA CRAIG de SILVA, DSW, ACSW
PRESIDENT
National Association of Social Workers

Elizabeth J. Clark

ELIZABETH J. CLARK, PHD, ACSW, MPH
EXECUTIVE DIRECTOR
National Association of Social Workers



National Association of Social Workers

SWEC Contacts

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Morgantown, WV 26506-6830
Email: Karen.harper-dorton@mail.wvu.edu

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Old Main 307
One John Marshall Drive
Huntington, WV 25755-9465
Email: gottlieb@marshall.edu

Dr. Doug Horner, Chair
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Shepherdstown, WV 25443
Email: dhorner@shepherd.edu

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Athens, WV 24712
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Department of Social Work
Concord University
PO Box 1000
Athens, WV 24712
Email: whittakers@concord.edu

401 Surrey Ter
St. Albans, WV 25177
(304) 395-2348
chrjayev@hotmail.com

Christi D. Evans

Objective

I am actively seeking a challenging position. The company I would prefer is dynamic and progressive with growth-oriented positions where my creative talents and innovative capabilities can be efficiently utilized.

Experience

January 2008-Present WVU Morgantown, WV
Office Assistant

- Working with the Division Of Training under a Grant IV-E
- Creating Databases to track Student/Parent Data
- Taking Minutes for meetings
- Travel arrangements and other assignments as assigned

May 2007- January 2998 Charleston Newspaper Charleston, WV
Computer Operator

- Help Desk Operator
- Ran Nightly Reports
- Nightly Backups
- Updated Web-Info Daily

February 2006-Feb 2007 Integrated Benefits, Inc. Charleston, WV
Sales Support Analyst

- Calculate Commissions
- Update/Maintain Webpage
- Accounts Receivable (Peachtree)
- Accounts Payable (Peachtree)
- Run Reports (GBS)
- Create Documents
- IT Support/Help Desk

Sept 2005-Feb 2006 Express Personal Charleston, WV
Secretary/WVSCCT

- Answer Phones
- Register Students
- Payments by Phone
- Create Documents

- Maintain Database
- Maintain Webpage

Aug 2005-Sept 2005 Express Personal

Charleston, WV

Reception/Temp 6 Week

- Answer Phones
- Accounts Receivable
- Timesheets

Sept 2002-May 2004 Bert Wolfe Ford

Charleston, WV

Administrative Assistant

- Collected unpaid insurance claims
- Created documents in excel
- Programmed three Access Databases (Survey's, Customer Contacts, and General Employee Information)
- New Hire-Termination paperwork
- Pre-Interviewed for all positions
- Body Shop Administration
- Back-up Warranty Administrator
- Purchase Orders
- Customer Service Manager
- Drove the courtesy van, tagged and moved vehicles out of the lanes, worked in file room

May 2002- August 2002 South Charleston Stamping

South Charleston, WV

Support Operator

4 Month Contract

- Prepared for Audit
- Programmed Access Database
- Started Controlled Document System
- Help Desk
- Trainer

2001-2002 Extra's

Charleston, WV

Temp Administrative Assistant

Higher Education Policy Commission-6 month temp contract

- Answer Phones and Relay Messages
- Graphs, Charts
- Windows XP, Excel, Power Point, Word Perfect, Access, Internet downloads and exploration, and Outlook
- Data Entry
- Reports

- Help Desk

2000-2001

YWCA

Charleston, WV

Administrative Assistant

- The YWCA Sojourner's Shelter for Homeless Women and Families
- Accounts Payable
- Donations, Fund Raisers
- Prepare, proof, and maintain grants
- File, Faxed, Organized, and Answered Phones
- Window's 2000, Excel, MS Office, Access, Power Point, Internet exploration and downloads
- Converted all word perfect files to Microsoft word.
- Help Desk

1997-2002

Acordia National

Charleston, WV

Computer Operator

- AS400, RX6000, IBM 360\30, Reel to Reel
- Microsoft Software
- IBM Printers and a P6262
- Did nightly backups and processing
- Senior Trainer and Help Desk Operator

Education

2000-Present

WV State University

Dunbar, WV

- Business Administration/Information Technology
- Certificates: Macromedia Dreamweaver MX, Macromedia Flash, Quick Books, Microsoft Office 2007

1998

WV Career College

Charleston, WV

- Microsoft Certified
- Medical Claims and Insurance
- Medical Manager

1993-1995

University of Charleston

Charleston, WV

- Pre-Nursing

1992-1993

Ben Franklin

Dunbar, WV

- Medical Assistant
- Medical Terminology

Volunteer

2005-Present Capital City Striders Charleston, WV

500+ Hours

- Create/Maintain Web-Webmaster
- Grant Writing
- Building Database
- Chaperone
- Coach's Dinner
- AAU/USATF Secretary for this Region; Board Member

2006-Present Roxalana Gospel Tabernacle Charleston, WV

300+ Hours

- Concession Operations at Civic Center
- Concession Training at Civic Center
- Closing Books for Concession at Civic Center

2005 Season Jr Patriots Midget Wrestling Charleston, WV

2006 Season

30+ Hours

- Donation Letters

2004-2005 Kanawha County HeadStart South Charleston, WV

800+ Hours

- Classroom Volunteer
- Policy Council
- School Representative--Vice President

2004 Hope Community Development Center Charleston, WV

40 Hours

- Grant Information for Youth Grant due in July
- Submitted Grant
- General Office Work

References

Paul Gilmer
304-389-1982

Roland Tate
304-553-5087

Stacy Baisden
304-776-2833

Karen Workman
304-654-4195



SKILL CERTIFICATE

This certifies that

Christi Evans

Has successfully completed the requirements for
Web Page Design Using Macromedia Dreamweaver 8.0

Linda Nielsen
Signature _____ Date 12-1-05

Kurt Sore
Signature _____ Date 12-1-05





SKILL CERTIFICATE

This certifies that

Christi Evans

Has successfully completed the requirements for

Interactive Web Pages
Using Macromedia Flash MX

Linda Heber
Signature _____ Date 12-1-05

Kim Spaul
Signature _____ Date 12-1-05

WORKFORCE
West Virginia





SKILL CERTIFICATE

This certifies that

Christi Evans

Has successfully completed the requirements for

Microsoft Office 2007

Signature *Ronda Nielsen* Date 5-20-09

Signature *Ann S. Paul* Date 5-20-09

