



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
BCF13006

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BCF - COMMISSIONER'S OFFICE  
 350 CAPITOL STREET, ROOM 730  
 CHARLESTON, WV  
 25301-3711 304-558-4682

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/30/2012				

BID OPENING DATE: 05/31/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR	785-70	PROFESSIONAL AND SUPPORT SERVICES		
<p>THE STATE OF WEST VIRGINIA AND ITS AGENCY THE DEPARTMENT OF HEALTH AND HUMAN RESOURCES (DHHR), BUREAU FOR CHILDREN &amp; FAMILIES (BCF), REQUEST A QUOTE TO OBTAIN PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE MAINTENANCE AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E PER THE ATTACHED SPECIFICATIONS.</p> <p>***BID OPENING: MAY 31, 2012 AT 1:30 PM</p> <p>LOCATION: PURCHASING DIVISION, BUILDING #15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305</p> <p>TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON JULY 1, 2012 AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.html](http://www.state.wv.us/admin/purchase/vrc/hipaa.html) and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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<p>TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT BY THE STATE OF WEST VIRGINIA, ITS AGENCIES, OR POLITICAL SUBDIVISIONS, THE TERMS, CONDITIONS, AND PRICING SET FORTH HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <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>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT</p>						

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<p>WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 01/17/2012</p> <p>ANY INDIVIDUAL SIGNING THIS BID IS CERTIFYING THAT:            (1) HE OR SHE IS AUTHORIZED BY THE BIDDER TO EXECUTE THE BID OR ANY DOCUMENTS RELATED THERETO ON BEHALF OF THE BIDDER, (2) THAT HE OR SHE IS AUTHORIZED TO BIND THE BIDDER IN A CONTRACTUAL RELATIONSHIP, AND (3) THAT THE BIDDER HAS PROPERLY REGISTERED WITH ANY STATE AGENCIES THAT MAY REQUIRE REGISTRATION.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>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>						

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BUYER: ROBERTA WAGNER/FILE 22 RFQ. NO.: BCF13006 BID OPENING DATE: MAY 31, 2012 BID OPENING TIME: 1:30 PM  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): -----  INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 05/15/2012. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:  ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311  FAX: (304) 558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV						

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***** THIS IS THE END OF RFQ BCF13006 ***** TOTAL:						

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**WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN  
RESOURCES, BUREAU FOR CHILDREN AND FAMILIES  
350 CAPITOL STREET, ROOM 730  
CHARLESTON, WEST VIRGINIA 25301-3702**

**Request for Quotation  
RFQ# BCF13006**

**Title IV-E Child Welfare Curriculum Maintenance  
And Implementation Project**

**Administrative and Contractual Terms**

**Purpose:**

The Department of Health and Human Resources (DHHR), Bureau for Children and Families (BCF) is seeking bids to obtain professional and support services to assist in the maintenance and implementation of child welfare training activities reimbursable under Title IV-E.

**Project Background:**

The Title IV-E Child Welfare Curriculum Maintenance and Implementation Project is a collaborative effort to provide child welfare training development and technical assistance to the Bureau for Children and Families (BCF) in carrying out the purposes of the Title IV-E Child Welfare Training Program. The Title IV-E Child Welfare Training Program was created as part of the Child Welfare and Adoption Assistance Act of 1980 (P.L. 96-272) to support training in foster care and adoption services, and corresponding goals identified in the State's Title IV-B plan. Federal financial participation is available at the rates of seventy-five percent (75%) in the costs of:

- 1) Training personnel employed or preparing for employment by the State agency administering the plan;
- 2) Providing short term training (including travel and per diem expenses) to current and prospective foster or adoptive parents and the members of state licensed or approved child care institutions providing care to foster and adopted children receiving Title IV-E assistance;
- 3) Short and long term training at educational institutions and in-service training may be provided.

The Bureau for Children and Families (BCF) Division of Training is responsible for the oversight, coordination, and delivery of training to all BCF employees and foster parents

throughout the State. This training includes but is not limited to child welfare staff and consists of new worker training, tenured worker training, supervisory and management training, and coordination of training for new foster and adoptive parents. Child welfare training supported by the Title IV-E Child Welfare program is provided directly by the Division of Training, or its collaborative partners including the WV Social Work Education Consortium (SWEC).

SWEC is a partnership between the state's five public accredited schools of social work and the WV Department of Health and Human Resources (WVDHHR). The goals of the Consortium are to promote the preparation of social workers for employment in public sector child welfare, to enhance the skills, knowledge, and values of those currently employed in the WVDHHR workforce, and to provide pre-service and in service training to prospective foster/adoptive parents and kinship relatives.

### **Mandatory Requirements:**

Vendor must provide three full-time staff, including:

- 1) Position One – Staff person with a Master's Degree in Social Work and a minimum of five years experience in public child welfare, including two years of post-MSW practice experience in child welfare; certification in instructional design; and two years of demonstrated knowledge and experience in training methodology and evaluation methods.
- 2) Position Two – Staff person with a Master's Degree in Social Work and five years experience in child welfare, including two years of post-MSW experience working with Social Work Higher Education; two years of post-MSW practice experience in child welfare; three years experience with facilitation, program planning and development, and negotiation related to child welfare; and demonstrated knowledge of Title IVE regulations, funding, and resources related to public child welfare training.
- 3) Position Three – Staff person certified with demonstrated proficiency in Microsoft Office Suite 2007 including Word, Power Point, Excel, and Access; demonstrated proficiency with Adobe Professional and Blackboard; three years experience or coursework related to information technology and web-based curriculum design and management.

Vendor must include all wages and salaries of personnel, taxes, withholding payments, fringe benefits, travel expenses to support statewide travel and conference registration costs and materials costs to support the program and any other costs related to the employment of three full-time staff persons. **Estimated travel and materials expense of \$10,000 must be included as part of the total bid and incorporated into the cost of the three positions.** PCs, phones, and any other office machines or equipment to be provided by the agency as required.



"Full time staff" is considered to be 40 hours per week with time off granted as would be allowed for a full time employee of the State of West Virginia relative to normal sick, vacation and holiday time.

Vendor must locate staff at the Diamond Building in Charleston, West Virginia. Staff hired for the project must have the ability to travel statewide as required.

## Objectives

Vendor's work plan must include the following activities:

- 1) To work with the Division of Training to identify training needs and evaluate the impact of its child welfare training.
- 2) To develop training curricula to meet those identified training needs based on recognized best practices in child welfare and social work.
- 3) To provide technical assistance to the BCF Division of Training, DHHR staff and other child welfare training partners.
- 4) To coordinate the activities of the WV Social Work Education Consortium (SWEC) with the identified training goals and needs of the BCF Division of Training, and ensure these activities are consistent with the requirements of the Title IV-E Child Welfare Program.

The suggested work plan should include the following tasks:

### 1. Research

- 1) Research **must** display best practices in child welfare training systems from other states and national professional child welfare and social work organizations, and make recommendations for integration within the Bureau's training program.
- 2) Research **must** show evidence based on child welfare practices.
- 3) Research **must** show best practice in adult learning, training methods, and curriculum design.
- 4) Must complete research and apply for funding opportunities to enhance child welfare training in West Virginia.

### 2. Curricula Design

- 1) **Shall** implement best practice in adult learning, training methods, and curriculum design.
- 2) **Shall** assist the Division of Training in developing curricula and training modules related to the Child and Family Services Federal Review and the West Virginia Program Improvement Plan.
- 3) **Shall** assist the Division of Training with designing and implementing online curricula and training modules.
- 4) **Shall** assist in the development of child welfare training modules on policies and programs as defined by the Policy Units and the Division of Training.

**3. Technical Assistance**

- 1) Provide technical assistance in the maintenance, implementation and ongoing operation of statewide child welfare training and needs assessment and evaluation.
- 2) Provide support and technical assistance to SWEC on funding and service initiatives.

**4. Training Implementation**

- 1) Develop and implement training and resources for trainers within the Division of training on topics such as curriculum design, presentation methods, and adult learning.
- 2) Provide training to BCF field staff on topics relevant to the goals and needs identified by the Bureau of Children and Families and dependent on specialized areas of expertise.
- 3) Conduct annual needs assessment survey and report results.

**5. Resource Management**

- 1) Coordinate the activities of the Social Work Education Consortium with the needs and goals identified by the Bureau for Children and Families the Division of Training, Regional Management staff, and Regional Homefinding Staff.
- 2) Serve as a liaison between the SWEC and Departmental staff and participate in quarterly field meetings and other relevant meetings to ensure ongoing collaboration.
- 3) Monitor performance based contract expectations of participating schools.
- 4) Identify barriers and needs of contract initiatives and in conjunction with Departmental and SWEC staff, develop recommendations to address problem areas.
- 5) Work with the schools to develop new initiatives and technology to support workforce recruitment, retention and credentialing in accordance with the Bureau's staffing needs.
- 6) Collect, analyze and report on relevant data, including but not limited to quarterly reports from SWEC, training evaluation data, staffing data, and other data necessary to assist the Bureau for Children and Families in meeting its staffing and service provision needs.
- 7) Manage online learning courses, software, websites, and calendars, and manage BCF online learning help desk.

**Deliverables**

- Completion of curriculum revisions and design of the Child Welfare New Worker Training Plan including Foundations, Core Training, Job-Specific Training, and In-Service Training.
- Identification and development of relevant professional development courses for tenured child welfare staff.

- Completion of an annual Needs Assessment and evaluation framework for the Division of Training.
- Maintenance and implementation of a child welfare supervisory training plan.
- Coordination and completion of potential, new, and existing foster parent training provided by the Social Work Education Consortium.
- Coordination and reporting of Title IVE student stipends provided by the Social Work Education Consortium.
- Coordination of meetings and activities of the Social Work Education Consortium related to Title IVE training.
- Coordination and reporting for Social Work Continuing Education Units provided to BCF staff through the West Virginia Board of Social Work Examiners.
- Maintenance and management of the BCF training and student stipend ACCESS databases.
- Maintenance and management of online curriculum design and course implementation.
- Regular and required maintenance and management of DHHR's Blackboard and other online courses.
- Coordinate with Office of Technology and MIS to post approved information or update information of the Division of Training website and online calendars.

## PROCUREMENT TERMS

**Vendor Registration:** Vendors participating in this process should complete and file a Vendor Registration and Disclosure Statement (Form WV-1) and remit the registration fee. Vendor is not required to be a registered vendor in order to submit a Quotation, but the successful vendor must register and pay the fee prior to the award of an actual purchase order/contract.

**Purchasing Affidavit:** West Virginia State Code 5A-3-1-a-(3) (d) requires that all vendors submit an affidavit of debt, which certifies that there are no outstanding obligations or debts owing the State of West Virginia. The Affidavit is attached to this request for Quotation which must be completed, signed, and returned. If bidding a joint Quotation, an Affidavit must be completed for both vendors.

**Subcontracts Prohibited:** The Successful vendor will be solely responsible for all work performed under the contract. The vendor shall not enter into written subcontracts for performance or work under the contract without written permission of the Department.

**Compliance with Law and Regulations:** Vendor shall pay any sales, use and personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract, the transaction, or the equipment, or services delivered pursuant hereto shall be borne by the vendor. Vendor must be

governed by the laws of the State of West Virginia. Vendor shall comply with all related federal and state laws and regulations.

**Project Term:** Agreement will be for a period of one year, July 1, 2012 through June 30, 2013.

**Renewal:** Upon mutual consent that agreement may be extended, for a total of two additional one year terms per all the rates and conditions of the original agreement.

**Invoices and Payments:** Vendor shall submit detailed monthly invoices, in arrears, to the Bureau for Children and Families, Office of Finance and Administration for all services provided pursuant to the terms of the contract. The Bureau for Children and Families reserves the right to reject any or all invoices for which proper documentation has not been provided. State law forbids payment of invoices prior to receipt of services.

**Evaluation Process:** Bids will be evaluated as to the lowest responsible bidder meeting specifications.

**Vendor must provide detailed documentation as to how the proposed staff meets all of the mandatory qualifications stated above.**

- **Staff must be identified prior to the award.**
- **Resumes and copies of certificates must be provided to support meeting of mandatory requirements.**
- **Vendor must provide detailed evidence of three (3) other work related experiences with the assistance, development, and implementation of child welfare training activities.**

**Vendor must provide a complete Documentation of Qualifications.**

**Vendor's Bid Summary Sheet with a monthly and annual rate for each staff person must be provided.**

### Vendor Bid Summary

**Estimated travel and materials expense of \$10,000 (total for all three staff) must be included as part of the total bid and incorporated into the cost of the three positions.**

Position	Annual Amount	Monthly Amount (Annual/12)
Position One		
Position Two		
Position Three		
Estimated Travel and Materials.		
Total Bid (Sum of three Positions)		

**Vendor must bid all positions listed above. Vendor must provide documentation supporting the meeting of all Mandatory Qualifications as listed.**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

RFQ Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\* Award will be made to lowest vendor meeting specifications \*\***

State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

**1. Application is made for 2.5% resident vendor preference for the reason checked:**

\_\_\_\_\_ 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,**

\_\_\_\_\_ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters 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 certification; **or,**

\_\_\_\_\_ Bidder is a 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; **or,**

**2. Application is made for 2.5% resident vendor preference for the reason checked:**

\_\_\_\_\_ 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; **or,**

**3. Application is made for 2.5% resident vendor preference for the reason checked:**

\_\_\_\_\_ 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 Bidder's 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; **or,**

**4. Application is made for 5% resident vendor preference for the reason checked:**

\_\_\_\_\_ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**

**5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**

\_\_\_\_\_ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**

**6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**

\_\_\_\_\_ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of 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 Purchasing to: (a) reject the bid; 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.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of 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.

**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.**

Bidder: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. BCF13006

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.

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: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission expires \_\_\_\_\_, 20\_\_.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_