



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
EDD277123

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**SHELLY MURRAY
 304-558-8801**

VENDOR

**RFQ COPY
 TYPE NAME/ADDRESS HERE**

SHIP TO

**DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/23/2007				

BID OPENING DATE: **10/04/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		924-10		
<p style="text-align: center;">REQUEST FOR QUOTATION</p> <p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE WV DEPARTMENT OF EDUCATION TO PROVIDE THE STATE APPROVED PROGRAM FOR LICENSURE FOR NON-DEGREED TEACHERS OF CAREER AND TECHNICAL EDUCATION PROGRAMS.</p> <p>ATTACHMENTS: SPECIFICATIONS PURCHASING AFFIDAVIT</p> <p>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON WEDNESDAY, SEPTEMBER 19, 2007. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRES TO:</p> <p style="text-align: center;">SHELLY MURRAY DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311 FAX: 304-558-4115 EMAIL: SMURRAY@WVADMIN.GOV</p> <p>CONSULTING, EDUCATIONAL</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
-----------	-----------	------

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
-------	------	-----------------------------------

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

**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. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, 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.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** 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. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** 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.

SIGNED BID TO:

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



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
EDD277123

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
**SHELLY MURRAY
 304-558-8801**

VENDOR

**RFQ COPY
 TYPE NAME/ADDRESS HERE**

SHIP TO

**DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/23/2007				

BID OPENING DATE: 10/04/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p style="text-align: center;">VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() 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</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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
EDD277123

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF
**SHELLY MURRAY
 304-558-8801**

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/23/2007				

BID OPENING DATE: **10/04/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CERTIFICATION; OR</p> <p><input type="checkbox"/> BIDDER IS A CORPORATION 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.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p><input type="checkbox"/> 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;</p> <p>OR</p> <p><input type="checkbox"/> 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 BIDDERS' 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.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & 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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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
EDD277123

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF
**SHELLY MURRAY
 304-558-8801**

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

**DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/23/2007				

BID OPENING DATE: **10/04/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; 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.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND 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.</p> <p>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.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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
EDD277123

PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY
304-558-8801

VENDOR

RFQ COPY
TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION
BUILDING 6
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV
25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/23/2007				

BID OPENING DATE: 10/04/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</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> <p>BUYER: SM / FILE 31</p> <p>RFQ. NO.: EDD277123</p> <p>BID OPENING DATE: 10/04/2007</p> <p>BID OPENING TIME: 1:30 PM</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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
EDD277123

PAGE
6

ADDRESS CORRESPONDENCE TO ATTENTION OF
**SHELLY MURRAY
 304-558-8801**

**RFQ COPY
 TYPE NAME/ADDRESS HERE**

VENDOR

SHIP TO

**DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/23/2007				

BID OPENING DATE: **10/04/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>-----</p> <p>***** THIS IS THE END OF RFQ EDD277123 ***** TOTAL: _____</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

RE-DESIGNING THE STATE APPROVED PROGRAM FOR THE CERTIFICATION OF CAREER/TECHNICAL TEACHERS IN WEST VIRGINIA

The West Virginia Department of Education (WVDE), Division of Technical and Adult Education Services, provides annual funding to the West Virginia University Institute of Technology (WVUIT) in Montgomery, West Virginia, to provide the state approved program for licensure for non-degreed teachers of career and technical education programs. The program has been in place for a number of years and the WVDE feels it is time to conduct a review of the program to ensure that it reflects recent advances in educational research and provides the most relevant content, most efficient delivery, most economical cost, and most advantageous transferability for new career and technical teachers.

To do this, the WVDE proposes to conduct a study that would indicate the need for and plan the elements of a re-design of the program. The WVDE will employ a qualified consultant who, with the assistance of WVDE staff, will conduct the study according to the requirements in section three.

This document describes the current program, the concerns that need to be addressed, and the requirements of the study.

I. Current Status

In West Virginia, teachers of technical and industrial, health occupations, cooperative education, criminal justice, firefighting/emergency services, occupational home economics, or pre-engineering programs are initially licensed to teach based on a high school diploma or GED; the general requirements and conditions for issuance in WVBE Policy 5202; documented work experience in the field or a combination of work experience and related educational experience; the required industry recognized credentials; and, a test of basic academic skills.

This license, the First Class Permit, must be renewed annually by the completion of a minimum of six credit hours in the state approved program with a GPA of 3.0. For the first renewal, they must also have successfully completed written and performance tests for the fields in which they are teaching.

The state approved program is provided by WVUIT and consists of eight courses, listed in the second column on the attached chart, totaling 22 credit hours. When the 22 credit hours of the state approved program have been successfully completed, the teacher is awarded the initial career/technical education certificate. This certificate is the equivalent of a professional teaching certificate for salary purposes. The initial certificate must be renewed annually by successful completion of six credit hours of additional related coursework until the teacher is eligible for the Permanent Teaching Certificate.

To provide these teachers related coursework for the renewal of the certificate that also provides a degree, WVUIT has developed a Bachelor of Science in Career & Technical Education degree program that builds on the initial 22 credit hours with general education, additional career/technical, and education courses. These courses are listed in the third column on the attached chart.

II. Concerns to be Addressed

It has been some time since a comprehensive review of the program has been made and there are concerns related to the content, delivery, cost and transferability of the coursework.

Concerns Related to Content:

There is a concern about the standards or skill sets we are using to determine the courses to be offered and the content of those courses. Does the pedagogy we are teaching them to use reflect the latest research and practices, i.e., authentic assessment, contextual learning, 21st Century Learning? What feedback are we currently getting from career/technical teachers to evaluate the relevance of the program to the demands of the school setting? Do we need fewer courses or more courses or different courses?

Is the sequencing of the courses designed to address the most immediate needs of the new teacher? Do we need to include more time in the initial permit period for instruction in how to deliver the specific technical concentration they are teaching?

Concerns Related to Delivery

Does the current method of delivering the program meet the needs of students who are scattered across the state, who have different teaching schedules, and who have more job and family responsibilities than the typical undergraduate students? What courses could not be delivered via the web? Could those not deemed suitable for total web delivery be delivered via the web if the course required one or two class meetings in addition to the web based instruction? If web based courses or other types of distance learning are deemed desirable, which ones are currently available and can be purchased from other states? For those web based courses not available or not affordable, how could we develop our own courses? What source of funding would we use for web course development?

Does the current method of teaching meet the needs of adult learners with different learning styles?

Concerns Related to Cost

What is the current budget for the program, including expenditures and revenues? What sources of financial support do the students have access to, i.e., the HEAPS program, tuition reimbursement programs, etc. What steps can we take or should we take to reduce the cost of the program to the students? If we use funds from sources other than WVUIT to develop web based courses, how would they charge our students based on the fact that they would not incur all the typical expenses?

Review the agreement between WVUIT and Marshall University for awarding new CTE teachers with Bachelor degrees graduate credit from Marshall for the induction courses, especially as it concerns the cost to students.

Concerns Related to Transferability

Additionally, there is concern for those graduates of the degree program who wish to advance their careers by entering graduate programs leading to certification as education administrators. WVBE Policy 5100 approves teacher education programs that base their curriculum on the West Virginia Professional Educator Standards. Graduates of approved programs are eligible to apply for professional teaching licenses. Since these standards are covered in the initial teaching licensure program, they are not repeated in administrative licensure programs.

Graduates of the BS degree program at WVUIT hold a Career/Technical Certificate, not a Professional Certificate. Because the program does not meet Policy 5100 standards, they cannot enroll in graduate programs leading administrator certification in state funded institutions. Only one graduate school in the state, a private institution, will accept these students.

III. Requirements of the Study

The consultant, with assistance from the WVDE staff, will perform the following tasks as mandatory deliverables after award of the contract:

- 1) Conduct and submit a written report of the results of a national search for models of programs leading to the certification of non-degreed career & technical teachers offered in other states.
- 2) Compile and submit a list of possible standards and skill sets this type of program should address by conducting a search for and review of existing examples that reflect the latest research and practices.
- 3) Develop a survey instrument that gives completers of the WVUIT program an opportunity to relate their evaluation of the program in terms of the relevance of the course work, the convenience of the method(s) of delivery, the cost, and the

transferability of the degree (if applicable.) Collate and submit a written report of the results.

- 4) Meet with small groups of current and former enrollees to allow them to rank order the list of possible standards and skill sets developed under number 2, above. Submit a written report of the results.
- 5) Meet with staff of the WVDE Office of Professional Preparation to determine the changes that would need to be made to the BS program at WVUIT so their graduates would be eligible for the professional certificate. Submit a written report of these findings.
- 6) Use the results of these activities to present in writing a design the coursework required for the annual renewal of the permit and the additional coursework required for the Bachelor of Science degree. Include the learning objectives for each course.
- 7) Develop and submit a matrix of the new curriculum identifying the courses that cover the Professional Educator Standards.
- 8) Make written recommendations of which courses could be delivered via the web or a combination of web and meetings.
- 9) Conduct a search of and submit a report listing available web based courses for those identified in number 8.
- 10) Identify in writing other types of distance learning methods for those courses not conducive to web based instruction.
- 11) Develop and present a guide for the instructors of these courses that, among other things, addresses the format to be used for instructor developed syllabi and specifying that the teaching methods used in the WVUIT classes model the teaching methods we want our career/technical teachers to use in their classrooms.
- 12) Review the agreement between WVUIT and Marshall University for awarding graduate credit for the induction courses and make recommendations regarding changes in the financial arrangements.
- 13) Identify and explore other issues that, in the experience of the consultant, may impact the success and feasibility of the new design.

IV. Project Timeline

The work of the contractor will begin upon the awarding of the contract (after July 1, 2007) and will be completed no later than June 30, 2008.

V. Vendor Qualifications/Mandatory Specifications

Qualified bidders must meet the following criteria:

- 1) Individuals or organizations bidding on this project must demonstrate a minimum of three years experience in the administration of induction programs for non-degreed career and technical education instructors.
- 2) Individuals or organizations bidding on this project must also document experience in redesigning or participating in the redesigning of a minimum of two

similar induction programs and must submit samples of documents resulting from those efforts.

3) Individuals or organizations bidding on this project must submit a Purchasing Affidavit certifying that they do not owe money to the State of West Virginia.

VI. The Bid

The bid amount must include all expenses that will be incurred by the consultant in meeting the requirements of the study, including, but not limited to, travel, lodging, meals and document production.

PREPARATION & LICENSURE FOR NON-DEGREED CTE INSTRUCTORS

CONTENT AREA	PEDAGOGY	GENERAL EDUCATION/ CTE/EDUCATION
CTE Permit	CTE Certificate	B.S. Career & Technical Education - WVUIT
<p>Based on:</p> <ol style="list-style-type: none"> 1. High School Diploma/GED and other basic licensure requirements. 2. A combination of degree level and documented relevant work experience. 3. Basic Skills exams. 4. Written and performance content area testing by the NOCTI. 5. Industry recognized credential where applicable. 	<p>Based on completion of these West Virginia University Institute of Technology courses with a 3.0 GPA and satisfactory evaluations: (credit hours)</p> <ol style="list-style-type: none"> 1. CTED 100 Teacher Education Orientation (1) 2. CTED 485 Methods of Teaching (3) 3. CTED 201 Introduction to Career & Technical Education (3) 4. CTED 305 Methods of Exam (3) 5. CTED 302 Course Construction & Planning (3) 6. CTED 304 Safety in CTE (3) 7. CTED 308 Application of Basic Skills (3) 8. CTED 307 Computer Applications in CTE (3) <p>*Professional Educator Performance Assessment</p>	<p>Based on the completion of these <u>additional</u> courses:</p> <p><u>General Education</u></p> <ol style="list-style-type: none"> 1. English 101 and 102 (6) 2. Math (6) 3. Humanities Core (6) 4. Social Science Core (6) 5. SPCH 250 (3) 6. General Electives (6) 7. Lab Sciences (8) <p><u>Sub-Total (41)</u></p> <p><u>CTE</u></p> <ol style="list-style-type: none"> 8. CTED Elective (2) 9. CTED Occupational Update (6) 10. CTED 303 Org. & Mgt. in CTE (3) 11. CTED 301 Occupational Analysis (3) 12. CTED 402 History & Philosophy of CTE (3) 13. CTED 421 Teaching Special Students in CTE (3) 14. CTED 306 Coord. Of Coop. in CTE (3) 15. CTED 409 Coord. Of CTE Student Activities (3) 16. Occupational Competency Exam (30) <p><u>Sub-Total (56)</u></p> <p><u>Education</u></p> <ol style="list-style-type: none"> 17. EDUC 201 Psychology of Devel. (3) 18. EDUC 300 School & Society (3) 19. EDUC 305 Psychology of Learning (3) <p><u>Sub-Total (9)</u></p>
	22 Credit Hours	106 Credit Hours
		128 Total Credit Hours

RFQ No. _____

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.

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, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, 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.

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. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor’s Name: _____

Authorized Signature: _____ Date: _____