



The Phillips Group

September 3, 2008

Department of Administration
Purchasing Division
Building 15
2019 Washington Street East
Charleston, WV 25305-0130

Re: Request for Quotation No. BCF90050

Dear Sir/Madam:

Please find enclosed a response to Request for Quotation number BCF90050, opening bid date September 4, 2008 at 1:30pm.

Included in our response you will find references and resumes for the project lead, Mr. Bill Phillips, Jr. as well as other project team members. Mr. Phillips demonstrates extensive experience in facilitation, training, and leadership coaching as well as strategic planning in both the public and government sectors. Project team members Kelly Stadelman, Tracy Fath and Jenny Phillips also possess outstanding knowledge and experience in these areas.

To further exhibit strength in strategic planning a narrative of the direct experience The Phillips Group team would bring to your project has been added. This is followed by an example of a recently executed community strategic plan managed and facilitated by these key members of our team. Finally, you will note the completed "Vendor Bid Summary Sheet" and "Purchasing Affidavit."

Your time and consideration of our response is much appreciated. Please feel free to contact us with questions.

Thank you,

Rachel Douglas

Enclosures (7)

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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
 BCF90050

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 1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

The Phillips Group
 98 Findley Street
 Elkins, WV 26241

SHIP TO

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	FOB	FREIGHT TERMS
08/06/2008				

BID OPENING DATE: 09/04/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
001	1	JB		961-20		
OPEN-END BLANKET CONTRACT PROFESSIONAL SERV. TO ASSIST IN DEVEL. OF STRATEGIC TO PROVIDE PROFESSIONAL SERVICES TO ASSIST IN THE DEVELOPMENT OF A FIVE YEAR STRATEGIC PLAN AND THE ESTABLISHMENT OF AN EFFECTIVE ORGANIZATIONAL VISION FOR THE FUTURE FOR THE BUREAU FOR CHILDREN AND FAMILIES PER THE ATTACHED SPECIFICATIONS. TERM OF THE AGREEMENT SHALL BE UPON AWARD AND CONTINUE FOR A PERIOD OF ONE YEAR, WITH THE OPTIONS OF (2) TWO, (1) ONE YEAR RENEWALS. EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON UPON AWARD 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						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Wh Phillips Jr</i>	TELEPHONE 304.636.5568	DATE 9.3.08
TITLE <i>President/CEO</i>	FED 55-0785628	ADDRESS CHANGES TO BE NOTED ABOVE

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

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **West Virginia Alcohol & Drug-Free Workplace Act:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications:
Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130,
Charleston, WV 25305-0130



State of West Virginia
 Department of Administration
 Purchasing Division
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<p>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>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *W. Phillips Jr.* TELEPHONE 304.636.5568 DATE 9-3-08
 TITLE President/CEO FEIN 55-0785628 ADDRESS CHANGES TO BE NOTED ABOVE

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



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<p>THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 8/19/08. 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: ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>John L. Phillips Jr.</i>	TELEPHONE 304.636.5568	DATE 9.3.08
TITLE <i>President CEO</i>	FEIN 55-0785628	ADDRESS CHANGES TO BE NOTED ABOVE

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PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV						
PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.						
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)						
A. APPLICATION IS MADE FOR 2.5% 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 HEAD-QUARTERS 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 VENDO						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>W.K. Phillips Jr.</i>	TELEPHONE 304.636.5548	DATE 9.3.08
TITLE President/CEO	FAX 35-0785628	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>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</p> <p>() BIDDER IS A CORPORATION 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.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>(<input checked="" type="checkbox"/>) 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;</p> <p>OR</p> <p>() 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 BIDDERS' 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.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *W. Phillips* TELEPHONE: 304-636-5568 DATE: 9-3-08
 TITLE: President/CEO FEIN: 55-0785628 ADDRESS CHANGES TO BE NOTED ABOVE

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



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<p>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) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; 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.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND 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.</p> <p>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.</p> <p>BIDDER: <u>The Phillips Group</u></p> <p>DATE: <u>9.3.08</u></p> <p>SIGNED: <u>W. Phillips Jr.</u></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <u>W. Phillips Jr.</u>	TELEPHONE <u>304.636.5568</u>	DATE <u>9.3.08</u>
TITLE <u>President & CEO</u>	FEDIN <u>55-0785028</u>	ADDRESS CHANGES TO BE NOTED ABOVE

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TITLE: <i>President/CEO</i>						
* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)						
NOTICE						
A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED.						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID						
BUYER: -----ROBERTA WAGNER/FILE 22-----						
RFQ NO : -----BCF90050-----						
BID OPENING DATE: -----9/4/2008-----						
BID OPENING TIME: -----1:30 PM-----						

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SIGNATURE <i>[Signature]</i>	TELEPHONE 304-636-5568	DATE 9.3.08
TITLE <i>President/CEO</i>	FAX 55-0785628	ADDRESS CHANGES TO BE NOTED ABOVE

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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 304.636.1707 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- Rachel Douglas -----						
***** THIS IS THE END OF RFQ BCF90050 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>M. Phillips</i>	TELEPHONE 304.636.5568	DATE 9-3-08
TITLE President/CEO	PEIN 55-0785628	ADDRESS CHANGES TO BE NOTED ABOVE

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Bill Phillips, Jr.
105 Sylvester Drive
Elkins, West Virginia 26241

304.636.5568 (Office)
304.636.1480 (Residence)
304.636.1707 (Office Fax)
bill@phillipsgroupideas.com

PROFESSIONAL EXPERIENCE

July, 2001 to Present	President/CEO The Phillips Group, Elkins, WV
September, 1997 July, 2001	Vice President for Development Davis Health System, Inc , Elkins, WV
November, 1996 September, 1997	Chief of Staff To the Governor of West Virginia
June, 1996 November, 1996	Campaign Manager Underwood for Governor, Charleston, WV
September, 1993 June, 1996	Assistant to President & Chief Executive Officer Davis Memorial Hospital, Elkins, WV
May 1991 to September, 1993	National Economic Development Representative Economic Development Administration, U. S Department of Commerce Washington, DC
September 1986 to May 1991	Director Tennessee Valley Authority, Washington, DC
November 1981 to September 1986	Director Office of Rural Development Policy, US Department of Agriculture, Washington, DC
June 1981 to November 1981	Assistant, Office of Congressional & Public Affairs (Temporary Position) U. S. Trade Representative, Office of the President, Washington, DC
January 1980 to June 1981	President Family Owned Business, Easton, MD
January 1979 to January 1980	Administrative Assistant to U. S. Representative Don Ritter U. S House of Representatives, Washington, DC

April 1975 to January 1979	Economic Development Administration, U. S. Department of Commerce, Washington, D. C. Special Assistant for Field Operations Special Assistant to the Assistant Secretary
January 1975 to April 1975	Administrative Assistant to U. S. Representative Robert Kasten, Jr. U. S. House of Representatives, Washington, DC
March 1970 to January 1975	Administrative Assistant to U. S. Representative Wilmer "Vinegar Bend" Mizell U. S. House of Representatives, Washington, DC
August 1969 to March 1970	Special Assistant to the Federal Co-Chairman Appalachian Regional Commission, Washington, DC
August 1965 to August 1969	Executive Director Association Management, Charleston, WV West Virginia Pharmaceutical Association West Virginia Society of Professional Engineers West Virginia Society of Certified Public Accountants

EDUCATION

Potomac State College, Keyser, West Virginia, A. A. Business
Administration
West Virginia Wesleyan College, Buckhannon, West Virginia, B. A.
in Business Administration
Davis and Elkins College, Elkins, West Virginia, post graduate
study in Journalism

PROFESSIONAL & CIVIC ACTIVITIES

Current

Director, Federal Home Loan Bank of Pittsburgh
Board of Directors, Cortland Acres, Thomas, WV
U. S. House of Representatives Administrative Assistants Alumni Association
Elkins-Randolph County Chamber of Commerce
Education Alliance of West Virginia
Board of Directors, The Appalachian Way

Past

Society for Healthcare Strategy & Market Development
WV Society for Healthcare Strategy & Market Development
WV Hospital Association, Legislative Committee
Joint Committee on Government Organization, Public Member
Elkins-Randolph County Chamber of Commerce, Board of Directors
United Way of Randolph County, Board of Directors
Randolph County Emergency Medical Services, Board of Directors
Planning Commission of Randolph County
Randolph County Development Authority
Named Distinguished West Virginian in 1997

References

Dr. Mark Doak
CEO, Davis Health System
Elkins, WV 26241
304-637-3159

Mr. Gary White
President and CEO
International Resources Partners, LLC
Gilbert, WV
304-664-3227

Kelly Stadelman
P.O. Box 127
Parsons, WV 26287
Telephone: (304) 478-2288
E-mail: kelly@phillipsgroupideas.com

WORK EXPERIENCE

THE PHILLIPS GROUP, Elkins, WV 3/06 – Present
• **Research and Strategic Planner** – Primary lead for Vision 2010, a strategic plan for the City of Elkins.

FAMILY RESOURCE NETWORK, Elkins & Parsons, WV 3/06 - Present
• **Coordinator** – Primary responsibilities include writing and securing grants for counties

THE PARSONS ADVOCATE, Parsons, WV 8/04 - Present
• **President** – Primary responsibilities include reporting, photography, circulation management and managing the financial aspect of company.

RMS STRATEGIES, INC., Charleston, WV 6/99 - Present
• **Senior Vice President (6/04 – present)** - Overall responsible for \$500,000 in revenue with focus on communication research, behavioral research and customer satisfaction studies. Experienced in developing detailed proposals and securing funds; leading sales and project teams; conducting qualitative research (focus groups, in-depth interviews) message/concept testing and quantitative research. Specific experience gained in working with universities, consulting for public and private health care organizations, tourism, lottery, air transportation, financial institutions and industrial firms

• **Manager Analytical Services (6/03 – 6/04)** – Primary responsibilities included marketing, business development and senior level client engagements. Responsible for generating \$300,000 in revenue in behavioral and product research and customer and employee satisfaction studies. Managed quantitative survey research and secondary research projects including data analysis, reporting and project budgets. Broad experience in crisis communication research and strategy development, advertising effectiveness and attitude and issue research.

• **Senior Project Manager (6/01 – 6/03)** - Responsible for generating \$200,000 in revenue. Primary responsibilities included managing qualitative and quantitative survey research projects including data collection, data analysis, reporting, client engagements and business development opportunities.

• **Research Analyst (6/99-5/01)** - Primary duties included survey design, data collection process and analysis and the reporting of research findings (including research-based implications and recommendations) to the client. Additional responsibilities included proposal writing, report writing and presentations. Broad experience in attitude studies, customer satisfaction, crisis communication and image studies.

ENTERPRISEWORKS WORLDWIDE, Washington D.C. 11/96 – 5/99
• **Senior Program Development Officer** in the Global Livestock Producers Program. Responsible for the management of the feed and production research and budget of the India Dairy Project (\$2.8 million); Designed feeding trials and managed livestock research; Conducted methane measurements in collaboration with the National Dairy Research Institute, India; Trained scientists and project managers; Secure grant funds from the USEPA for the implementation of a pilot livestock technology project in Nepal (\$85,000); and Conducted feasibility studies in Bangladesh and Nepal.

FOREIGN AGRICULTURAL SERVICE, Washington, D.C. 8/95 - 10/96

• **Agricultural Economist** in the Program Development Division of Export Credits. Researched and analyzed foreign country's requests of long-term and short-term U.S. export credit programs; Examined the potential of a country to purchase U.S. commodity exports under P.L. 480; Evaluated a country's compliance with past agreements; Prepared individual country export credit financing packages; Analyzed Private Voluntary Organization's requests for Food for Progress grants; Distributed funds; Wrote agreements, press releases, and briefing papers.

PEACE CORPS, Rwanda 9/88 - 10/91

• **Project Manager** for **Catholic Relief Services'** Agro-Pastoral Project. Supervised 300 farmers; Established and consulted the Farmers Credit Union; Allocated loans; Collected and monitored reimbursements by farmers (increased reimbursements by 40%); Identified and Corrected problems of the projects and livestock raising; Established and advised a Livestock Association; Created and implemented and Artificial Insemination Project (\$6,500) and an Veterinarian Clinic Project (\$8,000); and Organized formations for the community on credit and livestock management

EDUCATION

Purdue University, West Lafayette, IN 8/92 - 12/95
Masters of Science in Agricultural Economics

Purdue University, West Lafayette, IN 8/83 - 5/88
Bachelor of Art in Political Science
Bachelor of Science in International Agriculture

FOREIGN LANGUAGES: French and German

HONORS AND AWARDS

West Virginia Department of Health and Human Resources, August 2001 – June 2005

Developed, conducted and implemented a four-year research and branding plan which led to a successful WV Teen Anti-Tobacco Campaign, RAZE. Using teen attitudes and opinions the research identified effective messages, messengers and advertising concepts as well as the brand name for the campaign, RAZE. A 20 percent decrease in tobacco use among teens in two years resulted in the program receiving national attention from the Centers for Disease Control as one of the top three reductions in teen tobacco use in the nation.

West Virginia Division of Tourism, October 2000

Developed and established a data collection center for the West Virginia Division of Tourism, Charleston, WV. Trained call counselors and research manager on data collection, data management, and the Survey System data software.

EnterpriseWorks Worldwide, January 1997

Established the first methane research laboratory outside the United States at the National Dairy Research Institute in India. Successfully completed a three-year study of molasses-urea products and the impact on methane production in Indian Dairy Cattle.

LEADERSHIP AND ACTIVITIES

- Sponsor Chairperson, 2002, 2003 and 2004, Smoke on the Water chili cook-off, Charleston, W.Va.
- Returned Peace Corps Association, member.
- Soccer Coach, 1995 – 1999, Girls Stodder League Washington D.C.

PROFESSIONAL ORGANIZATIONS

- American Marketing Association
- National Association for Returned Peace Corps Volunteer

REFERENCES

George Manahan
President
The Manahan Group
304-343-2800

Rod Blackstone
Assistant to Mayor
City of Charleston, West Virginia
304-348-8174

Liz Chewning
Marketing Director
W.Va Division of Tourism
304-558-2288

Tracy C. Fath
44 East Ridge Drive
Elkins, WV 26241
Telephone: 304-636-6811
Email: tracy@phillipsgroupideas.com

Professional Experience:

- Present* *Director of Marketing, The Phillips Group, Elkins, WV*
Responsible for the development, coordination and implementation of marketing and strategic planning initiatives. Specific duties include: analysis and research, strategic planning, facilitation of groups, measurement, and development of targeted strategies and programs. Experience in promotion, communications, public relations and customer service training.
- 1995-2002* *Director of Marketing and Strategic Communications, Davis Health System, Elkins, WV*
Responsible for all aspects of healthcare marketing, planning and public relations for large health care system. Experience in Strategic marketing planning, competitive analysis, strategy implementation, budgeting and customer and physician relations. Management responsibilities included: direction to journalist/graphic artist, community health director and employee and worksite wellness coordinator. Instructor, Team Building Workshops, and Customer Service Workshops.
Honors: West Virginia Society for Healthcare Strategy & Market Development.
- 1990-1994* *Front Office and Billing Manager, Women Physicians of Northern Virginia, Fairfax, VA*
Daily administrative and managerial coordination of front office and billing procedures for three clinics. Patient relations functions included scheduling, benefits coordination and overall patient satisfaction. Business office duties included accounts receivable, insurance verification/billing and patient billing and collections.
- 1989-1990* *Administrative Assistant II, Rehab Hospital Services Corporation, Washington, DC*
Provided administrative support to chief executive officer, chief financial officer and marketing director for corporate

division of large rehabilitation company in Washington, D.C. Experience included scheduling, travel arrangements and accommodations, event planning, expense reporting and communications. Served as administrative liaison between corporate staff and rehab facility directors.

Education

- | | |
|------|--|
| 1989 | Bachelor's of Science in Journalism, West Virginia University, Morgantown, WV |
| 1994 | Certification, Secondary English Education, George Mason University, Fairfax, VA |
| 2001 | Graduate Work: M.B.A. Program, West Virginia Wesleyan College, Buckhannon, WV |

References

Mr. James W. Wallace
President, Allegheny Insurance
Elkins, WV 26241
304-636-1680

Mr. Karen Jacobson
Executive Director, Randolph County Housing Authority
Elkins, WV 26241
304-636-6495

JENNY N. PHILLIPS

RESUME

PROFESSIONAL EXPERIENCE

2005 to Present The Phillips Group Elkins, West Virginia
Volunteer

2001 – 2005 U.S. Department of Agriculture Morgantown, West Virginia
Rural Development Agency
State Director

- Appointed by the President to manage the Rural Development activity in the State.
- Had management responsibilities for 87 statewide employees, oversaw the delivery of three major loan and grant programs: housing (multi-family, single family), utilities (water, sewer, electric and telephone) and business.

1993 – 2001 U.S. Department Of Agriculture Elkins, West Virginia
Rural Development Agency
Rural Development Manager

- Directly supervise and have administrative management responsibilities for 18 multi-disciplined professional and technical employees in 8 remote locations
- Responsible for managing federal loan and grant programs in housing (single and multi-family), community facilities and water and sewer projects covering a 17 county area.

1991 – 1993 U.S. Department Of Agriculture Washington, D.C.
Farmers Home Administration
Director, Office of Equal Opportunity

- Responsible for Equal Employment Opportunity and Civil Rights Agency policy and enforcement of all appropriate laws and regulations for a 12,000 employee organization and a billion dollar portfolio
- Negotiated for the Agency with the Housing and Urban Development (HUD) re: Fair Housing complaints.
- Directly supervised a staff of 20 and provided guidance and direction to 45 State Civil Rights Coordinators
- Directed the EEO and Civil Rights complaint process
- Negotiated complaint resolutions.

1989 – 1991 U.S. Department Of Agriculture Washington, D C
Farmers Home Administration

Assistant Deputy for Management

- Responsible for Agency administrative management and direction including: Human Resources, Budget, Information Systems, Space and Procurement.
- Involved in day-to-day oversight of personnel actions, including labor relations, grievances, and employee complaints. Participated in budget process, allocation of funding and personnel resources.

1983 – 1989 U.S. Department of Agriculture Washington, D C
Farmers Home Administration

Executive Assistant to the Administrator

- Responsible for the analysis and review of program policy, regulations and administrative actions on behalf of the Administrator
- Represented the Administrator at Departmental and Agency meetings and was liaison with various Farm Advocacy groups.
- As “Chief of Staff” had day-to-day oversight of the Administrator’s schedule, appointments, appearances, speeches, testimony and meetings. Met daily with key staff and provided guidance and direction to meet established goals.

1982 – 1983 U.S. Department of Agriculture Washington, D C
Departmental Budget Officer, Office of the Secretary

1981 – 1982 The White House Washington, D.C.
Office of Public Liaison

1976 – 1980 U.S. Department of Commerce Washington, D C
Analyst, Economic Development Administration

1974 – 1976 Henry G. Waters, MD Omaha, Nebraska
Psychotherapist

1972 – 1974 Creighton, St. Joseph Hospital Omaha, Nebraska
Educational Therapist

EDUCATION

Davis and Elkins College Elkins, West Virginia

- *B.A. Liberal Arts*

George Washington University Washington, D C

- *Fine and Commercial Arts*

Minot State Teachers College Minot, North Dakota

- *Special Education*
Federal Executive Institute
Charlottesville, Virginia
- *Senior Executive Management Program*
Harvard University
Cambridge, Massachusetts
- *John F. Kennedy School of Government, Executive Fellows Program*

REFERENCES

Honorable Judy Guye
Mayor, City of Elkins
Elkins, WV 26241
304-636-1614

Mr. Thomas Dorr
Undersecretary for Rural Development
US Department of Agriculture
Washington, DC
202-720-4581

Bill Phillips, Jr. – Project Lead

An executive with extensive experience in strategic planning in State and Federal Government, non-profit arena, specifically health care, Bill Phillips, Jr. is president and chief-executive officer of the Phillips Group based in Elkins, WV. The firm specializes in integrated marketing communications, strategic planning and market research

He spent 25 years in Washington, D.C., working for the Federal Government in various management positions including the Economic Development Administration, U.S. Department of Commerce where he planned, trained and coordinated state representatives' activities. Mr. Phillips was Director of the Office of Rural Development Policy and was responsible for the strategic planning and research which led to the National Policy for Rural America submitted to the U.S. Congress

After his tenure in Washington, Mr. Phillips returned to his home state of West Virginia, where he served as assistant to the president and later as Vice President for Development at the Davis Health System. In this capacity, he facilitated the planning and developed strategic plans for both the Board of Directors and staff of Davis Health System. He also conducted training for customer service, based on the Disney model. Due to his mentorship and leadership coaching many of his employees now hold high level executive positions throughout the Federal and State Government, non-profit and for-profit organizations.

Mr. Phillips directed Governor Underwood's gubernatorial campaign, an example of planning, strategic thinking and implementation, and later served as his chief-of-staff. During that time, he facilitated many planning exercises in State Government staffing, policy direction and implementation procedures.

His active civic life includes serving on the boards of directors of Cortland Acres, a non-profit nursing home, Elkins-Randolph County Chamber of Commerce, United Way of Randolph County, and Randolph County Emergency Medical Services. He currently serves on an Advisory Committee for Vision-Shared, a state wide strategic planning initiative.

His memberships have included the West Virginia Society for Healthcare Strategy and Market Development, West Virginia Hospital Association, the Administrative Assistants for the House of Representatives Alumni Association, which he helped found.

Kelly Stadelman

Ms. Stadelman has over 10 years experience in market research and implementing that research into strategic planning, mission and goal development, and evaluation for various health care, education and economic development organizations. Her work in the non-profit field includes the health care field, education, air transportation and various convention and visitor bureaus. Within state government she has done studies and facilitated meetings for the Division of Tourism and Department of Education.

She is skilled in identifying areas of research, evaluating messages with target audiences, collecting data and managing research and planning projects, designing questionnaires, facilitating groups and doing presentations with research-based implications and recommendations. She has also done international projects for utility corporations.

Ms. Stadelman was recently selected to participate in "Leadership West Virginia."

Tracy Fath

Ms Fath has 10 years of strategic planning experience, especially in the non-profit health care system and nursing home arena. She facilitated strategic planning exercises for management personnel at Davis Health System and assisted in implementing their goals and initiatives. While working with Cortland Acres, a non-profit senior citizen residence, she was instrumental in facilitating and developing their strategic plan. After leading various focus groups of staff, residents and community leaders she conducted customer service and leadership training for employees and managers. Based on her research, Ms. Fath developed an effective branding and identity campaign and worked with management in strategically planning their progress through Cortland's many additions and new initiatives.

Jenny Phillips

Ms Phillips is an active retiree after having served in the federal government for 25 years. During those years she participated in and conducted several strategic planning exercises. She was center to the strategic planning process and subsequently the implementation when Farmers Home Administration evolved into Rural Development, making a change of 3,000 less employees, 600 fewer offices, and a complete mission change. This process was undertaken over a 2 year period. Ms. Phillips was selected to attend the John F. Kennedy School of Government at Harvard University for a three month Senior Executive Leadership training

In addition, while she served as West Virginia State Director, she brought the strategic planning process to the State/District and County level and engaged all employees in a planning process to implement a Nationally directed policy. Throughout this four year time frame, Ms. Phillips facilitated many meetings, and served on National task forces to define goals and objectives for her agency, and represented the United States at the *Second International Conference on Women in Agriculture* held in *Madrid, Spain*.

Currently she serves on the State Board of Education and is a member of the Strategic Planning Committee for the State Board.

Vision 2010 - Community Strategic Plan

In 2006, The Phillips Group was commissioned to work with the citizens of Elkins and Randolph County to develop a strategic plan to guide the community's future. We have enclosed a copy of that plan. As you can see it was a major undertaking... a strategic plan that excluded no one and no one's ideas. Today that plan is still evolving and initiating community improvements.

We took no credit for the plan to insure that the citizen/participants had the ownership and therefore, the responsibility to implement many of the outlined goals.

Members of The Phillips Group did all the design, development, organization and facilitation of each step of the process including publicizing the effort, energizing participants and leading the community into a completed project. Starting with a leadership committee, designing a survey, and holding town hall meetings to stimulate the citizenry, the plan grew to encompass the views and ideas of over 500 residents.

From an analysis of the survey and compilation of residents views six (6) roundtable groups were established, each lead by a community member and facilitated by a member of the Phillips Group. The Roundtable Groups were: "Growing the Economy," "Education," "Government," "Quality of Life," "Connecting the Community," and "History and Culture." A report of the findings of each Group was completed and signed by every member of that Group.

Today Vision 2010 is moving toward Action 2010. Many groups are still working together and have kept their commitment to improve the city. There have been accomplishments made both small and large. However, the greatest accomplishment was getting the citizens to mobilize around a vision and to work together to make their community a better place.

Vendor Bid Summary Sheet

Task	Estimated Hours	Vendors Bid Per Hour (inclusive of all travel and expenses)	Extended Cost Per Task (Estimated Hours x Vendor's Bid Per Hour)
#1 Work Plan Development	40	55.00	2,200.00
#2 Meeting Facilitation	208	55.00	11,440.00
#3 Monthly Progress Reporting	96	50.00	4,800.00
#4 Organizational Assessment	180	65.00	11,700.00
#5 Strategic Goals and Objectives	100	60.00	6,000.00
#6 Implementation Plan	60	60.00	3,600.00
#7 Evaluation Methodology	20	60.00	1,200.00
Total Est. Hours →	704	Grand Total →	\$ 40,940.00

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

Vendor Signature: _____

Date: _____

"NOTE: The hours are estimates only. Vendor will be paid actual hours worked, whether they be greater or less than estimate."

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:

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A 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. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

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

Vendor's Name: The Phillips Group

Authorized Signature: W. H. Phillips Jr. Date: 9.3.08