

# Stone Strategies, LLC

June 15, 2010

West Virginia Department of Health and Human Resources  
Bureau for Children and Families  
Commissioner's Office  
350 Capitol Street, Room 730  
Charleston, West Virginia 25301-3711

Re: **RFQ BCF11006** – Technical Assistance, Consultation and Meeting Facilitation for the Commission to Study the Residential Placement of Children

To Whom It May Concern:

It is with great pleasure that I respond to this Request For Quotation (RFQ). I welcome the opportunity to provide technical assistance, consultation and meeting facilitation for the Commission to Study the Residential Placement of Children. I would love to work with the state and local partners participating in the work of the Commission to advance the work of improving services to children in and at-risk of placement in residential care.

I did just such cross-systems work for approximately 12 years through the Governor's Cabinet on Children and Families and currently do this work through my company, Stone Strategies. I facilitated the work of the System of Care Collaborative and developed its report in 2004 and 2005. I also facilitated the Juvenile Justice Coordinating Council around that same time. I have a background in education and have worked with children with behavior disorders and their families in the public schools and in private agencies serving children removed from the home and at risk of removal. I would enjoy the opportunity to work with the Commission and its partners in advancing safety, permanency and well being for West Virginia's children.

Enclosed you will find the required RFQ documents and the following attachments:

- Attachment A – Documentation of Qualifications (Personal, Organizational and Background)
- Attachment B – References
- Attachment C – Procurement Assurances (Payment Capacity & Vendor Status)
- Attachment D – Resumes
- Attachment E – Masters Degree University Transcript (unofficial copy)

Thank you for the opportunity to respond to this request. I look forward to the possibility of working with the Commission to achieve the goals that the legislature has set forth on behalf of West Virginia's children and youth without the benefit of a permanent home.

If you should need further information, please do not hesitate to contact me.

Sincerely,



Leslie S. Stone, Owner  
Stone Strategies, LLC



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
BCF11006

PAGE
1

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

RUDOLPH

Leslie Stone  
 5294 Dewitt Road  
 Cross Lanes, WV 25313

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
06/02/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR		785-70		
TECHNICAL ASSISTANCE, CONSULTATION, MEETING FACILITA  TO PROVIDE TECHNICAL ASSISTANCE, CONSULTATION, MEETING FACILITATION, REPORT AND REPRESENTATION PREPARATION FOR THE COMMISSION TO STUDY THE RESIDENTIAL PLACEMENT OF CHILDREN AND COORDINATE THE COMMISSION'S WORK WITH OTHER COMMISSIONS AND TASK FORCES CENTERED ON THE SAME POPULATION OF CHILDREN, PER THE ATTACHED SPECIFICATIONS SERVICE BEGINNING UPON AWARD AND EXTENDING FOR A PERIOD OF ONE YEAR, WITH THE OPTION OF TWO (2), ONE (1) YEAR RENEWALS.  VENDOR SHALL SUBMIT DETAILED MONTHLY INVOICES, IN ARREARS.  AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING SPECIFICATIONS.  EXHIBIT 3  LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON 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 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						

RECEIVED

2010 JUN 29 AM 9:45

WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>Leslie Stone</i>	304-769-0224	6/28/10
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Owner	20-5456766	

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. 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).



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
BCF11006

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

Leslie Stone  
 5294 Dewitt Road  
 Cross Lanes, WV  
 25313

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
06/02/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
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WRITTEN NOTICE.

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.

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.

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 SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.

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.)

QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED 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.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Robert Wagner</i>	TELEPHONE 304-769-0224	DATE 6/28/10
TITLE Owner	FEIN 20-5456766	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

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BCF11006

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER B04-558-0067

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

Leslie Stone  
 5294 Dewitt Road  
 Cross Lanes, WV  
 25313

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BCF - COMMISSIONER'S OFFICE  
 350 CAPITOL STREET, ROOM 730  
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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.

BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.

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.

REV. 05/26/2009

**INQUIRIES:**

WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 6/15/2010. 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  
 PURCHASING DIVISION  
 2019 WASHINGTON STREET, EAST  
 CHARLESTON, WV 25311

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	304 769-0224	6/28/10
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Owner	20-5456766	

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  
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# Request for Quotation

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

PROPERTY

RFQ COPY  
 TYPE NAME/ADDRESS HERE

*Leslie Stone*  
*5294 Dewitt Road*  
*Cross Lanes, WV*  
*25313*

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BCF - COMMISSIONER'S OFFICE  
 350 CAPITOL STREET, ROOM 730  
 CHARLESTON, WV  
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06/02/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>FAX: 304-558-4115            E-MAIL: ROBERTA.A.WAGNER@WV.GOV</p> <p>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.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p> <p>PLEASE NOTE: <u>A CONVENIENCE COPY WOULD BE APPRECIATED.</u></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>						

*2 copies*

*use pink sticker*

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>Robert Wagner</i>	TELEPHONE 304 769-0224	DATE 6/28/10
TITLE Owner	FEIN 20-545 6766	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

RFQ NUMBER
BCF11006

PAGE
5

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

*Leslie Stone  
 5294 Dewitt Road  
 Cross Lanes, WV  
 25313*

HEALTH AND HUMAN RESOURCES  
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BUYER:-----RW/FILE 22-----  
 RFQ. NO.:-----BCF11006-----  
 BID OPENING DATE:-----6/30/2010-----  
 BID OPENING TIME:-----1:30 PM-----

PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:

*866-616-2838*

CONTACT PERSON (PLEASE PRINT CLEARLY):

*Jenny Lancaster for Leslie Stone*

\*\*\*\*\* THIS IS THE END OF RFQ BCF11006 \*\*\*\*\* TOTAL:

*\$19,250<sup>00</sup>*

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-769-0224	DATE 6-28-10
TITLE Owner	FEIN 20-5456766	ADDRESS CHANGES TO BE NOTED ABOVE

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

BCF RFQ specifications BCF11006

## Purpose

The Bureau for Children and Families is seeking bids for the delivery of professional consultation, technical assistance, planning, facilitation, and report preparation services to assist with the work of the Commission to Study Residential Placement of Children. The successful bidder will be required to establish a standard hourly rate structure (which includes travel expenses) for the provision of the services identified below.

## Background

The Commission to Study Residential Placement of Children was established by legislative code (H.B. 2334) in 2005 and was reconstituted (S.B. 636) in 2010. The legislation mandated the Commission to study strategies and methods to reduce the number of children presently placed out-of-state, a system of care approach, barriers in developing needed services and how to fund these services, and other special issues and activities that were already being implemented in West Virginia that focused on certification issues regarding facilities. This continues to be the focus of the Commission.

With the common value of doing what is best for the child, the Commission provides significant recommendations found in its summary report, Advancing New Outcomes: Finding, Recommendations & Initial Actions of the West Virginia Commission to Study Residential Placements of Children (May 2006). These key findings shows that there is an inconsistency and lack of standards in many facets of the entire system, a critical need for stability of placements, and a need for more accurate data to support objective decision-making.

Since publishing its summary report in May 2006, the Commission has continued to meet at least quarterly to ensure that work is being done to implement their recommendations. Further, every effort is made to continue to enhance the working relationships among the key agencies involved in the Commission's work.

Effective cooperation and communication among the participating entities (Circuit Judges, the State Supreme Court, the Division of Juvenile Services, the Department of Education, the Prosecuting Attorneys Institute, the Department of Health and Human Resources, service providers, parent representation, and others) continues at a high level, especially agency-to-agency interaction outside of the direct Commission work.



The Commission also recognizes that the total environment in which out-of-home children are a part of needs to be addressed to make the long-term changes that will dramatically reduce the amount and degree of many of the required interventions now in place.

With this in mind, the Commission agreed to broaden the scope to include child welfare and is collaborating with the Bureau for Children and Families to develop an enhanced comprehensive child welfare system in West Virginia. This includes the development of the West Virginia Comprehensive (5-Year) Child and Family Services Plan. In addition to the already existing four workgroups, three additional workgroups (Safety, Permanency, and Well-Being) have been formed to assist in the development, implementation, and the ongoing progress of a comprehensive child welfare plan.

This expansion of their role also includes continued collaboration and communication with the WV Court Improvement Planning (CIP) Board. Several members of the Commission also serve on the CIP. The CIP focuses on the role of the court system with child welfare and in achieving the federal outcomes within permanency, safety, and well-being.

### Required Services

Vendor must be able to provide up to 175 hours of the following services/activities to the Commission to Study Residential Placement of Children.

Provide consultation, technical assistance and meeting planning.

Assist with the development of an agenda that address the needs of the group.

Help prepare clear, concise, meaningful and achievable goals for planning sessions.

Develop visual and analytical models.

Provide phone/e-mail consultation.

Attend regular quarterly meetings (4 hours each meeting) and special meetings (when required, although no more than two per year). Meetings are held in Charleston, West Virginia).

Facilitate meetings to keep the group "on task", "on target", and "on time".

Recommend different approaches that can save time or produce better results.

Document meeting results (sample format is attached). Meetings are quarterly. The meeting Notes (results) are expected within one month of the previous meeting date. The meeting notes are reviewed jointly by the vendor and the

work groups

Bureau for Children and Families Commission to Study the Residential Placement of Children support staff. Copies must be provided to Commission members electronically one week prior to the next meeting date. Copies are distributed to the Commission members and guests at the next meeting, and posted on the Commission's website.

Post-session reports include the task, person(s) responsible, and the due date (due dates prior to the next meeting). The vendor will develop the post session reports. The reports will be reviewed jointly by the vendor and the Bureau for Children and Families, Commission to Study the Residential Placement of Children support staff before release to members.

Develop strategies for recommendations and implementation plans resulting from meetings.

Develop post-session reports identifying action items for implementation.

Develop annual progress report (March).

### **Mandatory Requirements**

Vendor must provide detailed work history including 3 references and resumes to confirm the proposed staff meets the minimum education and experience requirements.

Consultant must have no less than a Masters in Business Administration, Public Administration, Human Services (Social Work, Psychology, Criminal Justice; minimum of 3 years experience in children & families programs (Child Welfare, Juvenile Justice, Behavioral Health, Education) & technical assistance, meeting planning and facilitation, developing strategies and implementations plans for group recommendations, consultation, and report preparation.

The Commission's work is focused on change among the WV system partners in how the partners can work more effectively together. Knowledge of West Virginia systems is preferred to assure the work of the Commission will continue to run smoothly & the facilitation/consultation role will be effective.

Vendor must submit an all inclusive hourly rate for the required services which includes travel, materials, supplies, and support.

### **PROCUREMENT TERMS**

**Vendor Registration:** Vendors participating in this process should complete and file a Vendor Registration and Disclosure Statement (Form WV-1) and remit the registration fee. Vendor is not required to be a registered vendor in order to submit a Quotation, but the successful vendor must register and pay the fee prior to the award of an actual purchase order/contract.

**Purchasing Affidavit:** West Virginia State Code 5A-3-1-a-(3) (d) requires that all vendors submit an affidavit of debt, which certifies that there are no outstanding obligations or debts owing the State of West Virginia. The Affidavit is attached to this request for Quotation which must be completed, signed, and returned. If bidding a joint Quotation, an Affidavit must be completed for both vendors.

**Subcontracts Prohibited:** The Successful vendor will be solely responsible for all work performed under the contract. The vendor shall not enter into written subcontracts for performance or work under the contract without written permission of the Department.

**Compliance with Law and Regulations:** Vendor shall pay any sales, use and personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract, the transaction, or the equipment, or services delivered pursuant hereto shall be borne by the vendor. Vendor must be governed by the laws of the State of West Virginia. Vendor shall comply with all related federal and state laws and regulations.

**Project Term:** This contract will be effective (date set upon award) and shall extend for the period of one (1) year, at which time the contract may, upon mutual consent, be renewed. Such renewals are for a period of up to one (1) year, with a maximum of two (2) one year renewals, or until such reasonable time thereafter as is necessary to obtain a new contract. The reasonable time period shall not exceed twelve (12) months.

**Invoices and Payments:** Vendor shall submit detailed monthly invoices, in arrears, to the Bureau of Children and Families, Office of Finance and Administration for all services provided pursuant to the terms of the contract. The Bureau of Children and Families reserves the right to reject any or all invoices for which proper documentation has not been provided. State law forbids payment of invoices prior to receipt of services.

**Evaluation Process:** Bids will be evaluated as to the lowest responsible bidder meeting specifications.

Vendor must provide detailed documentation as to how the proposed staff meets all of the mandatory qualifications stated above.

Staff must be identified.

Resumes and copies of certificates/degrees must be provided to support meeting of mandatory requirements.

References must be provided for verification of mandatory work experience.

Vendor must complete the Documentation of Qualifications and Vendor Bid Summary Sheet with the all inclusive hourly rate for the required services.

**Documentation of Qualifications**

Position	Indicate where mandatory requirements/qualifications can be found
Masters in Business Administration, Public Administration, Human Services (Social Work, Psychology, or Criminal Justice.	Attachment D - Resume Attachment E - Transcript Attachment A - Qualifications
Five years experience in consultation, technical assistance, planning and facilitating meetings, developing strategies and implementation plans for group recommendations and report preparation for public agencies	Attachment D - Resume Attachment A - Qualifications
Three of the five years experience must be with in the areas of child welfare, juvenile justice, education, and behavioral health, preferably in West Virginia.	Attachment A - Qualifications Attachment D - Resume

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

Estimated # of hours annually:

175 hours services/ All inclusive Hourly Rate: \$ 110.<sup>00</sup> Annual Cost \$ 19,250.<sup>00</sup>

Vendor Signature: *Gele J. Ste...*

Date: 6/28/10

MEETING NOTES (DRAFT)

MEMBERS:

ABSENT:

Administrative Assistance:

GUESTS:

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**Welcome**

*Meeting Notes*

*Meeting Notes follow the agenda unless otherwise noted.*

*Status*

Next Steps

*Performance Benchmarks*

The Foster Care Placements Report

The Distance Report

*Unfinished Business*

*Recommendations Action Plan Status Review*

*Commission Members Reflections/New Items*

Meeting was adjourned at \_\_\_\_\_

# 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: Leslie Stone

Signed: 

Date: 10-28-10

Title: Owner

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

RFQ No. BCF11006

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 exceed 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: Leslie Stone, Stone Strategies LLC

Authorized Signature: [Signature] Date: 6/28/10

State of WV

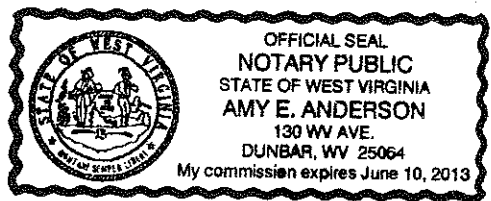
County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 28<sup>th</sup> day of June, 2010.

My Commission expires June 10, 2013.

AFFIX SEAL HERE

NOTARY PUBLIC Amy E. Anderson





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:  
**BCF11006**

PAGE:  
**1**

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

PROPERTY

RFQ COPY  
 TYPE NAME/ADDRESS HERE

*Leslie Stone*  
*5294 Dewitt Road*  
*Cross Lanes, WV*  
*25313*

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
06/16/2010				

BID OPENING DATE: **06/30/2010** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
<p>1. QUESTIONS AND ANSWERS ARE ATTACHED.</p> <p>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.</p>						
EXHIBIT 10						
REQUISITION NO.: BCF11006						
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 <i>DS</i>						
NO. 2 <i>DS</i>						
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: *[Signature]* TELEPHONE: **304-769-0224** DATE: **6/28/10**

TITLE: **Owner** FEIN: **205456766** 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. 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).



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  
 BCF11006

PAGE  
 2

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

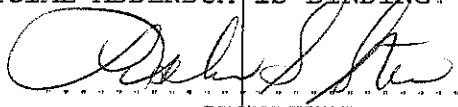
Leslie Stone  
 5294 Dewitt Road  
 Cross Lanes, WV  
 25313

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
06/16/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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 style="text-align: center;">             SIGNATURE            Stone Strategies, LLC            COMPANY            6/28/10            DATE         </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p style="text-align: center;">END OF ADDENDUM NO. 1</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE  TELEPHONE 304-769-0224 DATE 6/28/10

TITLE Owner FEIN 20-545 6766 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**

BCF11006

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

Leslie Stone  
 5294 Dewitt Road  
 Cross Lanes, WV 25313

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
06/16/2010				
BID OPENING DATE:	06/30/2010	BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR		785-70		
TECHNICAL ASSISTANCE, CONSULTATION, MEETING FACILITA						
***** THIS IS THE END OF RFQ BCF11006 ***** TOTAL:						\$19,250.00

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Leslie Stone* TELEPHONE: 304-769-0224 DATE: 6/28/10

TITLE: Owner FEIN: 20-5456766 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

RFQ NUMBER  
 BCF11006

PAGE  
 1

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
*Leslie Stone*  
*5294 Dewitt Road*  
*Cross Lanes, WV*  
*25313*

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
06/18/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2 1. TO ATTACH THE QUESTIONS AND ANSWERS INADVERTENTLY LEFT OUT OF ADDENDUM NO. 1. 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO EXHIBIT 10  REQUISITION NO.: BCF11006  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 checked="" type="checkbox"/> ..... 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>Robert J. Stone</i>	TELEPHONE 304-769-0224	DATE 6/28/10
TITLE owner	FEIN 20-5456766	ADDRESS CHANGES TO BE NOTED ABOVE

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

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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
BCF11006

PAGE
2

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

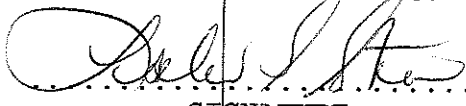
Leslie Stone  
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SHIP TO

HEALTH AND HUMAN RESOURCES  
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 350 CAPITOL STREET, ROOM 730  
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/18/2010				

BID OPENING DATE: 06/30/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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 style="text-align: center;">             SIGNATURE            Stone Strategies, LLC            COMPANY            6/28/10            DATE         </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p style="text-align: center;">END OF ADDENDUM NO. 2</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE 	TELEPHONE 304-769-0224	DATE 6/28/10	
TITLE Owner	FEIN 20-5456766	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  
**BCF11006**

PAGE  
**3**

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
*Leslie Stone*  
*5294 Dewitt Road*  
*Cross Lanes, WV*  
*25313*

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BCF - COMMISSIONER'S OFFICE  
 350 CAPITOL STREET, ROOM 730  
 CHARLESTON, WV  
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/18/2010				

BID OPENING DATE: **06/30/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR		785-70		
TECHNICAL ASSISTANCE, CONSULTATION, MEETING FACILITA						
***** THIS IS THE END OF RFQ BCF11006 ***** TOTAL:						\$ <u>19,250.00</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Leslie Stone* TELEPHONE: **304-769-0224** DATE: **6/28/10**

TITLE: **owner** FEIN: **20-5456766** ADDRESS CHANGES TO BE NOTED ABOVE

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

**Vendor Questions and DHHR Responses Submitted in Response to BCF11006**

- 1. Question:** During the course of this work, is administrative support available through DHHR BCF or any of the collaborating partners involved in the work of the Commission to Study the Residential Placement of Children? The term administrative support is used here to refer to making copies of meeting documents, the typing of flip chart recordings that would then be emailed to and made into meeting notes by the consultant, website upgrades and the loading of documents to the Commission's website, etc.

**Response:** DHHR/BCF makes copies/packets unless the facilitator is unable to provide documents in a timely manner. In those instances, the facilitator makes copies. We typically provide 50 packets per meeting. The facilitator has made professional copies of annual reports for distribution. This goes beyond the 50 copies—for DHHR leadership, legislators, Governor's Office in addition to the Commission members & guests (50 copies). The facilitator types flip chart notes, DHHR/BCF does minutes & forwards to facilitator. DHHR/BCF maintains updates to website.

- 2. Question:** What have been the research needs of the Commission historically? Is it anticipated that research related to promising practices, other states' progress, innovations in the field of Systems of Care for children and youth, etc. will be helpful or necessary to the Commission as it fulfills its responsibilities SB636 authorizing the Commission and outlining its work?

**Response:** The collaborating partners complete the research & prepare reports for presentation to the Commission. The facilitator uses this information in drafting Commission reports & documents. The facilitator has conducted research to better understand the work of the Commission and to enhance their ability to carry out their responsibilities/guidance.

- 3. Question:** Are basic supplies and equipment for meetings available through DHHR BCF or any of the collaborating partners involved in the work of the Commission to Study the Residential Placement of Children? The terms basic supplies and equipment are used here to refer to flip chart stands and flip chart pads of paper.

**Response:** The facilitator brings flip charts, stands, markers if not provided by site where meeting is being conducted.



# Stone Strategies, LLC

## **Attachment A – Documentation of Qualifications; Degree (Personal), Years of Experience in Facilitation and Consultation (Organizational), and Child Welfare and Related Work (Background)**

Personal Qualifications - Leslie holds a Master of the Arts in Education from Eastern Kentucky University in Richmond, Kentucky. She has post secondary certifications in Behavior Disorders from West Virginia College of Graduate Studies and Mathematics Education Research from the Mathematics Consortium for Applications and Problem Solving at East Tennessee State University in Johnson City, Tennessee. She holds a Bachelor of Science in Education specializing in elementary and Kindergarten from Eastern Kentucky University in Richmond, Kentucky. Leslie has also studied and collaborated with Dr. Vaughn Grisham, Professor of Sociology, University of Mississippi, Oxford, Mississippi and Becky Anderson, founder of HandMade in America, Asheville, North Carolina. Becky was named by U.S. News and World Report as one of America's top twenty visionaries.

Organizational Qualifications - Stone Strategies was founded in July 2005. Since that time it has served over sixty clients within and outside West Virginia. Clients' disciplines include healthcare, entrepreneurship, early childhood education, child abuse and neglect prevention, leadership development, county-wide planning and organizational development. Clients are comprised of state agencies, city governments, informal parent groups, local churches, multi-county and state-wide collaborative groups, and newly-formed to long-standing agencies and organizations. Stone Strategies specializes in designing processes that help teams get the most out of their ideas by developing practical, useful plans to achieve their goals.

Background Qualifications - Leslie worked for West Virginia's Governor's Cabinet on Children and Families from 1994 to 2005. She served as Senior Specialist for Coordination and Community Support. In this role she provided technical assistance to WV's Family Resource Networks (FRNs). The work involved partnering with local communities for meeting facilitation, resource identification, problem-solving, training, community leadership development, and increasing the involvement of parents, local community members and service providers in decision-making about their communities. Leslie also worked to promote local-state partnerships and state-level, cross-agency efforts to improve services for children and families. She has provided facilitation, meeting planning and staff support to the Governor's Citizens Advisory Council, the Juvenile Justice Coordinating Council, WV's System of Care Collaborative and other state-level groups focused on systems reform. She has worked with the West Virginia Legislature, community groups and senior state officials in policy development.

Before working in the Governor's office, Leslie was employed by several private, non-profit agencies serving children in and at-risk of out-of-home placement and their families. Her work included training, graduate level teaching curriculum development, behavioral interventions, parent education, foster parent certification, program management, and resource development and linkage.

# Stone Strategies, LLC

## Attachment B – References

### **Herk Conner, Program Coordinator**

West Virginia Community Development Hub  
301 Water St.  
Stonewood, WV 26301-4648

304-566-7332 Office  
304-566-7309 Fax  
304-588-8860 Cell Phone  
[h.conner@wvhub.org](mailto:h.conner@wvhub.org)

Leslie, along with Steve Heasley, worked with The Community Development Gathering (CDG) from 2006-2008. Leslie facilitated the work of CDG, its core group and task teams, while Steve provided research and secondary facilitation. The purpose of CDG was to develop a model and tools to support the alignment of the existing system of community development in West Virginia. WV's community development system includes public and private providers, funders and local community development entities, both voluntary and formal. CDG was established by Community Collaborative, Inc. (CCI) that has since merged with Community Development Partnership to form the WV Community Development Hub. At the time of the above described work, Herk Conner served as the Coordinator of CCI. CCI was the hiring organization overseeing Stone Strategies' work.

### **Heidi Staats, Director**

Children with Special Health Care Needs  
West Virginia Bureau for Public Health  
Phone: 304-558-7173  
In WV: 800-642-9704  
[Heidi.E.Staats@wv.gov](mailto:Heidi.E.Staats@wv.gov)

Leslie has worked with Heidi at both the state and local levels in her capacity as State Outreach Coordinator for WV's WIC (Women, Infant and Children's) program and also in her volunteer capacity as President of CASA (Court Appointed Special Advocate) of the Fifth Judicial Circuit program (Jackson, Roane, and Mason counties in WV). With WIC, Heidi and Leslie worked together over a 2 ½ year period with state staff, local agency staff and family representatives to design and introduce the first changes in the WIC program in over 30 years. Three task teams worked under Leslie's facilitation and design to; identify new foods on the food list within established federal guidelines, develop and design instructional materials for WIC staff, community providers such as physicians and grocers and families, and conduct a 3 day instructional conference for all WV WIC staff to kick-off implementation. A fourth team was comprised of state level WIC staff that set the overall direction for the redesign project. Heidi and Leslie have also worked with Partners in Prevention to establish and support community prevention teams to carry out child and abuse prevention work at the community level in Jackson County.

The logo for Stone Strategies, LLC features a stylized, wavy graphic above the company name. The text "Stone Strategies, LLC" is rendered in a serif font, with "Stone" and "LLC" in a smaller size than "Strategies".

# Stone Strategies, LLC

**Dennis Taylor, Manager**

DCT Advisors  
27 Wynfield Trace  
Winfield, WV 25213

Mobile: 304-541-0332

Phone: 304-586-9237

Fax: 866-783-0511

[dct@dctadvisors.com](mailto:dct@dctadvisors.com)

Stone Strategies has worked with Dennis, in conjunction with Chancellor Jim Skidmore, in several systemic efforts focused on West Virginia's Community and Technical College System in 2009 and 2010. Leslie has designed and facilitated presidents of WV's Community and Technical Colleges (CTCs). Two examples among several are; GREEN-UP (planning and preparing for introducing eco-friendly/sustainable practices and educational opportunities to WV's existing businesses, new students, and workers being retrained for work in new industries), On-Ramp; an analysis and improvement of supports to non-traditional, adult students in CTCs using innovation and best practice.

# Stone Strategies, LLC

## **Attachment C – Procurement Assurances**

Purchasing Card Acceptance: Stone Strategies has the capacity to process payments electronically and has done so with clients such as the United States government.

Vendor Registration: Stone Strategies is a current, registered vendor with the state of West Virginia.

# Stone Strategies, LLC

## **Attachment D – Resumes**

Leslie S. Stone, Stone Strategies - Leslie will serve as the primary contact and provider for these services for the duration of the contractual period.

Bruce E. Decker, Collective Impact – As a value-added addition to this proposal, Stone Strategies is pleased to include Bruce Decker. Bruce will serve as a back-up to Leslie in the unlikely event that she might be unavailable for service due to unforeseen circumstances for any period during the life of the contract. Bruce also meets the educational, technical assistance/facilitation, and experience qualifications for this work. Bruce and Leslie have worked together in a variety of venues over the last 20 years. In addition to the enclosed resume, Bruce's independent work, along with work that has been produced with Leslie, can be viewed at [www.collectiveimpact.com](http://www.collectiveimpact.com)

Leslie S. Stone  
5294 Dewitt Road  
Cross Lanes, West Virginia 25313  
(304) 769-0224  
leslie.stone4@verizon.net

Skills:

Planning  
Facilitation  
Conflict Resolution  
Training  
Networking  
Mobilizing  
Organizational Development

Areas of Experience:

Government  
Non-Profits  
Early Childhood  
Disaster Recovery  
Health Care  
Education/Special Education  
Community/Economic Development

Linkages to  
National Expertise In:

Evaluation  
Funding Analysis  
Policy Analysis  
Research  
Community Development  
Technology Tools  
Communications

**PROFESSIONAL BACKGROUND:**

2005 to Present **Owner, Stone Strategies, LLC Consulting Firm**

1996 to 2005 **Senior Community Development Specialist, Governor's Cabinet on Children and Families, Charleston, WV**

- Provided agenda development, meeting planning and facilitation to the Governor, his Cabinet on Children and Families and his Citizens Advisory Council.
- Co-developed, refined, and provided technical support to Family Resource Networks (local community collaborative boards) that received the Southern Growth Policy Board's Innovator's Award.
- Co-developed legislation to strengthen the Governor's Cabinet on Children and Families recognized as best practice by the National Governor's Association.
- Facilitated and participated in designing a national pilot of participatory evaluation for Starting Points Centers (family support centers).

1994 to 1996 **Community Coordinator, Florence Crittenton Home and Services, Wheeling, WV**

- Managed eight (8) county service area resulting in cohesive team decision making and increased quality of family-driven service.
- Decreased costs and increased staff skills by developing and conducting training with other providers.
- Developed policy and quality assurance measures.
- Led state-wide agency planning and organizational development.

1993 to 1994 **Family Resource Coordination Specialist, Governor's Cabinet on Children and Families**, Charleston, WV

- Led state-wide, cross-agency team in the development and design of an interdisciplinary curriculum and certification process for case managers.
- Led community meetings to design local systems of care.
- Developed and implemented a statewide, collaborative conference on case management involving Higher Education, Department of Health & Human Resources, Education, Mental Health, etc.
- Facilitated community meetings for the federal initiative, Empowerment Zones/Enterprise Communities.

1992 to 1993 **Administrator of Ancillary Services, Action Youth Care**, Ripley, WV

- Researched, designed, and implemented a staff certification program for direct service and administrative staff.
- Supervised 100 + paraprofessional staff members and a 7 member training unit.
- Developed and coordinated the writing of treatment manuals for in-home services and transitional living services for youth.
- Developed policy, personnel manuals, and quality assurance measures.

1986 to 1991 **Behavior Disorders Specialist, Jackson County Schools**, Ripley, WV

- Conducted parent conferences in homes/court houses/coffee shops.
- Planned and conferred with local and regional officials from: human services, law enforcement, probation, hospitals, residential facilities, community-based agencies, attorneys, physicians and mental health professionals.
- Used original role plays and games to team teach students grades K-12.
- Co-developed a student assistance program designed to coordinate existing school and community programs to meet adolescent needs in the middle school.

1983 to 1986 **Teacher of the Gifted, Montgomery County Schools**, Mt. Sterling, KY

- Co-authored curriculum and program evaluation instruments for gifted students.
- Developed original units of study for gifted students.
- Received grant, planned, designed, and implemented pilot classroom for gifted students.
- Selected as speaker for Kentucky's Gifted Association annual conference.

## **CONSULTING:**

1998 to present **Various local, regional and statewide organizations** in **Kentucky, Minnesota, Pennsylvania, Tennessee, and West Virginia**

- Provide facilitation, training, and planning, as well as systemic and organizational development work.

2003 to 2004 **System of Care Collaborative** Charleston, WV

- Facilitated a state-level, cross-agency group and wrote a report with recommendations for creating a system of care in West Virginia for children with and at risk of behavioral and social/emotional problems and their families.

1990 to 1993 **Adjunct Instructor** University of West Virginia College of Graduate Studies

- Delivered graduate level courses:
  - Characteristics of Behavior Disorders
  - Program Planning and Implementation for Children with Behavior Disorders

1988 to 1992 **Behavior Disorders Consultant** Action Youth Care, Ripley, WV

- Researched, developed, and delivered affective, behavioral and cognitive activities to children with Severe Emotional Disturbance (SED) in foster care.
- Designed and delivered training to specialized treatment foster parents and professionals.

## **ORGANIZATIONS:**

2008 to present **West Virginia Community Development Hub**, founding board member

2007-present **West Virginia Small Business Development Center**, Advisory Board member

2004 to 2008 **Community Development Partnership West Virginia**, founding board member

1996 to 2008 **Community Collaborative, Incorporated**, member

## **ACADEMIC BACKGROUND:**

**Mathematics Education Research August 1988**

Mathematics Consortium for Applications and Problem Solving, East Tennessee State University

**Behavior Disorders Certification December 1987**

West Virginia College of Graduate Studies

**Master of the Arts in Education December 1985**

Elementary and Gifted Education, Eastern Kentucky University

**Bachelor of Science in Education May 1983**

Elementary and Kindergarten, Eastern Kentucky University



**Bruce E. Decker**  
Honeysuckle Lane  
Huntington, West Virginia 25701  
724.513.6019  
[bruce@collectiveimpact.com](mailto:bruce@collectiveimpact.com)  
[www.collectiveimpact.com](http://www.collectiveimpact.com)

## **PROFESSIONAL PROFILE**

- Proven non-profit and for-profit leadership and administration knowledge and skills.
- Experienced in financial resource development and management, strategic planning, training, assessment, and evaluation.
- Demonstrated communication, marketing, public relations, and promotion skills.
- Effective in organizational and community capacity building, system analysis and improvement, service coordination and integration, and cross-system networking and collaboration.
- Self-motivated, dedicated, determined, and creative risk taker with strong work ethic.
- Able to work independently or in a team environment and as an employee or independent consultant.
- Proficient at building networks and relationships among diverse groups of people with natural ability to inspire confidence, trust, and respect.

## **PROFESSIONAL CAPACITY**

### **Leadership and Administration**

- Co-founder and principal partner of capacity building consulting collaborative network.
- Serve as Board of Directors member for West Virginia non-profit organization with mission to strengthen community development and sustainable leadership.
- Guide organizational development of organizations and collaborative networks with missions to strengthen communities and improve the quality of life for children, youth, and families.
- Managed the start-up and on-going development of non-profit, multi-site, community-based child welfare and behavioral/mental health services for children, youth, and families.
- Initiated services as a staff of 4 in one county – managed a staff of over 150 in five counties after one year of development.
- In-depth knowledge and expertise in managing organizational change, mediating conflict, utilization of resources, facilitation, and team building.
- Effective in employee motivation, participatory management, and consensus decision making.
- Experienced in recruitment, staffing, training, and development of employees.

### **Program/Service Development, Implementation, and Oversight**

- Experienced in implementing blueprint and evidence-based service delivery models.
- Administered in-home family support/preservation, youth transitional/independent living, counseling and therapy, home study, and therapeutic foster care programs and services.
- Demonstrated proficiency in family support/self-sufficiency principles and practices.
- Implemented behavior management, basic living skills, and crisis intervention services for residents with diagnoses of autism, mental retardation, and chronic mental illness in a group home environment and for adjudicated youth diagnosed with severe behavioral and emotional disorders in a lock-up residential setting.
- Integrated adults formerly placed in state institutions into community-based settings.

### **Financial Resource Development and Management**

- Experienced in financial resource development, oversight, and integrity.
- Provide consultation in grant seeking and fund development strategies for organizations and collaborative networks.
- Guide clients through all phases of the grant seeking process, including program planning, funding research, and grant writing.
- Developed requests for proposals for state initiatives and evaluated submitted proposals.
- Planned, executed, and managed team and district budgets – nearly \$5 million annually.

### **Teaching, Training, and Technical Assistance**

- Demonstrated proficiency in organization and community capacity building, collaborative leadership, service integration, and system improvement.
- Provide capacity building consulting and technology services for non-profit organizations, government agencies, entrepreneurs, multi-disciplinary groups, and collaborative networks.
- Conduct training and provide technical assistance for diverse audiences. Topics include leadership and management, motivation, communication, marketing, strategic planning, board development, collaboration, outcomes evaluation, etc.
- Guide community groups and organizations through all phases of strategic planning.
- Implement parent advocacy and leadership knowledge and skill development opportunities.
- Coordinated cooperative jobs program and supervised on-the-job training activities.

### **Communication, Marketing, and Public Relations**

- Demonstrated skills in public speaking, team building, consensus decision-making and interpersonal, organization, and interdisciplinary communication.
- Engage in relationship building and networking with local, regional, and state partners.
- Develop and implement communication, marketing, branding, promotion, public relations, and community education and outreach strategies.
- Design and develop Internet-based capacity-building tools and services for organizations and communities.
- Computer competency in Microsoft Office, web-based tools, and Internet research.

### **Assessment, Outcome Evaluation, and Quality Assurance**

- Expertise in results-oriented outcomes evaluation, system analysis, assessment and evaluation, and continuous organizational learning.
- Educate organizations and communities in outcome-based planning and evaluation processes using performance measures and indicators for tracking progress.
- Conduct focus groups, forums, and community needs and resource assessments.
- Collect and analyze primary data through survey and interview research and secondary data review, including relevant literature, socioeconomic data, health statistics, human service information, and program records.
- Interpreted and integrated policies and regulations of funding sources, accrediting bodies, and governmental entities to maintain program compliance.
- Developed and implemented service delivery quality assurance, customer satisfaction, and employee evaluation procedures and resources.

## **PROFESSIONAL EXPERIENCE**

- **Co-Founder/Principal Partner**, Collective Impact, LLC, Rochester, Pennsylvania, *December 2004 - present.*
- **Independent Consultant**, Zelienople, Pennsylvania, *September 2001 – present*
- **Family Service System Reform Technical Assistant Consultant**, Center for Schools and Communities, Lemoyne, Pennsylvania, *January 1998 – September 2001.*
- **Vice-President & District Administrator**, Action Youth Care, Inc., Huntington, West Virginia, *July 1992 - June 1997.*
- **Service Provider**, Autism Services Center, Huntington, West Virginia, *July 1990 – July 1992.*
- **Graduate Teaching Assistant**, Marshall University, Communication Studies Department, Huntington, West Virginia, *August 1990 - May 1992.*
- **Marketing Education Teacher & Cooperative Jobs Coordinator**, Martinsburg High School, Martinsburg, West Virginia, *July 1989 – July 1990.*
- **Cottage Counselor**, Barboursville School - Prestera Mental Health Center, Huntington, West Virginia, *August 1987 - July 1989.*

## **ACADEMIC BACKGROUND**

- **Master of Arts**, Communication Studies – Emphasis in Organizational and Intercultural Communication and Leadership, Marshall University, Huntington, West Virginia, *May 1992.*
- **Bachelor of Arts**, Education - Dual specializations in Marketing Education and Social Studies with a certification in Diversified Cooperative Training, Marshall University, Huntington, West Virginia, *May 1989.*

## **LICENSES, CERTIFICATES, & PROFESSIONAL AFFILIATIONS**

- West Virginia Community Collaborative Inc., Board member, *2006 - present*
- West Virginia Community Development Gathering (CDG) member, *2006 - present*
- West Virginia Sustainable Communities Training Program (SCTP) participant, *2006 - 2007*
- Western Pennsylvania Partnership for Family Support (WPPFS) member, *2002 - present*
- Greene County M.A.G.I.C. Collaborative Board member, *2001 - 2004*
- Armstrong County Family Resource Network (FRN) Board member, *2001- 2004*
- Western Pennsylvania Alliance for Family Support member, *1998 - 2001*
- Western Pennsylvania Coalition for Children's Advocacy (CCA) member, *1998 - 2001*
- Western Pennsylvania Regional Children's Team member, *1998 - 2001*
- West Virginia Safe Choices - STD/HIV Prevention Trainer, *1993 - 1998*
- West Virginia Region II Children's Summit member, *1992 – 1998*
- West Virginia Social Work License, *1992 – 1998*
- West Virginia Teaching Certificate, *1989 – 1995*
- Marshall University Distributive Education Clubs of America Vice-President *1988 – 1989*
- Marshall University Distributive Education Clubs of America Secretary/Reporter, *1987 – 1988*

# Stone Strategies, LLC

**Attachment E – Masters Degree University Transcript (unofficial copy)**

Leslie S. Stone, Eastern Kentucky University

Richmond, Kentucky 40475

CITY/STATE  
ID NUMBER

WINCHESTER  
304-52-8524

KY 40391

STUDENT RECORD

05/21/86

GRADUATE TRANSCRIPT  
ADMISSION DATE 12/17/82

PAGE 2 OF 2

SPRING 83

DI 669	RESEARCH IN EDUCATION	3.0	B
DI 655	GIFTED & TALENTED YOUTH	3.0	A
PI 616	TESTS & MEASUREMENTS	3.0	A
UM	9.00 3.67 EKV CUM	9.00	3.67

DEGREE BS BACHELOR OF SCIENCE  
ELEM EDUC, "KINDERGARTEN (1)"  
25-14-81

"WITH DISTINCTION"

SUMMER 83

LE 656	CURR IN GIFTED/TALENTED ED	3.0	A
AE 670	SEM IN SEC MATH: MICROCOMPUTER	3.0	B
UM	15.00 3.60 EKV CUM	15.00	3.60

SPRING 85

LE 973	DEV READING IN ELE SC	3.0	A
LE 810	ELEMENTARY SCHOOL CURRICULUM	3.0	A
UM	21.00 3.71 EKV CUM	21.00	3.71

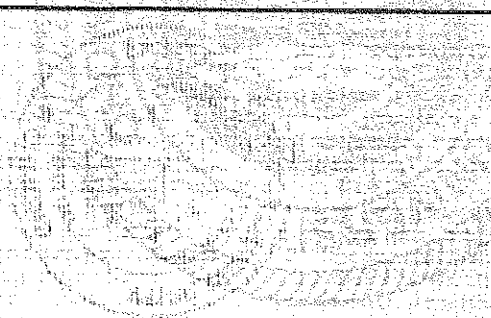
SUMMER 85

LE 857	SEM GIFTED/TALENTED ED	3.0	A
NG 703	CREATIVE WRITING WORKSHOP	3.0	A
AD 805	SCHOOL LAW	3.0	A
UM	30.00 3.80 EKV CUM	30.00	3.80

DEGREE MAED MASTER OF ARTS IN EDUCATION  
ELEM EDUC, GIFTED/TALENT (T)  
08-08-85

ISSUED TO STUDENT

MAY 21 1986



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