

## 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 Buyer at [Krista.s.ferrell@wv.gov](mailto:Krista.s.ferrell@wv.gov) with a copy to [Karen.Q.Byrd@wv.gov](mailto:Karen.Q.Byrd@wv.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 May 28, 2009.**

Requisition Number:        CHP90044

Department/Agency: WV Children's Health Insurance Program (WVCHIP)

Detailed Description of Project: See Attached Scope of Work

Proposed Sole Source Vendor: WV Council of Churches

Specific Eligibility Criteria: See Attached Scope of Work

Specific Qualification Criteria: N/A

WVCC CONTRACT – SCOPE OF WORK

WVCHIP is seeking a statewide organization with members at the local community level throughout WV that has knowledge of the CHIP Program and its benefits, and experience in conducting outreach to uninsured children and their families who would benefit from the Program. This organization will assist WVCHIP in carrying out its outreach function as follows:

- 1) It will maintain WVCHIP outreach as an ongoing part of its mission and activities particularly through its sponsorship of quarterly meetings for all members, and in which WVCHIP will be a participating member.
- 2) Its directorship will communicate with CHIP Director on a regular basis, and provide written activity reports monthly.
- 3) It will communicate topics of importance to its members concerning WVCHIP enrollment levels and changes in levels at the local county level.
- 4) Through its partner agencies it will seek opportunities and venues at the local community level to inform and maintain public visibility of WVCHIP and its benefits for children as part of their community activities; these activities will be supported in turn by WVCHIP information and promotional materials.
- 5) It will assist WVCHIP by recruiting Coalition faith-based or other member agencies which can agree to provide outreach activities within a specified multi-county area of the state. Each such member will sign an agreement with the Coalition to work as a *Community Partner* that specifies:
  - a. They can serve a number of counties in their designated area of the state up to a minimum of 8 counties and a maximum of 11 counties in which they agree to disseminate CHIP program information and make referrals to organizations and families throughout the designated area;
  - b. As a *Community Partner* they have an actual site with sufficient office space in at least one of the counties in their area where families can come for an appointment within 24 hours of an appointment request Mondays through Fridays, and get help in completing an application for children's health coverage through the CHIP/Medicaid joint application process; and
  - c. They will register and sign a user agreement as a "*Community Partner*" with the online web based application system managed by the WVDHHR RAPIDS Project, thus allowing online application on an electronic basis ,and
  - d. They will receive up to a maximum of \$10,000 per year to be paid by the WVCC in quarterly (4) payment amounts of \$2500 each for these services with no administrative charge or fee withheld by the WVCC.