



MANAGEMENT CONCEPTS

August 10, 2012

Mr. Paul Reynolds
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

Reference: RFQ WWV13001 – Federal Grants Certification Training

Dear Mr. Reynolds:

The attached package of information is a compilation of the documents that we generally send in response to Requests for Quote. I just wanted to provide you with this supplemental information as a matter of reference.

Sincerely,

Gayle Brennan

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WV PURCHASING
DIVISION



MANAGEMENT CONCEPTS

August 10, 2012

Mr. Paul Reynolds
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

Reference: RFQ WWV13001 – Federal Grants Certification Training

Dear Mr. Reynolds:

Management Concepts is pleased to respond to this requirement to provide instructor-led grants certification training to WorkForce West Virginia employees. Delivering high quality grants training is our core business and what we do every day. Over the past 38 years, tens of thousands of public and private sector clients have availed themselves of our services, either by sending individual students to our open enrollment courses, or by engaging us to conduct on-site grants training for their staff.

Following is our offer to provide on-site training for WorkForce West Virginia:

Courses: *Applying for Federal Grants and Cooperative Agreements
And
Managing Federal Grants and Cooperative Agreements for
Recipients*

Course Description: A copy of each course description is provided for your review to ensure that these courses provide you with the desired items and meet or exceed your mandatory requirements.

Outstanding Instructional Staff: Management Concepts' carefully selected instructors stimulate student interest with their comprehensive subject-matter knowledge. They have extensive experience in the grants field, working either for the federal government and/or the recipient community. Several of our instructors have taught as adjunct faculty members at various institutions of higher education, and many are practicing consultants, serving both federal granting agencies and recipient organizations. Because our instructors are thoroughly involved in the subjects they teach, course presentations are current and relevant to your job-related training needs. A table presenting a current snapshot of our grants and assistance instructors is attached.

Certificate Program: Our comprehensive *Grants Management Certificate Program*™ sets the industry standard for comprehensive professional education in the grants field. It is designed to help candidates develop a solid foundation in grants management. The program offers three tracks—for federal awarding agencies, pass-through entities, and recipients of federal awards—to meet the needs of specific segments of the federal grants community.

Our Certificate Program is based on feedback we received from business/financial and program personnel representing all members of the grants community—federal, state, local, and Indian tribal governments; colleges and universities; nonprofits; and profit-making entities. We obtained information about typical job duties and tasks; the frequency with which these functions are performed; and the statutes, regulations, and governmentwide guidance that must be followed. We then designed a competency-based program to parallel the skills and knowledge required on the job.

Grants professionals are expected to possess sophisticated skills and a comprehensive knowledge of governmentwide requirements, agency regulations, and grants management best practices. Our program is designed to teach you how to understand and apply these requirements and principles to manage federal dollars efficiently and effectively. Completing the Certificate Program can:

- Increase your effectiveness on the job
- Serve as evidence that you have achieved a high level of knowledge and skill in grants management
- Distinguish you from other candidates when seeking career advancement
- Strengthen your chances for long-term success in the field of grants management

The National Grants Management Association (NGMA) recommends Management Concepts' Grants Management Certificate Program as a valuable professional development tool for the grants community.

Course Title	Length	CPE Credits	# of Students	Location	Fixed Price
Applying for Federal Grants and Cooperative Agreements	2 Days	16	Up to a maximum of 30 participants	Charleston, WV	\$16,858
Managing Federal Grants and Cooperative Agreements for Recipients	3 Days	24	Up to a maximum of 30 participants	Charleston, WV	\$19,103

The fixed-prices include all course materials and certificates for students who successfully complete the course (full attendance and passing the final exam are required). There is no additional charge for instructor travel.

Management Concepts will supply blank roster, attendance, and evaluation forms, and name tents, and we will provide your designated point of contact with completed copies of these items, along with final exam grades. WorkForce West Virginia will supply a training facility that will comfortably accommodate your group in table groups and includes the following: a head table, podium, and chair for the instructor; a black/white board, chalk (or markers), and erasers; a flipchart easel, pad, and markers; and an instructor computer, LCD projector and screen for Power Point presentation. After the course presentation, we will send an administrative package containing the completed roster, attendance sheets, student evaluations, and course certificates.


We accept the following forms of payment: purchase order, government training form, credit or purchase card, check, or letter of authorization to bill your organization. Payment paperwork must be received no later than 30 days prior to the start of the course. We require a minimum cancellation/rescheduling notice of 30 days.

Audio/videotaping of course presentation is prohibited. Management Concepts will retain copyright and ownership of the course materials.

I can be reached by telephone at 703-270-4013, if you have any questions. We would appreciate the opportunity to be of service.

Sincerely,

Gayle Brennan
Attachments:



Course Descriptions
Instructor Experience Table
Bid Evaluation Page

Applying for Federal Grants and Cooperative Agreements

(Available in Two Formats: Live Classroom or Online!)

Designed for recipient personnel responsible for identifying funding opportunities and developing applications for federal grants and cooperative agreements. Students develop the skills they need to successfully identify assistance opportunities, develop workable project plans, and submit competitive applications.



LEARNING OBJECTIVES:

- Learn the basic workings of the assistance process
- Explore the primary sources of information on federal funds, including Grants.gov and the *Catalog of Federal Domestic Assistance*
- Practice locating possible sources of federal funding for a hypothetical project
- Analyze the impact of statutory, regulatory, and other legal requirements on assistance programs
- Discuss how to develop an application that meets awarding agency specifications
- Learn what happens at the federal agency after applicants submit their proposals

COURSE TOPICS INCLUDE:

How the Federal Grants System Works

- Discretionary award application process
- Relevant laws, regulations, and policies

Rules that Apply to Federal Grants

- Programmatic and administrative rules
- Which rules apply to a project?

Locating Sources of Funding

Assessing Funding Opportunities

- Eligibility
- Grant programs that meet project needs
- Likelihood of receiving a federal award

Evaluating the Impact a Grant Award Will Have on Your Organization

Developing an Application

- Action plan for application development
- Agency specifications and/or restrictions

How the Evaluation and Award Process Works

- Application review criteria
- Agency methods for scoring and ranking awards

What To Do If Your Application Is Not Funded

SUGGESTED PREREQUISITES:


- None

CERTIFICATE PROGRAM:

- Core course, Recipient track
- Elective course, Pass-Through track

 **Instructor-Led Live Classroom**
Course 2065 2 Days \$749

 **Group Onsite**
Call for info 888.545.8575.

 **Instructor-Facilitated Online**
Course 2765 5 weeks of coursework, 1 week to complete exam. \$819

Atlanta, GA	
Feb 11-12, 2013.....	13206501
Chicago, IL	
Apr 22-23, 2013.....	13206502
Denver, CO	
Jul 9-10, 2012.....	12206510
Jul 8-9, 2013.....	13206503
Las Vegas, NV	
Jan 14-15, 2013.....	13206504
New Orleans, LA	
Sep 17-18, 2012.....	12206512
Sep 16-17, 2013.....	12206505
Orlando, FL	
Jan 7-8, 2013.....	13206506

Portland, OR	
Dec 17-18, 2012.....	13206507
San Diego, CA	
Aug 20-21, 2012.....	12206511
Aug 19-20, 2013.....	13206508
San Francisco, CA	
Oct 15-16, 2012.....	13206509
Seattle, WA	
Nov 26-27, 2012.....	13206510
Tysons Corner, VA	
Oct 1-2, 2012.....	13206511
May 20-21, 2013.....	13206512
Washington, DC	
Mar 25-26, 2013.....	13206513

NASBA CPE CREDITS: 16

- Field of Study: Specialized Knowledge and Applications
- Course Level: Basic

GAGAS CPE CREDITS: 16

LIVE CLASSROOM FORMAT:
Lecture, discussion, hands-on practical exercises, and final exam

FREQUENTLY SCHEDULED WITH:

- *Managing* course (p. 15)
- *Narrative* course (p. 17)
- *Budget* course (p. 17)

CLASSES ONLINE:

Feb 8-Mar 24, 2013.....	13276501
Jun 7-July 21, 2013.....	13276502

ONLINE FORMAT:
Asynchronous, independent readings, discussion, practical exercises, case studies, quizzes, and final exam

GAGAS CPE CREDITS: 18

ONLINE COURSE DETAILS:
Students are required to log into the course site at least once per week and should expect to spend two to five hours per week completing

assignments and exchanging ideas and experiences in the discussion forum. Assignments must be completed by the designated weekly due dates. [See page 33 for more information about how this online course works.]

Tuition includes a book fee. Please visit our website for more information.

Managing Federal Grants and Cooperative Agreements for Recipients

(Available in Two Formats: Live Classroom or Online!)

This course is designed for recipient and pass-through entity personnel responsible for grant project administration and decision making, as well as those individuals responsible for developing and implementing institutional policies. Students develop a working knowledge of issues that affect day-to-day operations and management of federal grants.



LEARNING OBJECTIVES:

- Determine applicable statutory and regulatory authorities and discuss their impact on grants administration
- Examine valuation of cost-sharing contributions
- Discuss new governmentwide financial and progress reporting forms
- Evaluate proposed changes in budget and scope to determine whether prior approval by the awarding agency is required
- Explore how agencies and auditors review internal controls through site visits
- Apply knowledge gained in the course in a simulated negotiation with agency personnel over grant terms and conditions

COURSE TOPICS INCLUDE:

Grant Life Cycle and Roles

Notices of Grant Award

- Authorities governing recipient and awarding agency actions
- Grant terms and conditions: payment, cost sharing, and program income treatment

Developing a Project Management Plan

Project Performance and Other Grants Management Issues

- Meeting goals and objectives
- Financial and performance reporting
- Property management
- Changes in budget and scope

Subrecipients, Contractors, and Beneficiaries

Interacting with the Awarding Agency

- Monitoring methods and site visit procedures
- Audits and sanctions

End-of-the-Grant Issues

- Closeout
- Renewals and extensions

Improving Management of Subsequent Grants

- Conducting a self-evaluation
- Negotiating your next grant

Special Conditions for Recovery Act Grants

SUGGESTED PREREQUISITES:


None

CERTIFICATE PROGRAM:

Core course, Recipient and Pass-Through tracks

 **Instructor-Led Live Classroom**
Course 2062 3 Days \$849

 **Group Onsite**
Call for info 888.545.8575.

 **Instructor-Facilitated Online**
Course 2762 8 weeks of coursework, 1 week to complete exam. \$929

Atlanta, GA Feb 13-15, 2013.....	13206201
Austin, TX Jan 14-16, 2013.....	13206202
Chicago, IL Apr 24-26, 2013.....	13206203
Denver, CO Jul 11-13, 2012.....	12206213
Jul 10-12, 2013.....	13206204
Hilton Head, SC Apr 15-17, 2013.....	13206205
Las Vegas, NV May 6-8, 2013.....	13206206
Nashville, TN Jun 24-26, 2013.....	13206207
New Orleans, LA Sep 19-21, 2012.....	12206216
Sep 18-20, 2013.....	13206208

Orlando, FL Dec 10-12, 2012.....	13206209
Phoenix, AZ Oct 22-24, 2012.....	13206210
Portland, OR Mar 4-6, 2013.....	13206211
San Diego, CA Aug 22-24, 2012.....	12206214
Aug 21-23, 2013.....	13206212
San Francisco, CA Oct 17-19, 2012.....	13206213
Seattle, WA Nov 28-30, 2012.....	13206214
Tysons Corner, VA Oct 3-5, 2012.....	13206215
May 22-24, 2013.....	13206216

Washington, DC Sep 17-19, 2012.....	12206215
Sep 16-18, 2013.....	13206217

NASBA CPE CREDITS: 24
• Field of Study: Specialized Knowledge and Applications
• Course Level: Intermediate

GAGAS CPE CREDITS: 24

LIVE CLASSROOM FORMAT:
• Lecture, discussion, hands-on practical exercises, case studies, and final exam

FREQUENTLY SCHEDULED WITH:
• Applying course (p. 16)

CLASSES ONLINE: Oct 5-Dec 16, 2012.....	13276201
Mar 8-May 12, 2013.....	13276202
Jul 19-Sep 22, 2013.....	13276203

ONLINE FORMAT:
Asynchronous, independent readings, discussion, practical exercises, case studies, quizzes, and final exam

GAGAS CPE CREDITS: 27

ONLINE COURSE DETAILS:
Students are required to log into the course site at least once per week and should expect to spend two to five hours per week completing assignments and exchanging ideas and experiences in the discussion forum. Assignments must be completed by the designated weekly due dates. [See page 33 for more information about how this online course works.]

Tuition includes a book fee. Please visit our website for more information.



MANAGEMENT CONCEPTS

Management Concepts Grants Instructors Snapshot

The following table presents a snapshot of our grants & assistance instructors; this profile changes as new instructors join our team and others retire:

Instructor	Formal Education	Years of Relevant Experience	Years of Teaching Experience	Certifications, Memberships, & Accomplishments
SB	BS	46	17	CGFM, CPA, Certified Internal Auditor, Certified Fraud Specialist, AICPA
JE	JD, AB	31	40	NGMA
BF	MS, BS	35	12	CPA, AICPA
GF	JD, MA, BA	28	11	GMO with unlimited award authority NGMA, Toastmasters International, Distinguished Toastmaster
EL	LL.B, BS	38	22	Federal Bar Association, NGMA, Legal Consultant to Board of Editorial Advisors, <i>Federal Grants Management Handbook</i>
JL	BA	18	9	Dept. of Energy Procurement Acquisition Career Development Certification Level 3
VM	BS	21	7	GMO with unlimited award authority CPA
BO	MA, BA	37	11	DOL-certified COTR
RP	MS, MBA, BS	31	6	APDP Level III Certified in Contracts Management APDP Level III, Certified in Program Management APDP Level I Certified in Test and Evaluation Certified Non Profit Manager
SR	MS, BA	16	4	GPA, AGWA
LY	MA, BA	28	39	Columnist, <i>AGA Journal of Government Financial Management</i>
JZ	MBA, BA	39	7	Contracting Officer with unlimited signatory authority

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: WWV13001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

There were no addenda issued for Solicitation WWV13001.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Management Concepts, Inc.

 Company


 Authorized Signature
 8/9/12

 Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.


REQUEST FOR QUOTATION

Federal Grants Management Training – Specifications**WWV13001****BID EVALUATION PAGE**

Courses A (Federal application process):	\$ <u>16,853.00</u>
Course B (Managing federal grants and cooperative agreements)	\$ <u>19,103.00</u>
Grand Total (Course A + Course B)	\$ <u>35,956.00</u>

BASIS FOR AWARD: The contract shall be awarded to the Vendor that provides the most competitive bid including the desired items meeting the required specifications for the lowest overall total cost.

NOTE: The all-inclusive cost provided for each course shall include any travel, lodging, etc. costs necessary for this course. The cost provided for each course shall be a firm, fixed cost and no changes or additional charges will be permitted. Vendor should not alter or make additions to this Bid Evaluation Page as provided.

Vendor Signature  Date 8/9/12
 Steven Simpson, General Counsel
 Company Name Management Concepts, Inc.
 Address 8230 Leesburg Pike, Tysons Corner, VA 22182
 Phone POC: Gayle Brennan, 703-270-4142
 Fax Attn: Gayle Brennan, 703-270-4033
 Email GBrennan@managementconcepts.com

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: Management Concepts, Inc.

Authorized Signature: [Signature] Date: 8/9/12

State of Virginia

County of Fairfax, to-wit:

Taken, subscribed, and sworn to before me this 9th day of August, 2012.

My Commission expires 30 September, 2016.

AFFIX SEAL HERE
MARGARET C. LINSDAY
NOTARY PUBLIC
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES 30 SEPTEMBER 2016
Registration No. 7106259

NOTARY PUBLIC [Signature]
Margaret C. Lindsay