



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

State of West Virginia
Contract

Order Date: 08-27-2024

CORRECT ORDER NUMBER MUST APPEAR
 ON ALL PACKAGES, INVOICES, AND
 SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CCT 0511 3054 BCF2100000001 17	Procurement Folder:	730423
Document Name:	Change Order 3	Reason for Modification:	Change Order 03 To Renew Contract
Document Description:	ASSIST IN DVLPMT/ IMPLEMENTATION OF CHILD WELFARE		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-09-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-09-14

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000210265			Requestor Name:	Anthony J Walizer
CONCORD UNIV RESEARCH & DEVELOPMENT CORP				Requestor Phone:	(304) 356-2915
PO BOX 1000 D 142				Requestor Email:	anthony.j.walizer@wv.gov
ATHENS	WV	247121000		<div style="font-size: 2em; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION</div>	
US					
Vendor Contact Phone:	3043845145	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BSS - COMMISSIONER'S OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV 25301-3711 US	ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES BSS - COMMISSIONERS OFFICE 350 CAPITOL ST, RM 730 CHARLESTON WV 25301-3711 US

9/9/24 GC

Total Order Amount:	\$1,053,024.00
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Purchasing Division's File Copy

CA 9/9/24

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tarafe 9/9/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: <i>9/11/24</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>9-11-24</i> DATE: <i>9-11-24</i> ELECTRONIC SIGNATURE ON FILE
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9/11/2024

Extended Description:

Change Order

Change Order No. 3 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders. Effective date of renewal 09/15/2023 through 09/14/2024.

Renewals Remaining: 0

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112201	12.00000	MO	7363.000000	\$88,356.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 1

Extended Description:

STAFF POSITION 1 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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112201	12.00000	MO	7363.000000	\$88,356.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 2

Extended Description:

STAFF POSITION 2 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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112201	12.00000	MO	7212.000000	\$86,544.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 3

Extended Description:

STAFF POSITION 3 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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112201	12.00000	MO	7363.000000	\$88,356.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 1

Extended Description:

YEAR 1 OPTIONAL RENEWAL STAFF POSITION 1 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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81112201	12.00000	MO	7363.000000	\$88,356.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 2

Extended Description:

YEAR 1 OPTIONAL RENEWAL STAFF POSITION 2 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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81112201	12.00000	MO	7212.000000	\$86,544.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 3

Extended Description:

YEAR 1 OPTIONAL RENEWAL STAFF POSITION 3 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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81112201	12.00000	MO	7363.000000	\$88,356.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 1

Extended Description:

YEAR 2 OPTIONAL RENEWAL STAFF POSITION 1 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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	81112201	12.00000	MO	7363.000000	\$88,356.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 2

Extended Description:

YEAR 2 OPTIONAL RENEWAL STAFF POSITION 2 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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	81112201	12.00000	MO	7212.000000	\$86,544.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 3

Extended Description:

YEAR 2 OPTIONAL RENEWAL STAFF POSITION 3 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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	81112201	12.00000	MO	7363.000000	\$88,356.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 1

Extended Description:

YEAR 3 OPTIONAL RENEWAL STAFF POSITION 1 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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	81112201	12.00000	MO	7363.000000	\$88,356.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 2

Extended Description:

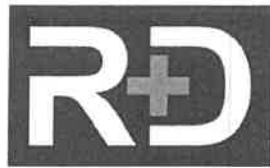
YEAR 3 OPTIONAL RENEWAL STAFF POSITION 2 TO PROVIDE PROFESSIONAL AND SUPPORT SERVICES TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF CHILD WELFARE TRAINING ACTIVITIES REIMBURSABLE UNDER TITLE IV-E. EXHIBIT 3.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	81112201	12.00000	MO	7212.000000	\$86,544.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: STAFF POSITION 3

Extended Description:

YEAR 3 OPTIONAL RENEWAL STAFF POSITION 3 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.



Research & Development Corporation

August 19, 2024

Tony Walizer, Purchasing Director
WV DHHR Bureau for Children and Families
350 Capitol Street, Suite 730
Charleston, WV 25301

RE: Contract CCT BCF2100000001 – Concord University Research and Development Corporation

Mr. Walizer,

The Concord University Research and Development Corporation is pleased to request renewal of the above referenced contract for the period 9/15/23 to 9/14/24. The annual budget allocated terms and conditions will remain the same as outlined annually in CCT BCF2100000001. We look forward to continuing our valued relationship with DHHR in providing professional and support services to assist in the maintenance and implementation of child welfare training activities.

Should you have any questions or concerns in regard to this correspondence please feel free to contact me.

Kind regards,

Kelly Bennington

Executive Director

304-384-6314

kelly@concord.edu

Research & Development Corporation

Agree to Renew



STATE OF WEST VIRGINIA
OF HUMAN SERVICES
BUREAU FOR SOCIAL SERVICES

Cynthia A. Persily, Ph.D.
Cabinet Secretary

Jeffrey Pack
Commissioner

MEMORANDUM

TO: Office of Shared Administration

FROM: Tony Walizer, BSS Purchasing Director

DATE: 08/21/2024

RE: Change Order 3 Contract Renewal CCT BCF21*1 PF730423

The Bureau for Social Services, Division of Training, seeks to renew contract CCT BCF21*1 PF730423 with Concord Univ Research & Development Corp to assist in the development and implementation of child welfare training activities reimbursable under Title IV-E, and to provide support to meet the requirements that will allow the agency to obtain enhanced reimbursement from the Unit State Department of Health and human Services for those child welfare training activities.

Thank You!!
Tony Walizer

A handwritten signature in black ink that reads "Tony Walizer".

BSS Purchasing Director

OK
A handwritten signature in black ink that reads "Althea Greenhowe".





STATE OF WEST VIRGINIA
OF HUMAN SERVICES
BUREAU FOR SOCIAL SERVICES

Cynthia A. Persily, Ph.D.
Cabinet Secretary

Jeffrey Pack
Commissioner

MEMORANDUM

TO: Office of Shared Administration

FROM: Tony Walizer, BSS Purchasing Director

DATE: 08/21/2024

RE: Late Justification for Renewal on CCT BCF21*1 PF730423

We have been working with the vendor, Concord University since August 2023 to get the vendor's paperwork to process the renewal on CCT BCF21*1 PF730423. The vendor experienced multiple changes in staffing during that time. We would request the paperwork and then find out later that our contact was no longer there. Also, I believe that the vendor confused this contract with another contract and thought they were current with us. We finally received the renewal paperwork on 8/20/2024 to start the renewal process.

Thank You!!
Tony Walizer

A handwritten signature in black ink that reads "Tony Walizer".

BSS Purchasing Director

Ok
Althea Greenhowe

Backdate
app - discussed
w/ Fran Whitaker
Tyf



COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Hustead</u> Date: <u>9/9/24</u> Solicitation No. <u>CCT BCF21*01</u>	Agency: Bureau for Social Services Procurement Officer Submitting Requisition: Tony Walizer Althea Greenhowe Requisition No. CCT BCF21*1 PF No.: 730423
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions www.state.wv.us/admin/purchase/TCP.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

Christel Husted

- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"Concord University Research" ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∨
- Exclusion Program ∨
- Location ∨
- Dates ∨

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Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

CONCORD UNIVERSITY RESEARCH AND DEVELOPMENT CORPORATION

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/28/1999		7/28/1999	Domestic	Non-Profit			

Organization Information			
Business Purpose	6117 - Educational Services - Educational Services - Educational Support Services	Capital Stock	0.0000
Charter County	Mercer	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000 X Close
Authorized Shares	0	Entr	Hi, I'm SOLO! I can help you file your Annual Report.

Addresses

Type	Address
Mailing Address	PO BOX 1000 D-142 ATHENS, WV, 24712 USA
Notice of Process Address	KELLY BENNINGTON PO BOX 1000 D-142 ATHENS, WV, 24712
Principal Office Address	1000 VERMILLION ST D-142 ATHENS, WV, 24712 USA
Type	Address

Officers

Type	Name/Address
Incorporator	APRIL V. BEAVERS RM 104B, MARSH HALL, VERMILLION ST ATHENS, WV, 247121000
President	KENDRA BOGCESS PO BOX 1000 ATHENS, WV, 24712 ✓
Secretary	ADRIANA FALCO PO BOX 1000 ATHENS, WV, 24712
Treasurer	DAN FITZPATRICK PO BOX 1000 ATHENS, WV, 24712
Vice-President	KELLY BENNINGTON PO BOX 1000 ATHENS, WV, 24712
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination D
CONCORD UNIVERSITY CHILD DEVELOPMENT CENTER	TRADENAME		
SUMMERS COUNTY HEAD START PROGRAM	TRADENAME		
DBA Name	Description	Effective Date	Termination D

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Name Changes

Date	Old Name
7/5/2011	CONCORD COLLEGE RESEARCH AND DEVELOPMENT CORPORATION
Date	Old Name

Date	Amendment
7/5/2011	AMENDMENT FILED CHANGING NAME FROM CONCORD COLLEGE RESEARCH AND DEVELOPMENT CORPORATION
Date	Amendment

Annual Reports

Filed For

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2012

2011

2010

2009

2008

2006

2001

Date filed

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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, August 26, 2024 — 3:29 PM

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