



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
MCH12114

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
 BPH - MCH WAREHOUSE
 900 BULLITT STREET
 CHARLESTON, WV
 25301 304-558-3417

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/15/2012				

BID OPENING DATE: 04/12/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		205-66		
<p>THE STATE OF WEST VIRGINIA AND ITS AGENCY THE DEPARTMENT OF HEALTH AND HUMAN RESOURCES (DHHR) BUREAU FOR PUBLIC HEALTH (BPH), OFFICE OF MATERNAL, CHILD AND FAMILY HEALTH (OMCFH), WEST VIRGINIA HOME VISITATION PROGRAM (WVHVP) REQUEST A QUOTE TO PROVIDE AN ACTION RESEARCH EVALUATION OF A HOME VISITATION SYSTEM THAT INCLUDES VARIOUS STATEWIDE HOME VISITING PROGRAM MODELS.</p> <p>*****BID OPENING: APRIL 12, 2012 @ 1:30 PM</p> <p>LOCATION: PURCHASING DIVISION, BUILDING #15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305</p> <p>TO PROVIDE SYSTEM EVALUATION SERVICES FOR</p> <p>TO PROVIDE AN OPEN END CONTRACT TO PROVIDE PROGRAM SYSTEM EVALUATION SERVICES PER COMPONENT OF THE WV HOME VISITATION DEVELOPMENT GRANT, PER THE ATTACHED SPECIFICATIONS.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN SET ASIDE NEW CONTRACTS OR RENEW THE</p>						

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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 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>ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE 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 ONE (1) 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>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p>APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</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 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>						

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				NOTICE		
				A SIGNED BID MUST BE SUBMITTED TO:		
				DEPARTMENT OF ADMINISTRATION		
				PURCHASING DIVISION		
				BUILDING 15		
				2019 WASHINGTON STREET, EAST		
				CHARLESTON, WV 25305-0130		
				**A COURTESY COPY WOULD BE APPRECIATED.		
				THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF		
				THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:		
				SEALED BID		
				BUYER: ROBERTA WAGNER/FILE 22		
				RFQ. NO.: MCH12114		
				BID OPENING DATE: APRIL 12, 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):		

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<p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 03/28/2012. 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:</p> <p>ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25311</p> <p>FAX: (304) 558-4115 E-MAIL: ROBERTA.A.WAGNER@WV.GOV</p>						

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***** THIS IS THE END OF RFQ MCH12114 ***** TOTAL:						

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SPECIFICATIONS

The West Virginia Department of Health and Human Resources (DHHR), Bureau for Public Health (BPH), Office of Maternal, Child and Family Health (OMCFH), West Virginia Home Visitation Program (WVHVP) is seeking vendor quotations to provide an action research evaluation of a home visitation system that includes various statewide home visiting program models.

PURPOSE

WVDHHR, under the direction of the Governor's office, is designated as the lead agency to coordinate, develop, and implement the WVHVP. The primary focus of WVHVP is to increase the infrastructure across various home visitation models being used in West Virginia to expand home visitation services to clients residing in identified highest-risk counties.

WVHVP is required to meet federal Maternal, Infant and Early Childhood Home Visiting (MIECHV) requirements. Continued funding is dependent upon WVHVP successfully implementing and continuing documented activities to increase home visitation infrastructure across West Virginia. WVHVP's plan for meeting requirements and expectations of its assignment include the following objectives:

1. Establish and monitor program standards based on national models
2. Incorporate validated measurement tools into practice
3. Develop and implement statewide policies encompassing requirements of various home visitation models
4. Expand home visitation infrastructure and training capacity
5. Develop and implement a statewide continuum of evidence-based home visitation from pregnancy to five (5) years of age
6. Establish effective partnerships among West Virginia home visitation programs and identified resource agencies
7. Develop an integrate surveillance and reporting system to monitor and evaluate selected home visitation performance and outcome measures required to show improvements
8. Develop media campaigns to increase referrals

Vendor's evaluation will focus on the extent to which objectives are achievable; effects of achieving the objectives on program management and program effectiveness; barriers encountered in implementing objectives; and how difficulties can be overcome.

SCOPE OF WORK

Vendor will use various methods to analyze and make recommendations to WVHVP that will result in an action research evaluation of a statewide home visitation system.

Vendor's evaluation will focus on process and impact. Vendor will:

1. Review activities as well as unanticipated outcomes and their consequences
2. Interview and survey people close to the home visitation program
3. Obtain information from people with multiple perspectives
4. Use more than one collection method so the results are not prejudiced
5. Employ tactics for confirming findings

Vendor's evaluation will be based on a mixed method approach that includes:

1. State, local, and home visitation level product reviews
2. State, local, and home visitation level Interviews
3. Home visitation level surveys
4. Home visitation level onsite observations
5. Analyses
6. Reports

VENDOR REQUIREMENTS

Vendor will meet all of the following requirements:

1. Vendor will have a minimum of 5 years experience in quantitative and qualitative research/evaluation methodologies, data collection, analysis, evaluation, and presentation
2. Vendor will have a minimum of 5 years experience conducting evaluation research of social services programs.
3. Vendor will have a minimum of 2 years experience working with established West Virginia Home Visiting Programs, Protective Factors Survey, Bureau for Children and Families affiliates, and other State MIECHV collaborations.
4. Vendor will have a minimum of 2 years experience working with West Virginia home visiting and early childhood systems.
5. Vendor will not subcontract the work under this contract.

DELIVERABLES

DELIVERABLE 1: Planning Meeting
Completion Timeline: Year 1, Month 1

Vendor will attend and participate in one, two-day meeting with WVHVP key staff to develop a plan for the evaluation; acquire background information, obtain guidance for developing tools, and form a group consisting of WVHVP staff and other home visitation partners to assist vendor throughout the project period.

The two-day meeting will occur in Month 1 of the contract and be held at the WVHVP office located at 350 Capitol Street, Charleston, West Virginia. Vendor will be responsible for all costs incurred for its staff attending the two-day meeting.

DELIVERABLE 2: Activity Tool Development
Completion Timeline: Year 1, Months 1 - 2

Vendor will work with WVHVP to develop the activity tools necessary to complete the evaluation. Vendor's activity tools include:

1. State, local, and home visitation level interview formats
2. Home visitation site observation forms
3. Home visitation surveys

Vendor will provide the activity tools to WVHVP for review, revision, and approval prior to finalization.

DELIVERABLE 3: Product Review

Completion Timeline: Year 1, Months 1 - 2

Vendor will request and obtain copies of products already created or being developed by WVHVP and other effective home visitation programs to assist in completing the evaluation, including:

1. Brochures
2. Media prints
3. Measurement tools

During the product review process, vendor will focus on:

1. Content
2. Conformity to evidence-based practices for home visitation
3. Presentation
4. Accessibility by targeted groups

Vendor will have the opportunity to suggest additional product criteria. WVHVP will provide vendor with various products and materials and supply a list of other effective home visitation programs for obtaining additional products that includes site names, addresses, contact persons, telephone numbers, and email addresses.

DELIVERABLE 4: Review Meetings

Completion Timeline: Year 1, Months 3, 6, 9 and 12

Vendor will attend and participate in four, one-day meetings with WVHVP key staff to review progress and revise the evaluation plan as necessary. Vendor will provide WVHVP various printed progress reports, presentations, and summaries for review and approval during the review meetings that will be shared with different constituencies, including stakeholders, federal officers, and community based agencies.

These one-day review meetings will be held at the WVHVP office located at 350 Capitol Street, Charleston, West Virginia. Vendor will be responsible for all costs incurred for its staff attending the one-day review meetings.

DELIVERABLE 5: Home Visitation Partner Group Quarterly Meetings

Completion Timeline: Year 1, Months 3, 6, 9 and 12

Vendor will attend and participate in four, one-day meetings with the home visitation partner group formed during the initial two-day Month 1 meeting with WVHVP to:

1. Review vendor's progress
2. Provide progress reports, presentations, and summaries
3. Collaborate with various home visitation entities
4. Interpret information based on vendor's knowledge and experience
5. Make recommendations

These four, one-day meetings will be held at the WVHVP office located at 350 Capitol Street, Charleston, West Virginia. Vendor will be responsible for all costs incurred for its staff attending the one-day meetings.

Interviews

Interviews will be a key element of vendor's evaluation. Vendor will use the interview formats developed and approved during the activity tool development process to conduct telephone or email and in person interviews with home visitation stakeholders to assist in completing the evaluation.

DELIVERABLE 6: State Level Interviews

Completion Timeline: Year 1, Months 3 - 10

Vendor will conduct approximately 20 telephone or email interviews with stakeholders at the state level. State level stakeholders include partners with whom WVHVP collaborates, such as the Office of Maternal, Child, and Family Health's Birth to Three Program; West Virginia Head Start Collaboration Project; and the Department of Education's Office of School Readiness. WVHVP will provide vendor with a list of state level home visitation agencies to interview that includes addresses, contact persons, telephone numbers, and email addresses.

DELIVERABLE 7: Local Level Interviews

Completion Timeline: Year 1, Months 3 - 10

Vendor will conduct approximately 30 telephone or email interviews with stakeholders at the local level. Local level stakeholders include partners with whom WVHVP collaborates, such as members of the Early Childhood Advisory Council (ECAC) and the WVHVP Stakeholders workgroup. WVHVP will provide vendor with a list of local level home visitation agencies to interview that includes addresses, contact persons, telephone numbers, and email addresses.

DELIVERABLE 8: Home Visitation Level Interviews

Completion Timeline: Year 1, Months 3 - 10

Currently, there are 22 home visitation sites across West Virginia and one in Kentucky that employs approximately 241 people. Included in these 241 employees are site administrators, support staff, home visitors, and community partners. Changes to the home visitation infrastructure will affect each of the approximately 241 home visitation level employees, so it is important to obtain perspectives of each person, regardless of title or tenure with the agency.

Vendor will use a random selection approach developed during the initial two-day, Month 1 meeting with WVHVP to conduct onsite, in person interviews with each of the approximately 241 home visitation level employees to assist in completing the evaluation. Based on the random selection results, vendor might or might not interview more than one employee at a single site during a visit to a home visitation site. For example, the random selection results might necessitate vendor conducting one on-site employee interview in Month 3, two in Month 5, one in Month 6, and three in Month 10 at a single home visitation site. Vendor will not conduct all required employee interviews during the same visit to a single home visitation site unless the random selection process results require that it does.

The 23 home visitation level sites includes addresses, contact persons, telephone numbers, and email addresses listed on Attachment 1 herein. Vendor will contact each of the 23 home visitation level sites to obtain contact information for each employee and schedule onsite, in person interviews with each of the approximately 241 employees based on the random selection approach developed.

Vendor will be responsible for all costs incurred for its staff conducting the onsite, in person interviews.

DELIVERABLE 9: Surveys**Completion Timeline: Year 1, Months 3 - 10**

Vendor will use the survey formats developed and approved during the activity tool development process to conduct surveys with home visitation stakeholders to assist in completing the evaluation. Vendor will conduct 10 telephone or email surveys with West Virginia home visitation site administrators and 10 home visitors to gain knowledge about impact of infrastructure changes on their daily activities. Vendor's surveys will focus on the following:

1. Helpfulness of program standards and Continuous Quality Improvement (CQU) processes in understanding program requirements and making improvements in areas needing development.
2. Usefulness of training tools for mastering new content areas or program requirements.

The 10 home visitation administrators and 10 home visitors to be surveyed will be determined during the first home visitation partner group meeting in Month 3.

DELIVERABLE 10: Site Observation**Completion Timeline: Year 1, Months 3 - 10**

Vendor will use the site observation formats developed and approved during the activity tool development process to conduct onsite observation visits at each of the 23 home visitation sites listed on Attachment 1 herein to gain an understanding of the environment within which agencies function, benefits of infrastructure changes, and staff concerns. Vendor will work with each of the 23 home visitation sites to schedule the observations and be responsible for all costs incurred for its staff conducting the onsite visits. Vendor will not schedule onsite visitation visits on the same day it conducts home visitation site employee interviews.

DELIVERABLE 11: Home Visitation System Evaluation and Report**Completion Timeline: Year 1, Months 11 – 12**

Vendor will follow the formats below to analyze documents and information obtained and developed throughout the Year 1 project period to complete the evaluation and provide WVHVP a Final Evaluation Report.

1. Content Analysis

Content analysis is a method used with qualitative data such as interview responses. Vendor's evaluators will read responses and draw out the theme appearing on more than one occasion. Evaluators read all interviews and identify when a particular theme appears and later counts occurrences. Evaluators allow participating subjects to identify key issues, rather than predetermining them, but have a way to determine how prevalent issues are among the whole sample interviewed.

2. Time Series Analysis

Time Series analysis is used to document change over time. Although generally used with quantitative studies, vendor's evaluators will use it to assess changes as demonstrated by reviews of documents, products and interviews.

3. Measurement of Progress Against Objectives

Vendor will use information and data obtained during the evaluation process to determine infrastructure progress steps and timeframes based on WVHVP's planned objectives. Evaluators will use field work to provide explanations and make recommendations about how to address issues.

4. Descriptive Statistics and Cross Tabulations

Vendor will use Descriptive Statistics and Cross Tabulations to analyze staff survey responses. Descriptive statistics include mean, median and mode in closed ended responses, and most appropriate will be used, given the questions. Cross tabulations will be used to determine, for example, whether responses differ by type of home visitation model used, length of time a home visitor has been employed, or age of home visitor.

DELIVERABLE 12: Progress Review Meetings**Completion Timeline: Year 2, Months 3, 6, 9, and 12**

Vendor will attend and participate in four, one-day meetings with WVHVP to review home visitation progress and changes implemented based on the results of the Year 1 evaluation process. These four, one-day meetings will be held at the WVHVP office located at 350 Capitol Street, Charleston, West Virginia. Vendor will be responsible for all costs incurred for its staff attending the one-day meetings.

DELIVERABLE 13: Progress Evaluation and Report**Completion Timeline: Year 2, Month 12**

Vendor will use WVHVP benchmarks established after the Year 1 evaluation process and data and information obtained during the progress review meetings to conduct a Changes in Outcomes analysis and provide WVHVP with a Progress Evaluation Report of the following:

1. Improved prenatal, maternal and newborn health
2. Improved economic self sufficiency
3. Decreased childhood injuries, abuse and neglect and emergency visits
4. Reduced crime and domestic violence
5. Improved school readiness

PRODUCTS AND MATERIALS

All products, materials, presentations, and reports obtained or developed by the vendor during the evaluation process will be considered the property of WVHVP. Vendor will provide WVHVP master copies of all produced products, materials, presentations, and reports upon request and will not restrict their use. All costs associated with producing and editing such products, materials, presentations, and reports will be considered routine and will be included in vendor's cost proposal.

INSURANCE REQUIREMENT

Vendor, as an independent contractor, will be solely liable for the acts and omissions of its employees and agents. Vendor will maintain and furnish WVHVP proof of coverage of liability insurance for loss, damage, or injury (including death) of third parties arising from acts and omissions on the part of the vendor, its agents and employees prior to the awarding of a contract. The State of West Virginia is to be named the certificate holder. Said coverage will provide minimum coverage in the following amounts:

1. For bodily injury (including death): \$500,000.00 per person, a minimum of \$1,000,000.00 per occurrence
2. For property damage: a minimum of \$1,000,000.00 per occurrence
3. For professional liability: a minimum of \$1,000,000.00 per occurrence

WORKERS COMPENSATION REQUIREMENT

Vendor, as an independent contractor, will have and maintain Workers Compensation coverage for the life of the contract and will furnish WVHVP proof of coverage prior to the awarding of this contract.

BID REQUIREMENTS

Vendor will meet the following requirements for submitting a bid:

1. Vendor will complete, sign, and date the Bid Price Sheet provided with the understanding that the vendor submitting the lowest total bid price that meets specifications will be awarded a contract. Vendor should not alter or modify the Bid Price Sheet.
2. Vendor will provide documentation depicting the experience requirements outlined under Vendor Requirements upon request.

METHOD OF EVALUATION

The winning bidder will be the one which submits the lowest total bid price and meets the requirements of these specifications.

LIFE OF CONTRACT

Contract will become effective upon the issuance of a purchase order and extend for 12 months. Upon mutual written consent of WVHVP and vendor, contract may be renewed under the same terms and conditions as the original contract for one additional 12-month period to complete Year 2 deliverables.

CONTRACT CHANGES

Upon mutual written consent of WVHVP and vendor, alternate home visitation sites can be substituted for the ones shown on the Bid Price Sheet on a one-for-one basis and with no change in the unit cost should an existing site cease to operate and a new one be established. Vendor will not perform work under this contract with an alternate home visitation site without a change order to the contract being issued.

INVOICES

Vendor will invoice WVHVP monthly in arrears for deliverables completed during the previous month. Invoices will not be submitted more than once a month. Line items on vendor's invoices will be based on deliverable language as it appears on the Bid Price Sheet.

MCH12114 - BID PRICE SHEET

DELIVERABLE (includes all requirements as described in specifications)	DUE DATE	ESTIMATED ANNUAL USAGE ¹	UNIT BID PRICE ¹	TOTAL BID PRICE (Estimated Annual Usage x Unit Bid Price)
<p>DELIVERABLE #1 Planning Meeting: Vendor will attend and participate in one, two-day meeting with WWHVP key staff at 350 Capitol Street, Charleston, West Virginia to develop a plan for the evaluation; acquire background information, obtain guidance for developing tools, and form a group consisting of WWHVP staff and other home visitation partners to assist vendor throughout the project period. Vendor will be responsible for all costs incurred for its staff attending the meeting.</p>	<p>Year 1, Month 1</p>	<p>1 two day meeting</p>		
<p>DELIVERABLE #2 Activity Tool Development: Vendor will develop the following activity tools for WWHVP approval:</p> <ol style="list-style-type: none"> 1. State, local, and home visitation level interview formats 2. Home visitation site observation forms 3. Home visitation surveys 	<p>Year 1, Months 1 - 2</p>	<p>1 meeting</p>		
<p>DELIVERABLE #3 Product Review: Vendor will request and obtain copies of products already created or being developed by WWHVP and other effective home visitation programs to review for content, conformity to evidence-based practices for home visitation, presentation, and accessibility by targeted groups.</p>	<p>Year 1, Months 1 - 2</p>	<p>1 event via email or phone</p>		
<p>DELIVERABLE #4 Review Meetings: Vendor will attend and participate in four, one-day meetings with WWHVP key staff at 350 Capitol Street, Charleston, West Virginia to review progress and revise the evaluation plan as necessary. Vendor will provide WWHVP various printed progress reports, presentations, and summaries for review and approval during the review meetings that will be shared with different constituencies, including stakeholders, federal officers, and community based agencies. Vendor will be responsible for all costs incurred for its staff attending the one-day review meetings.</p>	<p>Year 1, Months 3, 6, 9, and 12</p>	<p>4 one day meetings</p>		

<p>DELIVERABLE #5 Home Visitation Partner Group Quarterly Meetings: Vendor will attend and participate in four, one-day meetings with the home visitation partner group at 350 Capitol Street, Charleston, West Virginia to review progress; provide progress reports, presentations, and summaries; collaborate with various home visitation entities; and interpret information based on vendor's knowledge and experience. Vendor will be responsible for all costs incurred for its staff attending the one-day meetings.</p>	<p>Year 1, Months 3, 6, 9, and 12</p>	<p>4 one day meetings</p>	
<p>DELIVERABLE #6 State Level Interviews: Vendor will conduct telephone or email interviews with stakeholders at the state level. WWHVP will provide vendor with a list of state level home visitation agencies to interview that includes addresses, contact persons, telephone numbers, and email addresses.</p>	<p>Year 1, Months 3 - 10</p>	<p>20 telephone or email contacts</p>	
<p>DELIVERABLE #7 Local Level Interviews: Vendor will conduct telephone or email interviews with stakeholders at the local level. WWHVP will provide vendor with a list of local level home visitation agencies to interview that includes addresses, contact persons, telephone numbers, and email addresses.</p>	<p>Year 1, Months 3 - 10</p>	<p>30 telephone or email contacts</p>	
<p>DELIVERABLE # 8 Home Visitation Level Interviews: Vendor will use a random selection approach developed during the initial two-day, Month 1 meeting with WWHVP to conduct onsite, in person interviews with every employee at the following 23 home visitation sites:</p>			
<p>A.B.L.E. Families, Kermit, WV</p>	<p>Year 1, Months 3 - 10</p>	<p>4 contacts</p>	
<p>Brooke/Hancock Parents as Teachers, Weirton, WV</p>	<p>Year 1, Months 3 - 10</p>	<p>4 contacts</p>	
<p>Brooke/Hancock Family Resource Network, Weston, WV</p>	<p>Year 1, Months 3 - 10</p>	<p>4 contacts</p>	
<p>Children's Home Society of WV, Parkersburg, WV</p>	<p>Year 1, Months 3 - 10</p>	<p>20 contacts</p>	
<p>Community Crossings, Inc., Welch, WV</p>	<p>Year 1, Months 3 - 10</p>	<p>9 contacts</p>	
<p>Cornerstone Family Interventions, Madison, WV</p>	<p>Year 1, Months 3 - 10</p>	<p>4 contacts</p>	
<p>Doddridge County Starting Points, Smithsburg, WV</p>	<p>Year 1, Months 3 - 10</p>	<p>4 contacts</p>	
<p>East End Family Resource Center, Charleston, WV</p>	<p>Year 1, Months 3 - 10</p>	<p>20 contacts</p>	

Marshall County Starting Points, McMechen, WV	Year 1, Months 3 - 10	20 contacts	
Monongalia County Starting Points Center, Morgantown, WV	Year 1, Months 3 - 10	20 contacts	
Monongalia County Early Head Start, Morgantown, WV	Year 1, Months 3 - 10	20 contacts	
Monroe County Board of Education, Union, WV	Year 1, Months 3 - 10	4 contacts	
Morgan County Starting Points, Berkeley Springs, WV	Year 1, Months 3 - 10	5 contacts	
New River Health Association, Fayetteville, WV	Year 1, Months 3 - 10	20 contacts	
Northern Panhandle Head Start, Wheeling, WV	Year 1, Months 3 - 10	9 contacts	
Partners in Community Outreach, Rush, KY	Year 1, Months 3 - 10	4 contacts	
Preston County Caring Council, Grafton, WV	Year 1, Months 3 - 10	9 contacts	
Rainelle Medical Center, Rainelle, WV	Year 1, Months 3 - 10	9 contacts	
REACHH Family Resource Center, Hinton, WV	Year 1, Months 3 - 10	4 contacts	
TEAM for WV Children, Huntington, WV	Year 1, Months 3 - 10	20 contacts	
Tucker County Parents as Teachers, Parsons, WV	Year 1, Months 3 - 10	4 contacts	
Upper Kanawha Valley Starting Points Center, Miami, WV	Year 1, Months 3 - 10	20 contacts	
Wetzel County Center for Children & Families, New Martinsville, WV	Year 1, Months 3 - 10	4 contacts	
DELIVERABLE #9 Surveys: Vendor will conduct 10 telephone or email surveys with West Virginia home visitation site administrators and 10 home visitors to gain knowledge about impact of infrastructure changes on their daily activities. The 10 home visitation administrators and 10 home visitors to be surveyed will be determined during the first home visitation partner group meeting in Month 3.	Year 1, Months 3 - 10	20 contacts	
DELIVERABLE #10 Site Observation: Vendor will conduct an onsite observation visit at each of the following 23 home visitation sites to gain an understanding of the environment within which agencies function, benefits of infrastructure changes, and staff concerns. Vendor will work with each of the 23 home visitation sites to schedule the observations and be responsible for all costs incurred for its staff conducting the onsite visits.	Year 1, Months 3 - 10	1 meeting	
A.B.L.E. Families, Kermit, WV			

Brooke/Hancock Parents as Teachers, Weirton, WV	Year 1, Months 3 - 10	1 meeting	
Brooke/Hancock Family Resource Network, Weston, WV	Year 1, Months 3 - 10	1 meeting	
Children's Home Society of WV, Parkersburg, WV	Year 1, Months 3 - 10	1 meeting	
Community Crossings, Inc., Welch, WV	Year 1, Months 3 - 10	1 meeting	
Cornerstone Family Interventions, Madison, WV	Year 1, Months 3 - 10	1 meeting	
Doddridge County Starting Points, Smithsburg, WV	Year 1, Months 3 - 10	1 meeting	
East End Family Resource Center, Charleston, WV	Year 1, Months 3 - 10	1 meeting	
Marshall County Starting Points, McMechen, WV	Year 1, Months 3 - 10	1 meeting	
Monongalia County Starting Points Center, Morgantown, WV	Year 1, Months 3 - 10	1 meeting	
Monongalia County Early Head Start, Morgantown, WV	Year 1, Months 3 - 10	1 meeting	
Monroe County Board of Education, Union, WV	Year 1, Months 3 - 10	1 meeting	
Morgan County Starting Points, Berkeley Springs, WV	Year 1, Months 3 - 10	1 meeting	
New River Health Association, Fayetteville, WV	Year 1, Months 3 - 10	1 meeting	
Northern Panhandle Head Start, Wheeling, WV	Year 1, Months 3 - 10	1 meeting	
Partners in Community Outreach, Rush, KY	Year 1, Months 3 - 10	1 meeting	
Preston County Caring Council, Grafton, WV	Year 1, Months 3 - 10	1 meeting	
Rainelle Medical Center, Rainelle, WV	Year 1, Months 3 - 10	1 meeting	
REACHH Family Resource Center, Hinton, WV	Year 1, Months 3 - 10	1 meeting	
TEAM for WV Children, Huntington, WV	Year 1, Months 3 - 10	1 meeting	
Tucker County Parents as Teachers, Parsons, WV	Year 1, Months 3 - 10	1 meeting	
Upper Kanawha Valley Starting Points Center, Miami, WV	Year 1, Months 3 - 10	1 meeting	
Wetzel County Center for Children & Families, New Martinsville, WV	Year 1, Months 3 - 10	1 meeting	

<p>DELIVERABLE #11 Home Visitation Evaluation System and Report: Vendor will follow the formats below to analyze documents and information obtained and developed throughout the Year 1 project period to complete the evaluation and provide WWHVP a Final Evaluation Report.</p> <ul style="list-style-type: none"> • Content Analysis • Time Series Analysis • Measurement of Project Against Objectives • Descriptive Statistics and Cross Tabulations 	<p>Year 1, Months 11-12</p>	<p>1 meeting</p>	
<p>DELIVERABLE #12 Progress Review Meetings: Vendor will attend and participate in four, one-day meetings with WWHVP to review home visitation progress and changes implemented based on the results of the Year 1 evaluation process. These four, one-day meetings will be held at the WWHVP office located at 350 Capitol Street, Charleston, West Virginia. Vendor will be responsible for all costs incurred for its staff attending the one-day meetings.</p>	<p>Year 2, Months 3, 6, 9, and 12</p>	<p>4 meetings</p>	
<p>DELIVERABLE #13 Progress Evaluation and Report: Vendor will use WWHVP benchmarks established after the Year 1 evaluation process and data and information obtained during the progress review meetings to conduct a Changes in Outcomes analysis and provide WWHVP with a Progress Evaluation Report of the following:</p> <ul style="list-style-type: none"> • Improved prenatal, maternal and newborn health • Improved economic self sufficiency • Decreased childhood injuries, abuse and neglect and emergency visits • Reduced crime and domestic violence • Improved school readiness 	<p>Year 2, Month 12</p>	<p>1 contact</p>	
TOTAL BID PRICE			

¹Annual Usage is estimated. Bidders "Unit Bid Price" will be the final unit cost charged to WWHVP under this contract whether one or more than one is provided.

WV Birth to Three will use the Total Bid Price from the Bid Price Sheet to determine the low bid vendor and award a contract. The winning bidder will be the one that submits the lowest total bid price and meets the requirements of these specifications.

Bidders should not alter, modify, or add information to this Bid Price Sheet.

Bidders must complete, sign, and date the vendor section below:

Vendor Name: _____ Phone: _____
Contact Person: _____ (Please Print) Fax: _____
Authorized Representative: _____ (Please Print) Email: _____
Authorized Representative Signature: _____ Date: _____

Vendor Order Address: _____

Vendor Remit to Address: _____

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.

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 _____