



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov). As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at [WVPurchasing.gov](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 3

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 970156

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0313

Vendor ID: 000000210891

SO Doc ID: DEP2200000021

Legal Name: EPIPHANY CONSULTING LLC

Published Date: 12/3/21

Alias/DBA:

Close Date: 12/21/21

Total Bid: \$766,025.00

Close Time: 13:30

Response Date: 12/17/2021

Status: Closed

Response Time: 14:42

Solicitation Description: Human Resource Development

Responded By User ID: Epiphanywv

Total of Header Attachments: 3

First Name: Kathleen

Total of All Attachments: 3

Last Name: Walker

Email: kathleen@epiphanywv.com

Phone: 304-556-4839



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder:** 970156  
**Solicitation Description:** Human Resource Development  
**Proc Type:** Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2021-12-21 13:30	SR 0313 ESR12172100000003714	1

**VENDOR**  
 000000210891  
 EPIPHANY CONSULTING LLC

**Solicitation Number:** CRFQ 0313 DEP2200000021  
**Total Bid:** 766025  
**Response Date:** 2021-12-17  
**Response Time:** 14:42:49  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

Joseph E Hager III  
 (304) 558-2306  
 joseph.e.hageriii@wv.gov

**Vendor Signature X** **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	3.1.1 Profile XT or equal	850.00000	EA	200.000000	170000.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.1.1 Profile XT or equal  
Reference Section 3.1.1 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	3.2.2 Customer Service Profile or equal	150.00000	EA	125.000000	18750.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.2 Customer Service Profile or equal  
Reference Section 3.2.2 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	3.2.3 Profiles Performance Indicator or equal	50.00000	EA	95.000000	4750.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.3 Profiles Performance Indicator or equal  
Reference Section 3.2.3 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	3.2.4 Checkpoint 360 or equal	50.00000	EA	350.000000	17500.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.4 Checkpoint 360 or equal  
Reference Section 3.2.4 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	3.2.5 SOSII or equal	50.00000	EA	32.000000	1600.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.5 SOSII or equal  
Reference Section 3.2.5 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	3.2.6 Assessment Portal or equal	1.00000	YR	1000.000000	1000.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.6 Assessment Portal or equal  
Reference Section 3.2.6 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	3.2.7 Workshops	40.00000	HOUR	400.000000	16000.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.7 Workshops  
Reference Section 3.2.7 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	3.2.8 Certification of Agency Trainers	25.00000	EA	1995.000000	49875.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.8 Certification of Agency Trainers  
Reference Section 3.2.8 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	3.2.9 Workplace Engagement Survey or equal	50.00000	EA	50.000000	2500.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.9 Workplace Engagement Survey or equal  
Reference Section 3.2.9 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	3.2.10 Skills Test or equal	50.00000	EA	50.000000	2500.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.10 Skills Test or equal  
Reference Section 3.2.10 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	3.2.11.1 Everything DiSC 363 Leader or equal	50.00000	EA	240.000000	12000.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.11.1 Everything DiSC 363 Leader or equal  
Reference Section 3.2.11.1 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	3.2.11.2 Everything DiSC Workplace or equal	50.00000	EA	72.000000	3600.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.11.2 Everything DiSC Workplace or equal  
Reference Section 3.2.11.2 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	3.2.11.3 Everything DiSC Management or equal	50.00000	EA	120.000000	6000.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.11.3 Everything DiSC Management or equal  
Reference Section 3.2.11.3 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	3.2.11.4 Everything DiSC Sales or equal	50.00000	EA	120.000000	6000.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.11.4 Everything DiSC Sales or equal  
Reference Section 3.2.11.4 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	3.2.11.5 Everything DiSC Facilitator Team Report or equal	50.00000	EA	120.000000	6000.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.11.5 Everything DiSC Facilitator Team Report or equal  
Reference Section 3.2.11.5 of Specifications



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	3.2.11.6 Everything DiSC Culture Report or equal	50.00000	EA	120.000000	6000.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.11.6 Everything DiSC Culture Report or equal  
Reference Section 3.2.11.6 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	3.2.11.7 Everything DiSC Conflict Resolution or equal	50.00000	EA	96.000000	4800.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.11.7 Everything DiSC Conflict Resolution or equal  
Reference Section 3.2.11.7 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	3.2.11.8 Everything DiSC Sub Account or equal	1.00000	YR	1000.000000	1000.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.11.8 Everything DiSC Sub Account or equal  
Reference Section 3.2.11.8 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	3.2.11.9 Everything DiSC Workplace Certification or equal	50.00000	EA	2495.000000	124750.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.11.9 Everything DiSC Workplace Certification or equal  
Reference Section 3.2.11.9 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	3.2.11.10 Everything DiSC Facilitation Kit or equal	50.00000	EA	1495.000000	74750.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.11.10 Everything DiSC Facilitation Kit or equal  
Reference Section 3.2.11.10 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
21	3.2.12.1 The Five Behaviors Profile or equal	50.00000	EA	120.000000	6000.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.12.1 The Five Behaviors Profile or equal  
Reference Section 3.2.12.1 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
22	3.2.12.2 The Five Behaviors Facilitator Kit or equal	50.00000	EA	1495.000000	74750.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.12.2 The Five Behaviors Facilitator Kit or equal  
Reference Section 3.2.12.2 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
23	3.2.12.3 The Five Behaviors Certification or equal	50.00000	EA	2495.000000	124750.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.12.3 The Five Behaviors Certification or equal  
Reference Section 3.2.12.3 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
24	3.2.12.4 The Five Behaviors Sub Account or equal	1.00000	YR	1000.000000	1000.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.12.4 The Five Behaviors Sub Account or equal  
Reference Section 3.2.12.4 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
25	3.2.13 Emotional Intelligence or equal	50.00000	EA	375.000000	18750.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.13 Emotional Intelligence or equal  
Reference Section 3.2.13 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
26	3.2.14 Everything DiSC Agile EQ or equal	30.00000	EA	120.000000	3600.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.14 Everything DiSC Agile EQ or equal  
Reference Section 3.2.14 of Specifications

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
27	3.2.15 Consulting Services	40.00000	HOUR	195.000000	7800.00

Comm Code	Manufacturer	Specification	Model #
80111500			

**Commodity Line Comments:**

**Extended Description:**

3.2.15 Consulting Services  
Reference Section 3.2.15 of Specifications



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/17/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Morris Insurance Services 3353 Teays Valley Road  Hurricane WV 25526		<b>CONTACT NAME:</b> Rebecca Delbart <b>PHONE (A/C. No. Ext):</b> (304)757-5477 <b>E-MAIL ADDRESS:</b> becky@misww.com <b>FAX (A/C. No):</b> (304)757-5478	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A :</b> Erie Insurance Property & Casualty Company	<b>NAIC #</b> 26830
<b>INSURED</b>		<b>INSURER B :</b>	
Epiphany Consulting Llc Po Box 9296		<b>INSURER C :</b>	
South Charleston WV 25309		<b>INSURER D :</b>	
		<b>INSURER E :</b>	
		<b>INSURER F :</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	Q97-1804445	03/20/21	03/20/22	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			Q04-6330356	03/24/21	04/16/22	COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$ 250,000
							BODILY INJURY (Per accident)	\$ 500,000
							PROPERTY DAMAGE (Per accident)	\$ 250,000
								\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			Q34-7570049	10/25/21	10/25/22	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N N / A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

THE STATE OF WV 2019 WASHINGTON ST E  CHARLESTON WV 25305	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Rebecca A. Delbart</i>
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Fax: Email:

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West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Epiphany Consulting Address: P.O. Box 9296  
South Charleston, W Va 25309

Name of Authorized Agent: Kathi Richards Address: P.O. Box 9296, South Charleston  
WV 25309

Contract Number: 304-556-4839 Contract Description: Employee Assessments  
& Development

Governmental agency awarding contract: Department of Environmental Protection

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

**1. Subcontractors or other entities performing work or service under the Contract**

Check here if none, otherwise list entity/individual names below.

Chuck Stump  
Megan Lyons  
James Strawn

**2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**

Check here if none, otherwise list entity/individual names below.

Kathleen Walker  
Kathi Richards

**3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**

Check here if none, otherwise list entity/individual names below.

Signature: Kathi Richards Date Signed: 12/17/2021

**Notary Verification**

State of WV, County of Kanawha:

I, Kathi Richards, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 17<sup>th</sup> day of December, 2021

Sara Bailey  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_  
Date submitted to Ethics Commission: \_\_\_\_\_  
Governmental agency submitting Disclosure: \_\_\_\_\_



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"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.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Epiphany Consulting LLC

Authorized Signature: Kathi Padmalay Date: 12/17/2021

State of WV

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 17<sup>th</sup> day of December, 2021.

My Commission expires 2/28, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC

Sara Bailey

