

SOLE SOURCE DETERMINATION

The Purchasing Division has been requested to approve a sole source purchase for the commodity or service described below. Pursuant to West Virginia Code 5A-3-10c, the Purchasing Division is attempting to determine whether the commodity or service is a sole source procurement. If you believe your company meets the required experience and qualification criteria stated below, please e-mail the Purchasing Division at team@wvadmin.gov to express your interest in the project. Please forward any and all information that will support your company's compliance with required qualification and eligibility criteria along with any other pertinent information relative to this project to the Purchasing Division no later than 12/29/2006.

Requisition Number: BCF 70582

Department/Agency: WVDHHR/BCF

Detailed Description of Project: Vendor is responsible for Curriculum Development and Implementation for Child Welfare Training and Coordination of the activities of the members of the Social Work Education Consortium (Concord, Marshall, Shepherd, WV State and WV universities). See attached document for further details of the project.

Proposed Sole Source Vendor: West Virginia University Research Corporation/Center for Excellence in Disabilities

Specific Eligibility Criteria: The vendor has provided curriculum development for Child Welfare since the 1990s under a grant agreement between the Department and WVU/CED. Vendor has staff in place with the knowledge and experience needed to deliver this service. This year the Department level Grants Management office determined this service should be acquired through a purchase order instead of a grant. This Bureau is not aware of any other vendor willing and able to deliver this service in the timeframe needed.

Specific Qualification Criteria: WVU/CED is uniquely positioned to deliver these services due to their history of delivering curriculum development and implementation for Child Welfare over the past decade. WVU/CED has an established relationship with the Division of Training. They have performed these services to the Department's specifications for several years.

Vendor will work collaboratively with the BCF Division of Training to identify Child Welfare training needs, develop training mechanisms to meet identified training needs, and assist with the ongoing development of agency training requirements for existing and potential staff within the Bureau. Vendor will provide two professional staff persons, one clerical assistant, and part-time accounting activities.

1. Services

Child Welfare Curriculum Development Specialist will:

- Research and develop curriculum for Child Welfare training modules.
- Research best practices in Child Welfare training systems from other states and make recommendations for integration into West Virginia's training system.
- Provide technical assistance in the implementation and continued operation of statewide Child Welfare training and evaluation.
- Research and implement best practices in Child Welfare training methods and curriculum design.
- Assist with the development and implementation of training modules related to the Child and Family Services Federal Review and the West Virginia Program Improvement Plan.
- Assist with the development and implementation of training modules and resources related to meeting Council on Accreditation (COA) Child Welfare training requirements and standards for Bureau accreditation.
- Provide support and technical assistance to Child Welfare committees and subcommittees of the Division of Training.

- Provide assistance with training the trainers within the Bureau for Children and Families and developing Child Welfare resources for training.
- Assist in the development of Child Welfare training modules on policies and programs as recommended by the Policy Units and the Division of Training.

The Title IV-E Training Coordinator will

- Coordinate the activities of the Social Work Education Consortium (SWEC) with the BCF Division of Training State Office, Regional Trainers, Regional Program Managers, and Home finding staff.
- Monitor performance-based contract expectations.
- Oversee the development of protocols for scheduling, changing, and canceling training sessions such as PRIDE training and new worker training.
- Provide technical assistance in the implementation and continued operation of statewide Child Welfare training and evaluation.
- Research and apply for funding opportunities to enhance Child Welfare training in West Virginia.
- Research best practices in Child Welfare programs and training systems in other states and make recommendations to BCF for integration into West Virginia's training system.
- Develop a plan for a single-school contract/grant with subcontracts for the Social Work Education Consortium and work with BCF and SWEC to implement a single school contract with subcontracts.
- Develop a plan for implementing a Child Welfare Certification Program similar to Kentucky's model and work with BCF and SWEC to implement the program in West Virginia.
- Develop a plan to improve the Child Welfare workforce through graduate credits and training programs and work with BCF and SWEC to implement the program in West Virginia.
- Collect quarterly reports from SWEC for compilation and analysis and provide to BCF Division of Training and BCF Division of Grants and Contracts.
- Other duties as assigned.

2. Reports and Invoicing

Vendor shall furnish quarterly reporting of program activities as prescribed by Department on forms approved by, or provided by, Department. Reports are to be provided to the Department, as follows:

Reports – Narrative reports on program activities for the quarter. Reports must be signed and dated by the appropriate authorized representative and submitted no later than the **thirtieth (30th)** day of the subsequent month for which the costs were incurred and services were provided (i.e. first quarter ends on September 30th, the report is due by October 30th).

Agreement Amount: not to exceed

Invoicing and Payment-The method of payment will be cost reimbursement. Invoices will be submitted by the 10th day of each month for expenses incurred during the previous month. Payment will be made for services rendered in an amount not to exceed

Reports and Invoices shall be sent to the following addresses:

The original program reports and invoices must be submitted to:

West Virginia Department of Health and Human Resources
Bureau for Children and Families, Office of Finance and Administration
Division of Grants and Contracts
350 Capitol Street, Room 730
Charleston, WV 25301-3711
Attn: Stacey Holley

A **copy** of the program reports must be submitted to:

West Virginia Department of Health and Human Resources
Bureau for Children and Families, Office of Information Technology and Training
Division of Children and Adult Services
350 Capitol Street, Room B47
Charleston, WV 25301-3705
Attn: Susan Richards

RECEIVED
2016 NOV 17 AM 11:11
OFF. OF DHHR PURCHASING