

## 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 [shelly.l.murray@wv.gov](mailto:shelly.l.murray@wv.gov) with a copy to [w.michael.sheets@wv.gov](mailto:w.michael.sheets@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 1:30 PM on 03/23/2012.

Requisition Number: EA201204

Department/Agency:

Department of Education and the Arts

Detailed Description of Project:

The Early Childhood Advisory Council of West Virginia plans to launch a statewide Early Childhood Dialogue to Action initiative in the coming weeks. The Council plans to engage with existing groups of interested parties across the state to hold these forums. The Council plans to develop researched and informative materials including: moderator training materials, discussion guides, and a discussion starter video. In addition to these materials, the Council wishes to produce a final project report and a final report on the forum feedback.

Proposed Sole Source Vendor:

The West Virginia Center for Civic Life

Specific Eligibility Criteria:

This project requires that the vendor have expertise and experience in the following areas:

- designing and implementing *statewide* community dialogue initiatives;
- researching, developing, and designing issue guides, questionnaires, moderators guides, and discussion starter video scripts;
- designing and leading training for forum moderators;
- providing client with access to their existing network of statewide community dialogue leaders;
- assisting local dialogue teams with agendas and strategies;
- and developing and drafting final project and forum reports.

### Specific Qualification Criteria:

The West Virginia Center for Civic Life is in a unique position to serve as vendor for this project because the center:

- has researched and created at least 10 statewide issue guides and related materials (videos, moderator guides, etc.) for statewide dialogue initiatives;
- is the only organization in WV that works on a statewide basis to provide training in convening, moderating, and reporting public dialogues;
- has built and cultivated a statewide network for public dialogues in the state by working with hundreds of organizations and thousands of WV citizens to convene and moderated community discussion.