

**EXHIBIT A – Pricing Page**  
**Staffing Services - Disaster Case Management**  
**ARFQ 0606 HSE2400000011**

Section	Description	Unit of Measure	Estimated Quantity	Estimated Quantity of Positions	Unit Cost / Hourly Rate	Extended Cost
4.1.2	Contract Services #1 - Disaster Case Supervisor	Hourly	2,080	1	\$58.00	\$120,640.00
4.1.3	Contract Services #2 - Disaster Caseworker	Hourly	2,080	2	\$50.00	\$208,000.00
4.1.4	Contract Services #3 - Administrative Assistant	Hourly	2,080	1	\$45.00	\$93,600.00
4.1.5	Contract Services #4 - Construction Cost Analyst	Hourly	2,080	1	\$58.00	\$120,640.00
					Overall Total Cost	\$542,880.00

Please note the following: This information is being captured for auditing purposes.
A no bid entered on the pricing page will result in vendor's bid being disqualified.
Vendor must complete and return this Pricing Page upon request.
Any product or service not on the Agency provided Pricing Page will not be allowable. The state cannot accept alternate pricing pages, failure to use Exhibit A Pricing Page could lead to disqualification of vendors bid.
Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

**BIDDER /VENDOR INFORMATION:**

Vendor Name:	Family Endeavors, Inc. dba Endeavors
Address:	6363 De Zavala Rd.
City, St. Zip:	San Antonio, TX 78249
Phone No.:	210-431-6466
Email Address:	<a href="mailto:cfulghum.dev@endeavors.org">cfulghum.dev@endeavors.org</a>

19-Mar-24

Vendor Signature:



Date: 3/20/2024

**REQUEST FOR QUOTATION**  
**ARFQ 0606 HSE2400000011**  
**Staffing Services – Disaster Case Management**  
**Family Endeavors, Inc., dba Endeavors**

**Proposal Narrative**



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**Family Endeavors, Inc., dba Endeavors Proposal Narrative**

**Proposal Narrative**

Family Endeavors, Inc., dba Endeavors, has effectively served vulnerable people in crisis for over 54 years. Encouraging growth and allowing individuals experiencing homelessness to build better lives for themselves, their families, and their communities. We are a faith based national non-profit founded by five Presbyterian churches who came together to serve San Antonio's homeless population by providing health care, childcare, education, homelessness support, and senior citizen support. Endeavors began pursuing a mission "to RESPOND to and serve the needs within the San Antonio community." By the 1980s, additional programs such as youth recreation, emergency shelters for youth, food banks, clothing, professional counseling, and more became available to more areas in need across the city. Over the next three decades, programs initiated by Endeavors became household names within the community and the region, and by year 2000, we expanded the scope of the organization nationally, through supportive housing, job training, employment, case management, youth development services, homeless services, and group and individual counseling. During the period between 2010-2023, Endeavors expanded into a national provider of shelter services and staffing responding to national disasters and humanitarian crises.

Our experience providing successful disaster case management services and shelter services the last 13 years, and our direct work with the unhoused and disaster survivors demonstrates a level of expertise surpassing most providers. It qualifies us to provide disaster case management staff and services for those impacted by a natural or man-made disaster. Endeavors has demonstrated successful past and current performance that directly replicates the requirements in this bid opportunity. Our strong track record in efficiently managing diverse projects and various funding sources at all government levels, including city, county, state, and federal tiers enable us to fulfill the services outlined within this request for quote. Over the past five (5) years our employees have met the requirements of providing case management, staffing, and sheltering services per **Section 1 Purpose and Scope Staffing Services Request for Proposal**. The following will list some of the DCM Programs we have operated during the last five years and the contacts for those programs:

**Hurricane Harvey DCM – DR 4332 (July 2018 – November 2020)**

- 214 Staff, 169 Case Managers, 12 Case Manager Supervisors, 2 Construction Cost Analysts, Resource Coordinators, Financial Analyst, and Administrative Support Staff
- Clients served: Over 12,500 cases over 18 months
- Provided critical DCM services to 10 counties in the state of Texas including Harris County, work with Long Term Recovery Groups (LTRG), work with local non for profits, identify available resources/in kind donations, and worked with National and State VOADS.
- Contact: Angela Malian (HHSC), Operations Manager Emergency Services Division, office: 512-919-5755 [Angela.Malian@hhsc.state.tx.us](mailto:Angela.Malian@hhsc.state.tx.us)

**Hurricane Maria DCM – DR 4339 (November 2018 – February 2020)**

- 373 staff consisting of a Program Manager, Lead DCM Supervisors, Disaster Case Managers, Data Analysts, Finance Staff, Technology Administrator, Human Resources (HR) Manager, Administrative Staff and Child Resource and Functional Needs Coordinators.



- Hire and train all staff in adherence to FEMA DCM Guidelines
- Clients served: Over 28,000
- Provided program management, logistical support, and all direct staff for an 18-month contract to provide DCM services to the survivors of Hurricane Maria in Puerto Rico working directly for FEMA.
- Contact: Teresa Lien, [Teresa.lien@fema.dhs.gov](mailto:Teresa.lien@fema.dhs.gov)

#### **Tropical Storm Imelda DCM- DR 4466 (October 4, 2019 - October 4, 2021)**

- 44 Staff, Program Manager: 1, Finance Manager: 1, Data Manager: 1,
- IT Specialist: 1, Case Manager Supervisor: 4, Case Manager: 30, Data Entry Specialist: 2,
- Administrative Assistant: 2, HR Specialist: 1, Quality Analyst: 1
- Clint served: 5,844
- Provided critical Disaster Case Management (DCM) services to 10 counties in Texas, including Harris County. Collaborated with Long Term Recovery Groups (LTRG), local non-profits, and National and State Voluntary Organizations Active in Disaster (VOADs). Identified available resources and in-kind donations to meet clients' needs.
- Contact: Angela Malian (HHSC), Operations Manager, Emergency Services Division, Office: 512-919-5755, Email: [Angela.Malian@hhsc.state.tx.us](mailto:Angela.Malian@hhsc.state.tx.us)

#### **Hurricane IDA Louisiana DCM – DR4611 (April 2022 – April 2025)**

- 78 Staff to include Program manager, Program Management Lead, Case Management Supervisor, Disaster Case Managers, and administrative staff
- Hire and train all staff in adherence to FEMA DCM Guidelines
- Provide disaster case management services for clients impacted by Hurricane IDA, work with LTRG, work with State and National VOADs, local non for profits, and identify available resources to meet the clients' needs.
- Contact: Denda Ball, Section Chief, (225) 268-6552, Email: [denda.ball@la.gov](mailto:denda.ball@la.gov)

#### **Volunteer Florida Hurricane IAN DCM – DR4673 (April 2023 – September 2024)**

- 68 Staff to include a Program Manager, Lead DCM Supervisors, Disaster Case Managers, Data Analysts, Finance Staff, and Administrative Staff.
- Provide case management services, work with LTRG, work with State and National VOADs, local non for profits and identify available resources to meet the clients' needs.
- Contact: Jim Obrien, Program Manager, [jim.obrien@volunteerflorida.org](mailto:jim.obrien@volunteerflorida.org)

#### **St Clair County, Illinois Flooding DCM- DR 4676 (January 2024 – October 2025)**

- 24 Staff – Program Manager, Finance Manager, 2 administrative assistance, resource coordinator, DCM supervisor, Case Manager, Construction Cost Analyst, Data Coordinator
- Provide Case management services work with the St. Clair County Community Organizations Active in Disaster (COAD) group to develop individual case management plans, organize and prioritize client unmet needs, provide resource referrals, and advocate for clients to address unmet disaster related needs
- Contact: Matthew Raymond, 618-825-2683, [ema1@co.st-clair.il.us](mailto:ema1@co.st-clair.il.us)



Endeavors has professional and experienced staff within the Emergency Services Department and our reserve pool of staff who can provide the services and duties of the required positions as outlined in the Request for Proposal. All staffing positions will meet the mandatory requirements outlined on pages 2-5 in section 4 of the RFQ and will be activated or hired within the local jurisdictions they will be serving.

These positions include:

- Disaster Case Supervisor - minimum quantity of 1
- Disaster Caseworker - minimum quantity of 2
- Administrative Assistant - minimum quantity of 1
- Construction Cost Analyst - minimum quantity of 1

Endeavors is committed to the continual Learning and Development of all staff. The current training plan is aligned with previous disaster recovery efforts and FEMA guidelines. Endeavors' disaster recovery administrative team possesses extensive and proven experience within DCM. To supplement the various degrees of DCM experience, DCM staff complete specialized training through FEMA's training program consisting of the following courses:

- IS-403: Introduction to Individual Assistance (IA) (DF-103)
- IS-368: Including People with Disabilities & Others with Access & Functional Needs in Disaster Operations
- S-366.A: Planning for the Needs of Children in Disasters
- IS-20.20: Diversity Awareness Course 2020
- IS-21.20: Civil Rights and FEMA Disaster Assistance
- IS-505: Religious and Cultural Literacy and Competency in Disaster

Beyond foundational courses, DCM staff in cost construction roles undergo specialized training, which aptly caters to the specific demands of their positions as follows:

- IS-1013: Costing - Estimates and the Cost Estimating Format
- IS-1022: Substantiating Disaster-Related Damages to Buildings, Contents, Vehicles, and Equipment

For those occupying DCM Supervisor positions, an intricately designed training regimen is in place to amplify their leadership capacity:

- IS-19.20: FEMA EEO Supervisor Course 2020 Endeavors staff

Our staff will provide services to the State of West Virginia for disaster impacted clients located in the counties of Boone, Calhoun, Clay, Harrison, and Kanawha, and assist with preparing and submitting Disaster Case Management documents and referrals to the Federal Emergency Management Agency (FEMA), Long term recovery groups (LTRG), and other providers. They will be supported by a team of professional staff who have been successfully providing disaster case services for over 13 years.

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**Terms and Conditions**

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

**1. REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

**2. MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

**2A. PREBID MEETING:** The item identified below shall apply to this Solicitation.

☐ A pre-bid meeting will not be held prior to bid opening

☐ A MANDATORY PRE-BID meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf. The required attribution of attendance to a single vendor should be addressed during the pre-bid but may occur at any time deemed appropriate by the Agency.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**3. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Agency on or before the date and time of the bid opening. Any bid received by the Agency staff is considered to be in the possession of the Agency and will not be returned for any reason.

### **3A. BID SUBMISSION**

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Agency.

SEALED BID: \_\_\_\_\_  
BUYER: \_\_\_\_\_  
SOLICITATION NO.: \_\_\_\_\_  
BID OPENING DATE: \_\_\_\_\_  
BID OPENING TIME: \_\_\_\_\_  
FAX NUMBER: \_\_\_\_\_

**4. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official addendum issued by the Agency. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**5. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

**6. ALTERNATE MODEL OR BRAND:** Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

☐ This Solicitation is based upon a standardized commodity. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.



**7. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

**8. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the Agency and must have paid the \$125 fee, if applicable.

**9. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

**10. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately access and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or removed access restrictions to allow the Agency to print or electronically save documents provided that those documents are viewable by the Agency prior to obtaining the password or removing the access restriction.

**11. NON-RESPONSIBLE:** The Director of Emergency Management Division reserves the right to reject the bid of any vendor as Non-Responsible, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.

**12. ACCEPTANCE/REJECTION:** The Agency may accept or reject any bid in whole, or in part.

**13. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Agency constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Agency will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

## **GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Agency and approved as to form by the Attorney General's office, if required, constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Emergency Management Division.

**2.5. "Award Document"** means the document signed by the Agency that identifies the Vendor as the contract holder.

**2.6. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services.

**2.7. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.8. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on the date indicated on the awarded contract and extends for a period of \_\_\_\_\_ year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor. Any request for renewal should be delivered to the Agency thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to \_\_\_\_\_ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited.

☐ **Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor and Agency.

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ year(s) thereafter.

☐ **One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Other:** See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☐ **Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. 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.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, and Attorney General's office.

6. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Agency by the Vendor as specified below.

☐ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract value. The performance bond must be received by the Agency prior to Contract award.

☐ **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be received by the Agency prior to Contract award.

☐ **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Agency prior to Contract award.

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

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The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

**7. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

☐ **Commercial General Liability Insurance** in at least an amount of: \_\_\_\_\_ per occurrence.

☐ **Automobile Liability Insurance** in at least an amount of: \_\_\_\_\_ per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.

☐ **Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.

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**8. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**9. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ \_\_\_\_\_ for \_\_\_\_\_

☐ Liquidated Damages Contained in the Specifications

**10. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**11. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

**12. PAYMENT IN ARREARS:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

**13. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer or P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

**14. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**15. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**16. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**17. CANCELLATION:** The Agency reserves the right to cancel this Contract immediately upon written notice to the Vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Agency may also cancel any purchase or Contract upon 30 days written notice to the Vendor.

**18. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**19. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

**20. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances. Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances.

**21. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**22. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor.

**23. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**24. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**25. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency and any other government agency or office that may be required to approve such assignments.



**26. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**27. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**28. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it 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/default.html>

**29. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of the State of West Virginia and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Agency constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Agency will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**30. LICENSING:** In accordance with applicable law, Vendor 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, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Agency to verify that the Vendor is licensed and in good standing with the above entities. Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section.

**31. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.

**32. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on

Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**33. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**34. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**35. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code, the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Agency affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**36. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**37. REPORTS:** Vendor shall provide the Agency with the following reports identified by a checked box below:

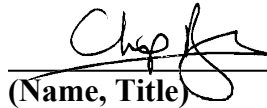
☐ Such reports as the Agency may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Agency.

**38. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry. After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

  
\_\_\_\_\_  
(Name, Title)

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number) / (Fax Number)

\_\_\_\_\_  
(E-mail address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

\_\_\_\_\_  
(Company)

  
\_\_\_\_\_  
(Authorized Signature) (Representative Name, Title)

\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Phone Number) (Fax Number)

## ADDENDUM ACKNOWLEDGEMENT FORM

### SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification. Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

*(Check the box next to each addendum received)*

- ☐ Addendum No. 1
- ☐ Addendum No. 2
- ☐ Addendum No. 3
- ☐ Addendum No. 4
- ☐ Addendum No. 5

- ☐ Addendum No. 6
- ☐ Addendum No. 7
- ☐ Addendum No. 8
- ☐ Addendum No. 9
- ☐ Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized

Signature



\_\_\_\_\_  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

**REQUEST FOR QUOTATION**  
**ARFQ 0606 HSE2400000011**  
**Staffing Services – Disaster Case Management**  
**Family Endeavors, Inc., dba Endeavors**

**Exhibit A - Pricing Page**

**EXHIBIT A – Pricing Page**  
**Staffing Services - Disaster Case Management**  
**ARFQ 0606 HSE240000011**

Section	Description	Unit of Measure	Estimated Quantity	Estimated Quantity of Positions	Unit Cost / Hourly Rate	Extended Cost
4.1.2	Contract Services #1 - Disaster Case Supervisor	Hourly	2,080	1	\$58.00	\$120,640.00
4.1.3	Contract Services #2 - Disaster Caseworker	Hourly	2,080	2	\$50.00	\$208,000.00
4.1.4	Contract Services #3 - Administrative Assistant	Hourly	2,080	1	\$45.00	\$93,600.00
4.1.5	Contract Services #4 - Construction Cost Analyst	Hourly	2,080	1	\$58.00	\$120,640.00
					Overall Total Cost	\$542,880.00

Please note the following: This information is being captured for auditing purposes.

A no bid entered on the pricing page will result in vendor's bid being disqualified.

Vendor must complete and return this Pricing Page upon request.

Any product or service not on the Agency provided Pricing Page will not be allowable. The state cannot accept alternate pricing pages, failure to use Exhibit A Pricing Page could lead to disqualification of vendors bid.

Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

**BIDDER /VENDOR INFORMATION:**

Vendor Name:	Family Endeavors, Inc. dba Endeavors
Address:	6363 De Zavala Rd.
City, St. Zip:	San Antonio, TX 78249
Phone No.:	210-431-6466
Email Address:	<a href="mailto:cfulghum.dev@endeavors.org">cfulghum.dev@endeavors.org</a>

DocuSigned by:  
  
**Vendor Signature:**

19-Mar-24

**Date:**



**REQUEST FOR QUOTATION**  
**ARFQ 0606 HSE2400000011**  
**Staffing Services – Disaster Case Management**  
**Family Endeavors, Inc., dba Endeavors**

**Agency Request for Quote**



State of West Virginia  
Agency Request for Quote

<b>Proc Folder:</b> 1385313			<b>Reason for Modification:</b>
<b>Doc Description:</b> Disaster Case Management Staffing			
<b>Proc Type:</b> Agency Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-02-27	2024-03-12 10:30	ARFQ 0606 HSE2400000011	1

BID RECEIVING LOCATION

VENDOR

**Vendor Customer Code:**

**Vendor Name :** Family Endeavors, Inc., dba Endeavors

**Address :** 6363

**Street :** De Zavala Rd.

**City :** San Antonio

**State :** Texas

**Country :** USA

**Zip :** 78249

**Principal Contact :** Chip Fulghum, CEO

**Vendor Contact Phone:** 210-431-6466

**Extension:**

FOR INFORMATION CONTACT THE BUYER

Herbert Mickey Skeens

(304) 558-2350

herbert.m.skeens@wv.gov

**Vendor  
Signature X**

**FEIN#** 23-7223078

**DATE** March 19, 2024

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

The West Virginia Department of Homeland Security Division of Administrative Services (DAS) is soliciting bids on behalf of West Virginia Emergency Management Division (EMD or Agency) to establish a contract to provide staffing services. This contract shall cover the following position classifications:

- 1.1. Disaster Case Supervisor - minimum quantity of 1
- 1.2. Disaster Caseworker - minimum quantity of 3 - totals for 2 Disaster Caseworkers
- 1.3. Administrative Assistant - minimum quantity of 1
- 1.4. Construction Cost Analyst - minimum quantity of 1

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US		DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	4.1.2 - Disaster Case Supervisor	2080.00000	HOURL	\$58.00	\$120,640.00

Comm Code	Manufacturer	Specification	Model #
80111605			

**Extended Description:**  
See Attached Specifications

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US		DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	4.1.3 - Disaster Caseworker	6240.00000	HOURL	\$50.00	\$208,000.00

Comm Code	Manufacturer	Specification	Model #
80111605			

**Extended Description:**  
See Attached Specifications

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US		DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	4.1.4 - Administrative Assistant	2080.00000	hour	\$45.00	\$93,600.00

Comm Code	Manufacturer	Specification	Model #
80111605			

**Extended Description:**  
See Attached Specifications

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US		DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	4.1.5 - Construction Cost Analyst	2080.00000	hour	\$58.00	\$120,640.00

Comm Code	Manufacturer	Specification	Model #
80111605			

**Extended Description:**  
See Attached Specifications

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Questions due by 2:00pm EST	2024-03-05

	Document Phase	Document Description	Page 4
HSE2400000011	Final	Disaster Case Management Staffing	



State of West Virginia  
Agency Request for Quote

<b>Proc Folder:</b> 1385313			<b>Reason for Modification:</b> Addendum 1
<b>Doc Description:</b> Disaster Case Management Staffing			
<b>Proc Type:</b> Agency Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-03-11	2024-03-20 10:30	ARFQ 0606 HSE2400000011	2

BID RECEIVING LOCATION

VENDOR

**Vendor Customer Code:**

**Vendor Name :** Family Endeavors, Inc., dba Endeavors

**Address :** 6363

**Street :** De Zavala Rd.

**City :** San Antonio

**State :** Texas

**Country :** USA

**Zip :** 78249

**Principal Contact :** Chip Fulghum

**Vendor Contact Phone:** 210-431-6466

**Extension:**

FOR INFORMATION CONTACT THE BUYER

Herbert Mickey Skeens

(304) 558-2350

herbert.m.skeens@wv.gov

**Vendor  
Signature X**

**FEIN#** 23-7223078

**DATE** March 19, 2024

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

The West Virginia Department of Homeland Security Division of Administrative Services (DAS) is soliciting bids on behalf of West Virginia Emergency Management Division (EMD or Agency) to establish a contract to provide staffing services. This contract shall cover the following position classifications:

- 1.1. Disaster Case Supervisor - minimum quantity of 1
- 1.2. Disaster Caseworker - minimum quantity of 3 - totals for 2 Disaster Caseworks
- 1.3. Administrative Assistant - minimum quantity of 1
- 1.4. Construction Cost Analyst - minimum quantity of 1

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US		DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	4.1.2 - Disaster Case Supervisor	2080.00000	HOURL	\$58.00	\$120,640.00

Comm Code	Manufacturer	Specification	Model #
80111605			

**Extended Description:**  
See Attached Specifications

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US		DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	4.1.3 - Disaster Caseworker	6240.00000	HOURL	\$50.00	\$208,000.00

Comm Code	Manufacturer	Specification	Model #
80111605			

**Extended Description:**  
See Attached Specifications

INVOICE TO			SHIP TO		
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US			DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	4.1.4 - Administrative Assistant	2080.00000	hour	\$45.00	\$93,600.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description:  
See Attached Specifications

INVOICE TO			SHIP TO		
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US			DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	4.1.5 - Construction Cost Analyst	2080.00000	hour	\$58.00	\$120,640.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description:  
See Attached Specifications

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Questions due by 2:00pm EST	2024-03-05



	Document Phase	Document Description	Page 4
HSE2400000011	Final	Disaster Case Management Staffing	



State of West Virginia  
Agency Request for Quote

<b>Proc Folder:</b> 1385313			<b>Reason for Modification:</b> Addendum 2
<b>Doc Description:</b> Disaster Case Management Staffing			
<b>Proc Type:</b> Agency Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-03-13	2024-03-20 10:30	ARFQ 0606 HSE2400000011	3

BID RECEIVING LOCATION

VENDOR

**Vendor Customer Code:**

**Vendor Name :** Family Endeavors, Inc., dba Endeavors

**Address :** 6363

**Street :** De Zavala Rd.

**City :** San Antonio

**State :** Texas **Country :** USA **Zip :** 78249

**Principal Contact :** Chip Fulghum, CEO

**Vendor Contact Phone:** 210-431-6466 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Herbert Mickey Skeens  
(304) 558-2350  
herbert.m.skeens@wv.gov

**Vendor Signature X** **FEIN#** 23-7223078 **DATE** March 19, 2024

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

The West Virginia Department of Homeland Security Division of Administrative Services (DAS) is soliciting bids on behalf of West Virginia Emergency Management Division (EMD or Agency) to establish a contract to provide staffing services. This contract shall cover the following position classifications:

- 1.1. Disaster Case Supervisor - minimum quantity of 1
- 1.2. Disaster Caseworker - minimum quantity of 3 - totals for 2 Disaster Caseworkers
- 1.3. Administrative Assistant - minimum quantity of 1
- 1.4. Construction Cost Analyst - minimum quantity of 1

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	4.1.2 - Disaster Case Supervisor	2080.00000	hour	\$58.00	\$120,640.00

Comm Code	Manufacturer	Specification	Model #
80111605			

**Extended Description:**  
See Attached Specifications

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US		DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	4.1.3 - Disaster Caseworker	6240.00000 4160.00000	hour	\$50.00	\$208,000.00

Comm Code	Manufacturer	Specification	Model #
80111605			

**Extended Description:**  
See Attached Specifications

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US		DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	4.1.4 - Administrative Assistant	2080.00000	HOURL	\$45.00	\$93,600.00

Comm Code	Manufacturer	Specification	Model #
80111605			

**Extended Description:**  
See Attached Specifications

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT 1700 MacCorkle Ave, SE 6th Floor Charleston WV US		DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	4.1.5 - Construction Cost Analyst	2080.00000	HOURL	\$58.00	\$120,640.00

Comm Code	Manufacturer	Specification	Model #
80111605			

**Extended Description:**  
See Attached Specifications

SCHEDULE OF EVENTS		
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1	Questions due by 2:00pm EST	2024-03-05

	Document Phase	Document Description	Page 4
HSE2400000011	Final	Disaster Case Management Staffing	

**REQUEST FOR QUOTATION**  
**ARFQ 0606 HSE2400000011**  
**Staffing Services – Disaster Case Management**  
**Family Endeavors, Inc., dba Endeavors**

**Attachments**

STATE OF WEST VIRGINIA  
**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"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 exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Family Endeavors, Inc., dba Endeavors

Authorized Signature:  Date: 2/9/2024

State of Texas

County of Bexar, to-wit:

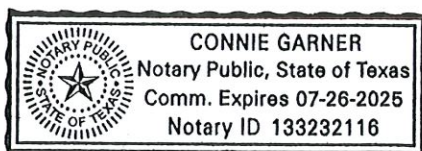
Taken, subscribed, and sworn to before me this 9th day of February, 2024.

My Commission expires July 26, 2024.

**AFFIX SEAL HERE**

**NOTARY PUBLIC**





*Purchasing Affidavit (07/09/2021)*

## Attachment 1

### **FEDERAL FUNDS ADDENDUM** **2 C.F.R. §§ 200.317 – 200.327**

**Purpose:** This addendum is intended to modify the solicitation in an attempt to make the contract compliant with the requirements of 2 C.F.R. §§ 200.317 through 200.327 relating to the expenditure of certain federal funds. This solicitation will allow the State to obtain one or more contracts that satisfy standard state procurement, state federal funds procurement, and county/local federal funds procurement requirements.

**Instructions:** Vendors who are willing to extend their contract to procurements with federal funds and the requirements that go along with doing so, should sign the attached document identified as: “REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317)”

Should the awarded vendor be unwilling to extend the contract to federal funds procurement, the State reserves the right to award additional contracts to vendors that can and are willing to meet federal funds procurement requirements.

**Changes to Specifications:** Vendors should consider this solicitation as containing two separate solicitations, one for state level procurement and one for county/local procurement.

**State Level:** In the first solicitation, bid responses will be evaluated with applicable preferences identified in sections 15, 15A, and 16 of the “Instructions to Vendors Submitting Bids” to establish a contract for both standard state procurements and state federal funds procurements.

**County Level:** In the second solicitation, bid responses will be evaluated with applicable preferences identified in Sections 15, 15A, and 16 of the “Instructions to Vendors Submitting Bids” omitted to establish a contract for County/Local federal funds procurement.

**Award:** If the two evaluations result in the same vendor being identified as the winning bidder, the two solicitations will be combined into a single contract award. If the evaluations result in a different bidder being identified as the winning bidder, multiple contracts may be awarded. The State reserves the right to award to multiple different entities should it be required to satisfy standard state procurement, state federal funds procurement, and county/local federal funds procurement requirements.

**State Government Use Caution:** State agencies planning to utilize this contract for procurements subject to the above identified federal regulations should first consult with the federal agency providing the applicable funding to ensure the contract is compliant.

**County/Local Government Use Caution:** County and Local government entities planning to utilize this contract for procurements subject to the above identified federal regulation should first consult with the federal agency providing the applicable funding to ensure the contract is compliant. For purposes of County/Local government use, the solicitation resulting in this contract was conducted in accordance with the procurement laws, rules, and procedures governing the West Virginia Division of Emergency Management. Vendor preference has been omitted for County/Local use purposes and the contract terms contained in the document entitled “REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317)” have been added.



**FEDERAL FUNDS ADDENDUM**

**REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY  
CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):**

The State of West Virginia Department of Homeland Security, Division of Emergency Management, and the Vendor awarded this Contract intend that this Contract be compliant with the requirements of the Procurement Standards contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements found in 2 C.F.R. § 200.317, et seq. for procurements conducted by a Non-Federal Entity. Accordingly, the Parties agree that the following provisions are included in the Contract.

**1. MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR  
SURPLUS AREA FIRMS:  
(2 C.F.R. § 200.321)**

- a. The State confirms that it has taken all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Those affirmative steps include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) above.

- b. Vendor confirms that if it utilizes subcontractors, it will take the same affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

**2. DOMESTIC PREFERENCES:  
(2 C.F.R. § 200.322)**

- a. The State confirms that as appropriate and to the extent consistent with law, it has, to the greatest extent practicable under a Federal award, provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United

States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

b. Vendor confirms that will include the requirements of this Section 2. Domestic Preference in all subawards including all contracts and purchase orders for work or products under this award.

c. Definitions: For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**3. BREACH OF CONTRACT REMEDIES AND PENALTIES:**

(2 C.F.R. § 200.327 and Appendix II)

(a) The provisions of West Virginia Code of State Rules § 170-6-6 provide for breach of contract remedies, and penalties. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

**4. TERMINATION FOR CAUSE AND CONVENIENCE:**

(2 C.F.R. § 200.327 and Appendix II)

(a) The provisions of West Virginia Code of State Rules § 170-6-6 govern Contract termination. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

**5. EQUAL EMPLOYMENT OPPORTUNITY:**

(2 C.F.R. § 200.327 and Appendix II)

Except as otherwise provided under 41 CFR Part 60, and if this contract meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3, this contract includes the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p.339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**6. DAVIS-BACON WAGE RATES:**  
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this Contract includes construction, all construction work in excess of \$2,000 will be completed and paid for in compliance with the Davis–Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must:

- (a) pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- (b) pay wages not less than once a week.

A copy of the current prevailing wage determination issued by the Department of Labor is attached hereto as Exhibit B. The decision to award a contract or subcontract is conditioned upon the acceptance of the wage determination. The State will report all suspected or reported violations to the Federal awarding agency.

**7. ANTI-KICKBACK ACT:**  
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that it will comply with the Copeland Anti-KickBack Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). Accordingly, Vendor, Subcontractors, and anyone performing under this contract are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The State must report all suspected or reported violations to the Federal awarding agency.

**8. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**  
(2 C.F.R. § 200.327 and Appendix II)

Where applicable, and only for contracts awarded by the State in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**9. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.**  
(2 C.F.R. § 200.327 and Appendix II)

If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

**10. CLEAN AIR ACT**  
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this contract exceeds \$150,000, Vendor is to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**11. DEBARMENT AND SUSPENSION**  
(2 C.F.R. § 200.327 and Appendix II)

The State will not award to any vendor that is listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

**12. BYRD ANTI-LOBBYING AMENDMENT**  
(2 C.F.R. § 200.327 and Appendix II)

Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

**13. PROCUREMENT OF RECOVERED MATERIALS**

(2 C.F.R. § 200.327 and Appendix II; 2 C.F.R. § 200.323)

Vendor agrees that it and the State must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**14. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.**

(2 C.F.R. § 200.327 and Appendix II; 2 CFR § 200.216)

Vendor and State agree that both are prohibited from obligating or expending funds under this Contract to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
  - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

**In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.**

**State of West Virginia  
Division of Emergency Management**

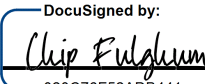
**By:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

**Vendor Name:**

**By:**  \_\_\_\_\_  
020C76F52ADB441...

**Printed Name:** Chip Fulghum

**Title:** CEO

**Date:** February 9, 2024

### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

**The undersigned certifies, to the best of his or her knowledge and belief, that:**

**No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.**

**If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.**

**The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.**

**This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

**The Contractor, Family Endeavors, Inc., dba Endeavors, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.**

DocuSigned by:  
  
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**Signature of Contractor's Authorized Official**

**Chip Fulghum, CEO**

**Name and Title of Contractor's Authorized Official**

**February 9, 2024**

**Date**

**REQUEST FOR QUOTATION**  
**ARFQ 0606 HSE2400000011**  
**Staffing Services – Disaster Case Management**  
**Family Endeavors, Inc., dba Endeavors**

**Resumes**



## Organizational Resume

<b>Name:</b>	David Hernandez, EdD, MPA
<b>Role:</b>	Senior Director of Emergency Services
<b>Career Summary:</b>	<p>David has over 20 years of leadership experience working with critical community needs investigating and mitigating criminal violence, working various programs to address the needs of homeless men, women, and children and working to address the devastation of major disasters within and outside of the United States.</p> <p>David has worked as an educator, law enforcement professional, and administrator overseeing large campus operations. He is honorably retired from the Rochester, NY Police Department after 21 years of services, a graduate of the prestigious FBI National Academy, and a Bexar County Reserve Peace Officer.</p>
<b>Education:</b>	<p><b>Hobart College</b> BA in Sociology</p> <p><b>State University of New York-Brockport Campus</b> Master of Public Administration Degree</p> <p><b>University of Texas-San Antonio</b> Doctor of Educational Leadership</p>
<b>Specialized Training and Certifications:</b>	Licensed Texas Peace Officer
<b>Experience Relevant to Role:</b>	
David has over 20 years of leadership experience having overseen large scale operations working with the City of Rochester overseeing a police budget of 52 million, the University of Texas overseeing police, security, and business continuity for a multi campus operation, and with the largest homeless shelter in the United States as the Senior Director of Campus Operations overseeing the security, residential, facilities, capital improvements and warehouse operations of a 22 acre campus serving more than 1400 homeless men, women and children. David currently oversees the Emergency Services for Endeavors overseeing the Disaster Case Management services in multiple states and the Island of Puerto Rico and the Rapid Deployment Services providing rapid staffing for Non-Profit Agencies providing social services.	
<b>Employment History:</b>	
<b>Organization</b> <b>Role/Title</b>	<b>Years in Role</b>
<b>Endeavors</b> <i>Senior Director of Emergency Services</i>	2017 - Present
<b>Haven for Hope Homeless Shelter</b> <i>Senior Director of Campus Operations</i>	2010 – 2017
<b>University of Texas-San Antonio</b> <i>Director of Public Safety and Chief of Police</i>	2006- 2010
<b>Rochester Police Department</b> Deputy Chief of Administration, Commander of Special Operations, Captain of Special Investigations, Lieutenant in Charge of the Technical Services Section-Headquarters, Sergeant in Professional Standards Section-Patrol Officer, Background-Recruiting Officer, Class Counsel, Field Training Officer	1985- 2010



## Organizational Resume

Name:	DOMINIQUE STEPHENSON
Role:	Regional Director
Career Summary:	Non-profit Regional Director with a proven track record of success in leadership overseeing operations of multiple grant-funded programs, start-ups, and development management with exposure to foundations while maintaining solid relationships with staff, donors, and community.
Education:	Bachelor of Arts: Industrial and Organizational Psychology
Specialized Training and Certifications:	
Experience Relevant to Role:	
<ul style="list-style-type: none"><li>Recruited, trained and deployed 245 staff including 185 Case Managers</li><li>Worked collaboratively with other relief and recovery organizations to facilitate the coordination of response and recovery services. Secure cooperation from community partners and resources. Oversee the delivery of daily program services.</li><li>Directed team of in operational development of service network, including implementation of quality requirements and operating standards.</li><li>Delivered training for staff development, change management and materials, process and technical controls.</li><li>Monitored progress of programs, using and applying programming documents, program directives, funding documents and other program material.</li><li>Oversee the collection of case manager team data for preparation of program reports to meet agency, state, federal, local and other regulatory requirements.</li></ul>	
Employment History:	
Organization Role/Title	Years in Role
Endeavors – Regional Director	3 years
Endeavors – Program Manager	1 year
Endeavors – Disaster Case Management Supervisor	1 year
Child Advocates – Advocacy Coordinator	1.5 years
Pathways Youth and Family Services – Family Specialist	2.5 years
Texas Department of Family and Protective Services – Conservatorship Specialist III	5 years



## Organizational Resume

Name:	ANNIE DERRY
Role:	Program Manager
Career Summary:	Maintaining a robust partner network, with a particular focus on cultivating relationships with direct service providers and resources. Assist in the overall coordination of services and opportunities to ensure adherence to the organization's mission and values of authentic engagement, building community, and equitable practices. Collaborate with clients, employers, and other team members on budgeting, grant writing, and allocating funds.
Education:	<b>Bachelor of Arts Degree:</b> Rehabilitation and Related Services
Specialized Training and Certifications:	<b>Childcare Administrator License</b> Renewable every 2 years Up for renewal Feb 2024 Texas Department of Family and Protective Services  Licensed Aggression Replacement Trainer Non-Expiring  Certified in Psychological First Aid
Experience Relevant to Role:	
Responsible for recruiting and maintaining staff and overseeing training requirements. Duties also included organizing company events, managing budgets, and attending and participating in community outreach activities. Primary point of contact with the Long-Term Recovery Groups, local governmental officials, and non-profit organization leaders. Attended and participated in Long Term Recovery Committee meetings and Voluntary Organizations Active in Disasters meetings. Provide training to the Disaster Case Managers and Supervisors for new policies and procedures and delegated tasks to the appropriate team members.	
Employment History:	
Organization Role/Title	Years in Role
Operations Coordinator	1 year
Disaster Case Manager Supervisor	2 years
Resource Coordinator	2 years
Disaster Case Manager	1 year
Childcare Administrator	31 Years



## Organizational Resume

Name:	CHANDA WALKER
Role:	Grant/Contract Accountant
Career Summary:	Provide financial oversight/analysis for the efficient billing and financial evaluation of their assigned grants/contracts. Responsible for <i>accurate and timely</i> preparation and submission of grant/contract invoices to comply with the invoicing requirements as outlined by each grant/contract.
Education:	<b>Master of Science:</b> Master of Science in Accounting
Specialized Training and Certifications:	N/A
<b>Experience Relevant to Role:</b>	
Fiscal Analyst (Endeavors Corporate Non-Grant Funded Staff) Chanda Walker is a Grant/Contract Accountant in our Finance Office responsible for all financial processes for several of our disaster case management programs. She has just under two years of experience managing the financial aspect of our DCM grants working hand in hand with FEMA and Volunteer Florida to ensure compliance with all grant regulations to include applicable sections of the Code of Federal Regulations (CFR-200). Ms. Walker holds a Master of Science in Accounting degree. Mrs. Walker works in our Accounting Department and will be available throughout the contract to work with team members on invoicing, audits, and other finance-related items.	
<b>Employment History:</b>	
<b>Organization Role/Title</b>	<b>Years in Role</b>
Grant/Contract Accountant	2 months
Invoice Specialist/Grant Advocate	1 year 5 months



Organizational Resume

Name:	ALVARO HERNANDEZ
Role:	Bilingual Supervisor for Disaster Case Management Programs.
Career Summary:	Maintaining a high standard of quality for the services provided to clients affected by disasters, focusing on providing assistance and support to the Disaster Case Managers.
Education:	<b>Bachelors of Art Degree:</b> Bachelor of Art in Communication & Journalism.
Specialized Training and Certifications:	<b>Childcare Administrator License</b> Renewable every 2 years Up for renewal August 2025 Texas Department of Family and Protective Services
Experience Relevant to Role:	
<p>Responsible for supervising a team of Disaster Case Managers at the local level. Duties include supervising disaster case managers, directing coordination with the Contractor Program Manager, and instituting standard documentation practices and consistent identification of applicable resources for individuals and families. Work closely with the St. Clair County COAD, community recovery organizations, and local emergency managers. Also ensure that case managers are presenting case information in a confidential and anonymous manner to obtain funding support for necessary unmet needs for disaster survivor recovery.</p> <p>Assist with the timely submission of applications, individual service plans and other assessments required by external agencies providing assistance to clients affected by disasters. Assist with the compiling of comprehensive case files with supporting documentation maintained in physical and electronic files. Assisting with collection, maintenance and submission of weekly reports to the appropriate personnel.</p>	
Employment History:	
Organization Role/Title	Years in Role
Supervisor for Disaster Case Management	6 years
Disaster Case Manager	1 years
Childcare Administrator	10 years



## Organizational Resume

Name:	Angeline Richardson
Role:	Disaster Case Manager Supervisor
Career Summary:	Five years' experience in coordinating and leading disaster relief efforts. Proven expertise in managing teams of case managers, collaborating with government agencies and NOGs, and developing comprehensive case management plans. Adept at providing timely and compassionate support to individuals and families impacted by disasters. Possesses a strong ability to analyze complex situations, make strategic decisions, and implement effective solutions. Certificate in Disaster Case Management Program.
Education:	Lone Star College Texas School of Real Estate
Specialized Training and Certifications:	FEMA-Certification Certified Disaster Case Management Program Certified Tax Analyst Licensed Realtor Public Notary Health Human Services Certificate Person Identifiable Information
Experience Relevant to Role:	
Coordinated relief efforts, managing a team of 10 case managers to provide assistance to affected individuals. Collaborated with government agencies, non-profit organizations, and community resources to ensure efficient support to disaster survivors. Developed and implemented comprehensive case management plans, addressing immediate and long-term needs, by creating a recovery plan with goals to help survivors achieve disaster recovery.	
Employment History:	
Organization Role/Title	Years in Role
Program Coordinator	1 years
Disaster Case Manager	4 years
Certified Tax Analyst	12 years
Licensed Realtor	10 years
Public Notary	8 years