

BCF10074  
Vendor Qualifications  
Narrative  
March 15, 2010

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CHILD ABUSE PREVENTION GRANTEES PROTECTIVE  
FACTORS EVALUATION PROJECT

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**VENDOR QUALIFICATIONS**

The vendor must:

1. **Vendor must demonstrate five (5) year's experience in quantitative and qualitative research/evaluation methodologies; data collection; analysis; evaluation; presentation; and dissemination; providing technical assistance and training; and database and web development.**

The mission the WV Prevention Resource Center is to provide support for WV's prevention efforts through information dissemination, networking and collaboration, capacity building through training and technical assistance, and quantitative and qualitative evaluation activities. Since 1998, the WVPRC has conducted numerous capacity building, evaluation, and data management projects, mostly in the area of child and family well-being and substance abuse prevention. The following list details many of these projects as they relate to the specific quantitative and qualitative expertise requested.

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**WV Epidemiological/ Evaluation / Research Workgroup Coordination (WV's State Epidemiological and Outcomes WG) (2004 to Current)**

*OVERVIEW:* The purpose of the workgroup is to serve in an advisory capacity to the WV Partnership to Promote Community Well-Being on the collection and analysis of archival indicator data and/or other primary data collection efforts as part of a statewide needs assessment. The workgroup's goals include bringing systematic, analytical thinking to prevention; promote data-driven decision making; provide core support for data-driven decision-making to the WV Partnership on the basis of an analysis of epidemiological data compiled at the State and local level.

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**Key Informant Survey (2002-2006)**

*OVERVIEW:* A Key Informant Survey was conducted in the spring of 2003 as part of a substance abuse community needs assessment. Based on the Risk and Protective Factor framework of substance abuse prevention, the survey was intended to collect data on the opinions, perceptions, and attitudes of selected community leaders about alcohol, tobacco, and other drug (ATOD) issues in their communities. Results will be used in an assessment of community needs with respect to ATOD prevention and

informational or awareness gaps among community leaders across the state. The initial report providing an introduction to the project, a description of the research methods and questionnaire, a demographic profile of respondents, and some general perceptions about youth and ATOD issues is available below. Subsequent reports will address ATOD issues in communities more generally and will include these topics: community perceptions; attitudes and beliefs about alcohol, tobacco, and other drug issues; availability of services; general comments and ideas about addressing alcohol, tobacco, and other drug issues.

*SURVEY REPORTS:* Survey results are now available in two parts that represent a re-write of the original report posted on this web page in early 2005. The reports are available in PDF format through the links below and are formatted to be printed double sided.

**Part I** is a technical report describing the questionnaire, research methods, and reliability analyses of sub domains of the community risk and protective factor domain. :A Key Informant Survey about Alcohol, Tobacco, and other Drugs Part I Technical Report: Project Description, Methods, Respondents, and Risk and Protective Factor Domains

In **Part II** results of comparative analyses among three key informant groups (Justice System, Community, and Services)and a geographic comparison among the 16 Community Development Specialist areas across the state are presented. Part II also contains results of a qualitative analysis of narrative responses key informants provided to two (2) open ended questions: A Key Informant Survey about Alcohol, Tobacco, and other Drugs Part II Results Report: Risk and Protective Factor Comparisons

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#### **Public Inebriant Shelter System Database (2001 to 2009)**

*OVERVIEW:* Develop and maintain a database system primarily intended for collecting, disseminating and managing information obtained from statewide Public Inebriant Shelters.

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#### **WV Prevention Needs Assessment Database (2002 to Current)**

*OVERVIEW:* In 2002 with support from the WV DHHR's Bureau for Behavioral Health and Health Facilities, WVPRC began compiling social indicator data from multiple administrative and survey data sources for the purpose of supporting the development of a comprehensive prevention system funded with federal Substance Abuse Prevention and Treatment Block Grant through the U.S. Center for Substance Abuse Prevention (CSAP). Initially, the focus was on compiling indicators corresponding with the traditional risk and protective factor model for prevention and was used to support the work of WV's network of sixteen Community Development Specialists. Since 2004, with the award of the CSAP Federal Strategic Prevention Framework State Incentive Grant (SPF SIG), the database has been expanded to include not only risk and protective factor data but indicators relating to the consequences of substance use and abuse, substance consumption patterns, and other factors that contribute to substance use and abuse. The database, which still supports the development and maintenance of WV's substance abuse prevention system, is updated on a continual basis

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#### **WV Prevention Information Network (2005- Current)**

**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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **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>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **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 material, 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.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W. Va. C.S.R. §148-1-6.6).

*OVERVIEW:* In partnership with the WV Department of Education, this project was intended to improve management of school- and community-based drug and violence prevention programs at state and local levels. Through this project the WVPRC developed the internet based WV Prevention Information Network (WVPIN) for the dissemination of population-based indicators related to substance abuse from various federal and state agencies, including data compiled in the WV Prevention Needs Assessment Database. The web site serves as a repository for social indicator data, and will serve as a one-stop needs assessment, planning, grants application/management, and evaluation resource for school-based and community-based substance abuse and violence prevention programs

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### **Child and Family Service Funding Study (2003-Current)**

*OVERVIEW:* An interagency group of policy makers and practitioners began planning a funding study in 1998 to improve children and family services for West Virginia. The Child Welfare and Juvenile Justice Coordinating Council commissioned the funding study in 2000. The Governor's Committee on Crime Delinquency and Correction's Juvenile Justice Subcommittee voted to fund the WVPRC to conduct the study with the United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention grant funds. The ongoing study focuses specifically upon analyzing all funding streams that are administered by any WV state agency that provides services to children and families in the state.

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### **Prescription Drug Abuse Prevention Capacity Building Program (2002-2006)**

*OVERVIEW:* The WV Prevention Resource Center Evaluation Team participated in the Prescription Drug Abuse Prevention Capacity Building Program in two ways. First was a qualitative account of the pilot sites' (Logan, Mingo, and Wyoming counties) experiences, obstacles, and efforts surrounding the prescription drug abuse epidemic over a 13-month study. Second was an Alcohol, Tobacco, and Other Drug (ATOD) Prevalence Survey of the three counties. The program was sponsored by Purdue Pharma, Inc., and included collaboration with S.T.O.P. (Strong Through Our Plan) organizations in southern West Virginia.

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### **Mountain State Measures (1998-2003)**

*OVERVIEW:* In late Spring of 1997, work began within the Office of the Governor's Cabinet on Children and Families to establish explicitly defined outcomes for WV families and to identify key indicators of child and family well-being. These key indicators would be used to measure progress toward each of the outcomes. The Staff of the Governor's Cabinet on Children and Families reviewed related projects and work from other states including similar frameworks that have been developed in Georgia, Vermont, Minnesota, and Oregon. Six outcomes for West Virginia's children and families:

- *Healthy People* - West Virginians will achieve and maintain good physical and mental health.
- *Ready for School* - West Virginia's children will be ready to succeed in school.
- *Good Skills, Good Jobs* - West Virginians will possess marketable skills and have access to good jobs.

- *Strong Families* - West Virginia's parents will have adequate resources to protect, nurture, educate and support their children.
- *Stable Homes* - West Virginia's children will live in permanent, stable homes.
- *Safe Communities* - West Virginians will be safe in their homes and communities.

Through a partnership with the WV Prevention Resource Center, the Cabinet on Children and Families monitored thirty-seven indicators of child and family well-being related to the six outcomes. The indicators were made available for public use via an internet site called Mountain State Measures.

**2. Vendor must have five (5) year's experience in conducting evaluation research of social service programs.**

In addition to the projects listed in number one above that illustrate various quantitative and qualitative skills, the WVPRC has conducted numerous evaluation research projects for social service programs as listed below.

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**WV Early Intervention Pilot Program Evaluation (2009 to Current)**

*OVERVIEW:* The WV Early Intervention Program targets services at high school children at risk of substance abuse. Participants, that is, children found to be experimenting with alcohol, drugs, or tobacco, are referred from the schools, court, and Division of Children Services systems. Both children and parents complete surveys which provide data on substance use and sources of influence. Children also receive 2-week prevention education and provide data for analyzing changes in their behavior and attitudes towards substance use during the prevention education program and afterwards. The program is currently taking place in Mercer and Logan Counties. It will be extended to two more counties in 2010.

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**WV Peer Recovery Program Evaluation (2009 to Current)**

*OVERVIEW:* The WV Peer Recovery Program Evaluation is structured to evaluate a long-term, residential program using a social model of recovery through peer mentoring and personal accountability without pharmaceutical intervention. It is structured after The Healing Place in Louisville, Kentucky that includes peer support, daily living skills training, job responsibilities, and challenges to practice sober living

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**Community Development Specialist (CDS) Network Process and Qualitative Evaluation (Biennially 2004 to Current)**

*OVERVIEW:* Community Development Specialists (CDSs) provide technical assistance to communities in the area of community development and substance abuse prevention. The process evaluation is based on data reported by CDSs via an online monthly activity reporting system (MAR) relative to training and technical assistance services delivered to communities in accordance with the components of the U.S. Center for Substance Abuse Prevention (CSAP) Strategic Prevention Framework and six strategies for effective prevention. The qualitative evaluation was developed to gain insight into the

measure of the complexity and dynamic nature of providing those services throughout WV. It is based on in-depth interviews with 16 CDSs from around the state

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### **Share the Vision Conference Evaluation (2001 to Current)**

*OVERVIEW:* Share The Vision is an annual statewide prevention conference that brings together prevention professionals and other individuals from communities, agencies and organizations. Conference participants attend keynote presentations, receive training in research-based prevention programs, and have the opportunity to network with others interested in prevention in West Virginia. WVPRC staff, separate from those who administer this conference, evaluate the conference's activities.

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### **WV RADAR Network Clearinghouse Evaluation (Biennially 2001 to Current)**

*OVERVIEW:* The Regional Alcohol and Drug Awareness Resource (RADAR) Network is an information component of the Center for Substance Abuse Prevention's National Clearinghouse for Alcohol and Drug Abuse Information. RADAR resources include alcohol, tobacco and other drug prevention (ATOD) materials such as brochures, curricula, posters, and research materials. The materials primarily target teens and their parents. Teachers, librarians, law enforcement officers, prevention specialists and other community members may request the materials for free. The West Virginia Library Commission is the state's RADAR Network Clearinghouse, which is evaluated annually by the WVPRC.

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### **WV Strategic Prevention Framework State Incentive Grant (SPF SIG) Evaluation (2004-Current)**

- **State System Evaluation**

*OVERVIEW:* This evaluation component is intended to document and describe systems change, i.e. the formation, nature, and evolution of relationships among WV's Partnership to Promote Community Well-Being members and their respective agencies/constituencies throughout SPF SIG implementation. Evaluators conduct face-to-face interviews of selected Partnership members and WVPRC staff from time to time, as act as participant observers at Partnership and its workgroup meetings. The expectation is that relationships initially characterized as networking or communicating (i.e. exchanging information for mutual benefit) will evolve toward collaboration (i.e., enhancing capacity for mutual benefit and to achieve a common purpose, sharing risks, resources, responsibilities, and rewards).

- **WV SPF SIG Phase I Process Evaluation**

*OVERVIEW:* Phase I of WV's SPF SIG project essentially was a yearlong capacity building effort to enhance WV community capacity for substance abuse prevention in the context of the Strategic Prevention Framework. In the Phase I evaluation some initial findings from the capacity building effort in terms of the organizational capacity of County Prevention Partnerships, the readiness of communities for prevention, and advances in prevention capacity relative to the physical/fiscal, human, and social capital within communities.

- **WV SPF SIG Qualitative Evaluation**

*OVERVIEW:* This evaluation seeks to accomplish three broad objectives: 1) document community perspectives and experiences with respect to substance abuse issues and 2) monitor the implementation of Phase I and II of the SPF SIG Project. Relevant evaluation questions for these objectives community organizations/coalitions are applying for planning grants? What is the capacity of community organizations to develop and implement comprehensive strategic prevention plans? What common or disparate needs are communities experiencing? What assets or resources do communities have, or lack? How do communities mobilize to address substance abuse issues? What stories do people tell about substance abuse in their communities?

- **WV SPF SIG Phase II Evaluation**

*OVERVIEW:* WV's SPF SIG Phase II Implementation evaluation plan is founded on a mixed method perspective that relies on quantitative data to demonstrate what has happened and on qualitative data to illustrate how or why it happened. The intent of the evaluation is to provide continuous feedback on prevention system development at the state level and targeted prevention implementation at the local level. The West Virginia Prevention Resource Center (WVPRC) evaluation team coordinates the evaluation and, as needed, provides technical assistance and evaluation capacity building to sub-recipient County Prevention Partnerships (CCPs). Outcome expectations were specified generally in WV Phase II strategic plan as the reduction of county specific substance abuse consequences and consumption patterns leading to improved well-being. Through the SPF SIG Phase I assessment and planning process, communities constructed logic models linking their most urgent substance abuse problems, corresponding consumption patterns, the factors contributing to those problems, and prevention strategies to address those problems. It is in these logic models and corresponding prevention plans that specific county level problems are identified. While some implementation counties are targeting prevention needs across multiple substances, i e , tobacco, alcohol, and/or drugs, all implementation counties have targeted alcohol related issues in some way. As such, the focus the Phase II outcome evaluation is on alcohol.

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### **Truancy Diversion Social Work (TDSW) Evaluation (2001-2002)**

*OVERVIEW:* The Truancy Diversion Social Work (TDSW) program underwent a comprehensive program evaluation during 2001. Evaluation components performed by the WV Prevention Resource Center consisted of satisfaction surveys of families and school staff; structured telephone interviews of school principals from schools served by the program; and an analysis of selected case success stories using the Results Mapping methodology

### **3. At a minimum, vendor must have a Master's degree in a related field.**

The WVPRC's Evaluation Team consists of six Ph.D. and M.S. level researchers and support staff with a combined experience of over 30 years in conducting epidemiological and public health policy studies, as well as anthropologic and ethnographic qualitative research in the social service sector. The Evaluation Team consists of:

Andy Whisman, Ph.D.

Carol Mangone, Ph.D.

Beth Campbell, Ph.D. (A.B.D.)

Anduamlak Meharie, Ph.D.

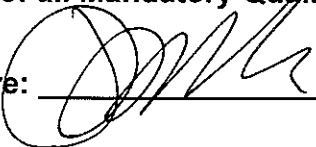
Yetty Shobo, M.P.A., Ph.D. (A.B.D.)

Judith Hall

### Vendor Bid Summary

Task	Estimated Hours	Vendors Bid Per Hour (inclusive of all travel and expenses)	Estimated cost per task (Estimated hours x Vendor's Bid Per Hour)
#1 Family Support Outcome Survey Analysis	30	\$65	\$1,950
#2 Technical Assistance	100	\$80	\$8,000
#3 Adaptation/Development of a User-Friendly Client Survey	100	\$80	\$8,000
#4 Development and Implementation of collection and analysis procedures	150	\$100	\$15,000
#5 Implementation of Survey	100	\$100	\$10,000
#6 Implementation of Design of Survey & Reporting (Second Year)	400	\$90	\$36,000
Total	880		\$78,950

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

Vendor Signature:  FOR JOHN MAHER

Date: 3-29-10



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:
[X] 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: Marshall Univ. Research Corp. Signed: [Signature] for JOHN MATHER

Date: 3-29-10 Title: Executive Director

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

RFQ No. BCF10074

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: 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

**DEFINITIONS:**

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

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount

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

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

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: Marshall Univ. Research Corp.

Authorized Signature: [Signature] for JULIA MAWER Date: 3-29-10

State of West Virginia

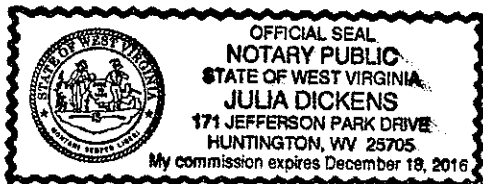
County of Cabell to-wit:

Taken, subscribed, and sworn to before me this 29 day of March, 2010

My Commission expires December 18, 2016

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]





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
BCF10074

PAGE
1

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

VENDOR

Prevention Resource Center  
 100 Angue E. Peyton Drive  
 South Charleston, WV 25303

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	F.O.B.	FREIGHT TERMS
03/23/2010				
BID OPENING DATE: 04/01/2010		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.: BCF10074						
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 <input type="checkbox"/>						
NO. 3 <input type="checkbox"/>						
NO. 4 <input type="checkbox"/>						
NO. 5 <input type="checkbox"/>						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

RECEIVED  
 MAR 30 A 9:48  
 PURCHASING DIVISION  
 STATE OF WV

SIGNATURE		TELEPHONE		DATE
TITLE		FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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

# Request for Quotation

RFO NUMBER  
 BCF10074

PAGE  
 2

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

RFQ COPY

TYPE NAME/ADDRESS HERE

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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
03/23/2010				

BID OPENING DATE: 04/01/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
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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.

*[Handwritten Signature]*  
 SIGNATURE  
 Marshall Univ. Research Corp.  
 COMPANY

3-29-10  
 DATE

NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.

REV. 09/21/2009

END OF ADDENDUM NO. 1

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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