

School Finance Hot Topics

July 19, 2017

Budget Revisions

As a reminder, when entering budget revisions in WVEIS, **please remember to split entries based on the project code to ensure proper routing of the budget revisions to the correct WVDE program official for approval.** Several budget revisions have routed incorrectly in recent months due to having multiple projects on the same budget revision.

Federal Drawdowns

When submitting federal drawdown requests, the WVDE Office of Internal Operations has noted that some counties submit a separate drawdown request for each project while other counties list multiple projects on the same drawdown request. **While both methods are acceptable and no county needs to change their submission process,** we wanted to make sure that all county boards were aware that there is no requirement to submit separate drawdown requests. It is actually more efficient for the WVDE Office of Internal Operations if multiple projects are listed on the same drawdown request.

Address Changes

If a county board of education has an address change for the central office, that address change will need to be made in the WVOASIS system. **Do not attempt to initiate this change in address via the Vendor Self Service (VSS) system.** Instead, please either mail or fax a hard copy of a revised W-9 to the WVDE Office of School Finance. The revised W-9 cannot be scanned and emailed. The Office of School Finance will work with the WVDE Office of Internal Operations to walk the address change through the system with the appropriate parties at WVOASIS and the WV State Auditor's Office.

Depending on the specific change, additional forms may be needed to update the address associated with the EFT process to ensure that payments from WVDE are received via EFT instead of paper check. Requests for additional forms or information will be handled on a case by case basis, normally directly by the WVDE Office of Internal Operations.

HB 2561 – Step 7b Technology Plans for TSS or Alternate Purposes

HB 2561, which passed during the 2017 legislative session and became effective in early July, contains the following provisions:

- A provision was added that allows Step 7b - Allowance for the Improvement of Instructional Technology funds to be used for the employment of TSS positions essential for the technology systems of the schools of the county to be fully functional and readily available when needed by classroom teachers. The amount of the Step 7b allocation being used for the employment of TSS must be included and justified in the county's strategic technology learning plan. No limitation on what percentage of the funds can be used for TSS employment was included in the statute.
- A provision was added that allows up to 50% of the Step 7b funds to be used for alternative purposes. The amount of the allocation used for alternative purposes must be included and justified in the county's strategic technology learning plan.

Because the statute requires that the justification for using the funds for either the employment of TSS position or for alternate purposes be included in the county's strategic technology plan, the Office of School Finance worked with the Office of Technology Integration & Support to build a place into the county's WOW Technology Plan to include the required information under HB 2561.

In WOW, the appropriate county official will access the Technology Plan under WVR100-State Reporting > TPP.LAN.

WVEIS - Google Chrome
10.140.200.17:9220/eti/ascent/www/state/LoginRcvd.shtml?usrid=JBL99999&ssnid=992832268

WVEIS West Virginia Department of Education 72 Putnam County

Home	Menus	Active
Products		Menus
<input type="checkbox"/> _USER	User Self-Administration	
	<input type="checkbox"/> USER User Self-Administration	
	WOW.EML WVEIS on the Web Email Update	
<input type="checkbox"/> SMS	Student Management System	
	<input type="checkbox"/> SMS100 Student Management Maintenance	
	STU.301 Maintain Student Information	
<input type="checkbox"/> * WVR	West Virginia State Reporting	
	<input type="checkbox"/> *CFM999 ColdFusion Testing Menu	
	* CIPA.AUP CIPA AUP Form	
	CRT.LST Certified List Processing	
	* TPPLAN Technology Plan	
	WVE.510 Certified List	
	<input type="checkbox"/> WVRCTE Career Technical Education	
	(No programs available in WVRCTE.)	
	<input type="checkbox"/> WVRFP Office of Federal Programs	
	(No programs available in WVRFP.)	
	<input type="checkbox"/> WVROEL Office of Early Learning	
	(No programs available in WVROEL.)	
	<input type="checkbox"/> WVROSF Office of School Finance	
	<input type="checkbox"/> *WVR100 State Reporting	
	* CIPA.AUP CIPA AUP Form	
	* TPPLAN Technology Plan	

End

Once successfully in the Technology Plan, the Step 7B tab will need to be completed, as applicable. County boards seeking to use the flexibility allowed under HB2561 will need to complete the TSS and HB2561 (Non-Technology) sections of the tab, as applicable. Both amounts and justifications must be provided.

County Enhancing Learning						County Enhancing Teaching						County Enhancing PD						County Objectives						Devices						Servers						Optional Devices						Step 7B					
TSS		Salary						Fringes						Travel																																	
TSS Costs		<input type="text" value="0"/>						<input type="text" value="0"/>						<input type="text" value="0"/>																																	
TSS Justification		<input type="text"/>																																													
Other Technology		Hardware						Software						Infrastructure						Maintenance						Professional Development																					
Other Technology		<input type="text" value="0"/>						<input type="text" value="0"/>						<input type="text" value="0"/>						<input type="text" value="0"/>						<input type="text" value="0"/>																					
Other Technology Justification (Optional)		<input type="text"/>																																													
HB2561																																															
Non-Technology Costs		<input type="text" value="0"/>						Not to exceed 50% upon approval																																							
Non-Technology Justification		<input type="text"/>																																													
<input type="button" value="Update"/>																																															

The Technology Plans for the 2017-18 year are due on July 31, 2017. The technology staff for county boards of education are being trained on this new requirement at the West Virginia Statewide Technology Conference in Morgantown.

Class II-O Legal Advertisements – What if there are not two newspapers of opposite politics in the publication area?

During the FY18 budget season, a county inquired regarding how to properly publish their budget since there were no longer two newspapers of opposite politics within the county. WVC §11-8-32 (which is the statute that requires publication of the budget) defines the publication area as the taxing unit, which would be within the geographic borders of the county. WVC §59-3-2 states that if there are not two newspapers of opposite politics in the publication area, a county would only have to publish the budget in one newspaper in the publication area. The

statute goes on to say what to do if there aren't any newspapers in the publication area. See applicable statutes below:

§11-8-32. Publication.

The requirement of publication under this article shall be met by publication as a **Class II-O** legal advertisement in compliance with the provisions of article three, chapter fifty- nine of this code, and **the publication area for such publication shall be the taxing unit.**

§59-3-1. Definitions and general provisions.

(a) As used in this article, elsewhere in this code or in any other provision of law:

(1) "Legal advertisement" means any notice, advertisement, statement, information or other matter required by law or court to be published.

(2) **"Publication area" means the area or areas for which a legal advertisement is required by law or court to be made.**

(3) "Once a week for two successive weeks" means two publications of a legal advertisement in a qualified newspaper occurring within a period of fourteen consecutive days with at least an interval of six full days within the period between the date of the first publication and the date of the second publication.

(4) "Once a week for three successive weeks" means three publications of a legal advertisement in a qualified newspaper occurring within a period of twenty-one consecutive days with at least an interval of six full days within the period between the date of the first publication and the date of the second publication and with at least an interval of six full days within the period between the date of the second publication and the date of the third publication.

(5) "Publication date" means the date on which a qualified newspaper is first placed in circulation.

(6) "General circulation" means not only a newspaper meeting the other qualifications specified in subsection (b) of this section and circulated among and of interest to the general public in the area in which it circulates, but also a newspaper meeting said other qualifications, the actual circulation of which throughout the publication area is large enough to give basis for a reasonable belief that publication of a legal advertisement in the newspaper will give effective notice to the residents of the publication area.

(b) Wherever the term "qualified newspaper" or "qualified newspapers" is used in this article, or the term "newspaper" or "newspapers" is used elsewhere in this code or in any other provision of law in connection with a legal advertisement as herein defined in this section, the terms shall be taken to mean only a newspaper or newspapers, as the case may be, published (unless otherwise expressly provided) in the state of West Virginia and which meet the following qualifications:

(1) Any newspaper shall be of regular issue and must have a bona fide, general circulation in the publication area. A newspaper is considered to be of regular issue if it is published regularly, as frequently as once a week, for at least fifty weeks during the calendar year as prescribed by its mailing permit; and has been published for at least one year immediately preceding the date on which the legal advertisement is delivered to the newspaper for publication. A newspaper is considered to be of bona fide, general circulation in the publication area if it meets the definition of "general circulation" as defined in this section and is circulated to the general public at a definite price or consideration.

(2) Any newspaper shall bear a title or name, consist of not less than four pages without a cover, and be a newspaper to which the general public resorts for passing events of a political, religious, commercial and social nature, and for current happenings, announcements, miscellaneous reading matters, advertisements and other notices.

(c) Notwithstanding any other provision of this code or law to the contrary, a qualified newspaper shall for all purposes be considered to be published where it is first placed in circulation.

§59-3-2. Classification of legal advertisements; designation of newspapers; frequency of publication; posting; manner of publishing.

(a) A Class I legal advertisement shall be published one time, a Class II legal advertisement shall be published once a week for two successive weeks and a Class III legal advertisement shall be published once a week for three successive weeks in a qualified newspaper published in the publication area; or if there is no qualified newspaper published in the publication area or if no qualified newspaper published in the publication area will publish the legal advertisement at the rates specified in section three of this article, the legal advertisement shall be published in a qualified newspaper published outside the publication area; or if no qualified newspaper is published outside the publication area or if no qualified newspaper published outside the publication area will publish the legal advertisement at the rates specified in section three of this article, the legal advertisement shall be posted in at least three public places in the publication area, one of which postings shall be in the county courthouse, at or near the front door of the county courthouse, if a county courthouse is located in the publication area and one of which postings shall be in the municipal office building or municipal office or offices, at or near the front door thereof, if the publication area is a municipality.

(b) A Class I-0 legal advertisement shall be published one time, a Class II-0 legal advertisement shall be published once a week for two successive weeks, and a Class III-0 legal advertisement shall be published once a week for three successive weeks, in two qualified newspapers of opposite politics published in the publication area; or if two qualified newspapers of opposite politics are not published in the publication area or if two qualified newspapers of opposite politics published in the publication area will not publish the legal advertisement at the rates specified in section three of this article, the legal advertisement shall be published in one qualified newspaper published in the publication area; or if there is no qualified newspaper published in the publication area or if no qualified newspaper published in the publication area will publish the legal advertisement at the rates specified in section three of this article, the legal advertisement shall be published in one qualified newspaper published outside the publication area; or if no qualified newspaper is published outside the publication area or if no qualified newspaper published outside the publication area will publish the legal advertisement at the rates specified in section three of this article, the legal advertisement shall be posted in at least three public places in the publication area, one of which postings shall be in the county courthouse, at or near the front door thereof, if a county courthouse is located in the publication area and one of which postings shall be in the municipal office building or municipal office or offices, at or near the front door thereof, if the publication area is a municipality.

(c) A legal advertisement may be published in a qualified newspaper published on any day of the week except Sunday.

(d) All legal advertisements shall be published together in continuous columns on one page of the newspaper publishing them under a general heading styled "Legal Advertisements", unless the number or size of the legal advertisements requires the use of more than one page, in which event the legal advertisements shall be published as near as practicable in continuous columns on as many pages as necessary under the same heading as above required.

State Tax Department Release for Final Payment

As a reminder, State Board Policy 8200 Section 26.6 states the following:

According to W. Va. Code §11-10-11(d), all state, county, district, and municipal officers and agents making contracts on behalf of the state or any political subdivision thereof must withhold payment in the final settlement of any contract, until the receipt of a certificate from the tax commissioner to the effect that all taxes against the contractor have been paid or provided for. A copy of the "Release of Final Settlement" form is included in Appendix C.

A copy of the "Release of Final Settlement" form is included as Attachment #1.

Mountaineer Challenge Academy Spring 2017 Invoices

The Mountaineer Challenge Academy (MCA) tuition invoices for the spring 2017 semester were mailed to county boards of education by the WV Adjutant General's Office on Friday, July 14, 2017. A schedule of the amounts that each county board should be invoiced is included as Attachment #2.

As a reminder, below is background information emailed in January 2017 regarding the MCA tuition requirement.

During the 2016 legislative session, the Legislature passed Senate Bill 459, which was introduced at the request of Governor Tomblin. This bill added a provision to WVC §18-2-6(g)(6) which requires the payment of tuition by county boards of education to the Mountaineer Challenge Academy (MCA) for each student graduating from the MCA with a high school diploma. State Board of Education Policy 2446 was developed to provide further clarification regarding the tuition payments. Section 3.1 of the policy states the following:

3.1. The county board of education shall make payment of tuition to the MCA for each student who graduates from the MCA with a high school diploma and who resides in the county board of education's district. Tuition means an amount equal to seventy-five percent of the statewide average net state aid allotted per pupil based on net enrollment adjusted for state aid purposes. The county board of education shall pay tuition to the MCA only for those students earning a high school diploma while at the MCA and for whom the county receives state aid funding during the school year the student attends MCA (based on the enrollment status as of the preceding year second month enrollment) or for whom the county will receive state aid funding in the subsequent school year (based on the enrollment status as of the second month enrollment in the year of attendance at MCA).

The new tuition requirements became effective at the beginning of the 2016-17 school year. The first MCA graduating class for which the new tuition requirement was in effect graduated on December 16, 2016. The WVDE Office of School Finance has prepared the attached schedule which calculates the amount of tuition that each county board of education will owe for students enrolled in their county who graduated with a high school diploma from MCA. The tuition rate for the 2016-17 year is \$3,003.42 per student, which is 75% of the statewide average net state aid per pupil based on enrollment adjusted for state aid purposes as required by policy.

County boards of education will receive an invoice from the WV Military Authority, a division of the WV Department of Military Affairs and Public Safety, for the tuition amounts that were calculated by the WVDE Office of School Finance. The invoice will indicate that it is for Mountaineer Challenge Academy tuition for the Fall 2016 graduating class and will list the specific student identification numbers for the graduating students. It is requested that all county boards of education pay the tuition invoice as promptly as possible while obtaining all necessary approvals from the local board of education.

This same invoicing process will be followed every semester moving forward. Once the list of graduates is known in December and June each year, the WVDE Office of School Finance will calculate the amounts by county and the WV Military Authority will send an invoice to the county. Please note that the annual tuition amount will change slightly each year based on the state aid calculations for that year. The tuition amount will be announced at the beginning of each school year so that county boards of education can estimate the amount of tuition that they will owe for the MCA graduates.

The proper WVEIS account code for the MCA Tuition is 11.00000.41421.569.XXX.

Program function code 41421 is for Alternative (At Risk) Education Programs. It is defined as follows in the Chart of Accounts:

Activities for students assigned to alternative campuses, centers or classrooms designed to provide improved behavior modification and/or an enhanced learning experience. Typically, alternative education programs are designed to meet the needs of students that cannot be addressed in a traditional classroom setting.

Object Code 569 is Tuition to Others and is defined as follows in the Chart of Accounts:

Tuition paid to the state and other governmental organizations as reimbursement for providing specialized instructional services to students residing within the boundaries of the paying LEA.

Please utilize the location code field to charge the tuition to the proper high school(s) in your county. The Office of School Finance can provide county finance offices with the breakdown by high school in each county if the county finance office is unable to obtain that information directly from the county attendance director. Utilizing the location code is important due to the new ESSA school-level per pupil expenditure requirements.

Food Purchases

As a reminder, county boards of education are not permitted to use public or quasi-public funds to purchase food for staff. Appendix C of State Board Policy 1224.1, *Accounting Procedures Manual for Public Schools in West Virginia*, contains several examples of expenditures considered to be unauthorized by either the State Attorney General or the State Superintendent of Schools. Those examples include the following:

- The expenditure of public or quasi-public funds for the purchase of food and drink for board of education meetings (Attorney General Opinion of May 7, 1987)
- The expenditure of public or quasi-public funds for the purchase of food and drink for meetings of school principals (Attorney General Opinion of May 7, 1987)
- The expenditure of public or quasi-public funds for the purchase of food and drink for meetings of the public (Attorney General Opinion of May 7, 1987)
- The expenditure of quasi-public funds for meals which are solely for school officials, administrators, faculty and other personnel (State Superintendent Interpretation of July 17, 1992)
- The use of school general account funds (raised from snack machines, school sales, dances, etc.) to buy coffee, doughnuts, etc. for staff development meetings, staff meetings, etc. (State Superintendent Interpretation of December 5, 1989)

WVC §18-5-13 allows schools to expend funds for student, parent, teacher and community recognition programs using funds generated through a fund-raiser or donation-soliciting activity. Prior to commencing the activity, the school must publicize that the activity will be for this purpose and must designate the funds generated for this purpose. Any funds generated

must be accounted for in a separate account and not co-mingled with other funds. We have received questions in the past about whether local businesses are permitted to make donations for schools to purchase food for staff appreciation events – we believe that using such donations to purchase food would be permissible under WVC §18-5-13.

In addition, below is guidance that was provided by the Office of Federal Programs regarding the use of federal ESSA funding for food purchases:

Food and beverage may only be purchased with Title I Part A and/or Title III funding for parent involvement activities. The expenditures must be reasonable and necessary to ensure the participation of parents and the activities must extend through a mealtime to warrant the purchase of food and/or refreshments. Purchases of food must be supported with original receipts along with event sign-in sheets and agendas in order to ensure allowability. When reviewing reasonableness, food costs should be kept at or below the federal per diem cost for that meal (preferably just providing a beverage and light snack.) Food is not allowed to be purchased with Title I/III for regular school events such as open houses, parent teacher conferences, celebration, recognition or appreciation events, school meetings such as PTA or PTO, or meetings of the general public. Title II, RLIS and SIG funds may not be used for the purchase of food and beverage for any reason.

Record Retention

The current Record Retention Schedule for the Financial Records of the Public Schools in the State of West Virginia can be found at the link below:

<http://wvde.state.wv.us/finance/files/Manuals/Records%20Retention%20Schedule.pdf>

Supreme Court Retirement Case

Please be aware of the decision of the Supreme Court of Appeals of West Virginia in the case of Cynthia Ringel-Williams v. West Virginia Consolidated Public Retirement Board. The decision in this case was filed on June 3, 2016. This case has implications for eligibility for participation in the Teachers' Retirement System for part-time employees and may also have implications for county boards of education that provide flexible working arrangements in the summer months.

<http://www.courtswv.gov/supreme-court/docs/spring2016/15-0281.pdf>

Additional Pay for Service Personnel Under WVC 18A-4-8a(1)-(4)

Please see the Superintendent Interpretation dated October 26, 2001 (Attachment #3) regarding additional pay for part-time service personnel for holding a high school diploma, college hours or comparable credit, and college degrees. This interpretation indicates that “all service personnel, whether employed on a full or half time basis, shall receive the full amount of the additional pay provided for West Virginia Code §§18A-4-8a(1)-(4).”

The content of the Superintendent Interpretation was based on a Circuit Court ruling from Kanawha County. The Supreme Court refused to hear the case at the time. It does not appear that the Grievance Board has revisited this issue since these cases were decided in the late 1990s.

County boards of education may want to review their WVEIS set-up for half-time service personnel to ensure that these additional pay amounts are set up to pay the full amount, instead of automatically reducing to only 50% based on the FTE of the employee.

WVDE Technology Contracts

WVDE recently awarded new Tools for Schools master contracts for “Hardware, Devices, Accessories and Services” and “Statewide Networking, Enterprise and Technologies.” Multiple vendors were awarded contracts under the master agreements. To utilize the contracts, a secondary bid process is required. That secondary bid process is outlined in the contract documents – see Attachment #4 and Attachment #5 for more information.

OPEB ARC Credits for 2016-17

The OPEB ARC credit amounts for the 2016-17 year are included in Attachment #6. Please be sure to confirm that your county’s RHBT account was credited the proper amount when making year-end OPEB entries. In order to verify that the RHBT account was credited the proper amount, you must review the details of the month of June 2017 in the RHBT system. The June 2017 total will NOT match the credit amount, because the credit amount is offset by regular activity for the month of June.

CSBO Listing for 2017-18

A draft of the CSBO list is included as Attachment #7. Please review the data listed for your county and let us know if corrections are needed to names, email addresses or phone numbers by no later than July 26, 2017. This will allow us to finalize the schedule and send out a final copy before the end of the month.

**WEST VIRGINIA STATE TAX DEPARTMENT
ADMINISTRATIVE SUPPORT UNIT
INTERNAL AUDITING DIVISION**

REQUEST FOR RELEASE OF FINAL PAYMENT

FEDERAL IDENTIFICATION NUMBER: _____

NAME OF CONTRACTOR: _____

CONTACT NAME: _____ **Phone #** _____

ADDRESS _____

DATE OF CONTRACT: _____

NUMBER OF CONTRACT: _____

LOCATION OF CONTRACT: _____

Brief Description of Work Performed: _____

\$ AMOUNT OF CONTRACT: _____

\$ AMOUNT PAID: _____

\$ AMOUNT NOW DUE _____

The above contract is in process of final settlement. If all West Virginia required taxes have been paid, please forward release. Final settlement will not be made pending receipt of such release.

BY: _____

PHONE NUMBER: (____) _____

AGENCY: _____

ADDRESS: _____

**FORWARD TO: WV STATE TAX DEPARTMENT / ADMINISTRATIVE SUPPORT UNIT
1001 LEE STREET EAST
CHARLESTON, WV 25301**

**FOR ASSISTANCE OR INFORMATION, PLEASE CALL (304) 558-1114, 558-0659, 558-8695
FAX NUMBER: (304) 558-8643**

**COUNTY BOARDS OF EDUCATION
TUITION AMOUNT DUE TO MOUNTAINEER CHALLENGE ACADEMY
IN ACCORDANCE WITH WVC §18-2-6(g)(6) AND STATE BOARD POLICY 2446
FOR THE SPRING 2016-17 SEMESTER**

County	Number of MCA Graduates Receiving HS Diplomas	2016-17 MCA Tuition Rate Per Pupil	Total Tuition Due to MCA
Barbour	-	\$ 3,003.42	\$ -
Berkeley	16	3,003.42	48,054.72
Boone	1	3,003.42	3,003.42
Braxton	-	3,003.42	-
Brooke	-	3,003.42	-
Cabell	5	3,003.42	15,017.10
Calhoun	-	3,003.42	-
Clay	1	3,003.42	3,003.42
Doddridge	-	3,003.42	-
Fayette	5	3,003.42	15,017.10
Gilmer	1	3,003.42	3,003.42
Grant	1	3,003.42	3,003.42
Greenbrier	1	3,003.42	3,003.42
Hampshire	-	3,003.42	-
Hancock	1	3,003.42	3,003.42
Hardy	1	3,003.42	3,003.42
Harrison	5	3,003.42	15,017.10
Jackson	1	3,003.42	3,003.42
Jefferson	2	3,003.42	6,006.84
Kanawha	30	3,003.42	90,102.60
Lewis	1	3,003.42	3,003.42
Lincoln	1	3,003.42	3,003.42
Logan	5	3,003.42	15,017.10
Marion	9	3,003.42	27,030.78
Marshall	-	3,003.42	-
Mason	1	3,003.42	3,003.42
McDowell	2	3,003.42	6,006.84
Mercer	-	3,003.42	-
Mineral	-	3,003.42	-
Mingo	-	3,003.42	-
Monongalia	3	3,003.42	9,010.26
Monroe	-	3,003.42	-
Morgan	-	3,003.42	-
Nicholas	-	3,003.42	-
Ohio	3	3,003.42	9,010.26
Pendleton	-	3,003.42	-
Pleasants	2	3,003.42	6,006.84
Pocahontas	-	3,003.42	-
Preston	5	3,003.42	15,017.10
Putnam	-	3,003.42	-
Raleigh	4	3,003.42	12,013.68
Randolph	1	3,003.42	3,003.42
Ritchie	-	3,003.42	-
Roane	1	3,003.42	3,003.42
Summers	2	3,003.42	6,006.84
Taylor	1	3,003.42	3,003.42
Tucker	2	3,003.42	6,006.84
Tyler	-	3,003.42	-
Upshur	2	3,003.42	6,006.84
Wayne	1	3,003.42	3,003.42
Webster	-	3,003.42	-
Wetzel	-	3,003.42	-
Wirt	-	3,003.42	-
Wood	10	3,003.42	30,034.20
Wyoming	1	3,003.42	3,003.42
Total	128	\$ 3,003.42	\$ 384,437.76

Statewide Average State Aid Per Pupil 2016-17
75% of State Aid Per Pupil 2016-17

\$ 4,004.56
\$ 3,003.42

OSF
07/12/17
MCA Tuition Spring 2017 Semester

SUPERINTENDENT INTERPRETATION

Interpretation's Date: October 26, 2001
by superintendent David Stewart
Section: V. Personnel
SubSection: C. Service Personnel

Interpretation

MEMORANDUM

To: County Superintendents

From: David Stewart
 State Superintendent of Schools

Date: October 26, 2001

Subject: West Virginia Code [18A-4-8a](#)(2), (3), and (4) Additional Pay for Service Personnel

West Virginia Code [18A-4-8a](#) provides, in part, for additional pay for service personnel as follows:

(2) An additional ten dollars per month shall be added to the minimum monthly pay of each service employee who holds a high school diploma or its equivalent: Provided, That effective the first day of July, two thousand one, an additional twelve dollars per month shall be added to the minimum monthly pay of each service employee who holds a high school diploma or its equivalent. (3) An additional ten dollars per month also shall be added to the minimum monthly pay of each service employee for each of the following: (A) A service employee who holds twelve college hours or comparable credit obtained in a trade or vocational school as approved by the state board; (B) A service employee who holds twenty-four college hours or comparable credit obtained in a trade or vocational school as approved by the state board; (C) A service employee who holds thirty-six college hours or comparable credit obtained in a trade or vocational school as approved by the state board; (D) A service employee who holds forty-eight college hours or comparable credit obtained in a trade or vocational school as approved by the state board; (E) A service employee who holds sixty college hours or comparable credit obtained in a trade or vocational school as approved by the state board; (F) A service employee who holds seventy-two college hours or comparable credit obtained in a trade or vocational school as approved by the state board; (G) Effective the first day of July, two thousand one, a service employee who holds eighty-four college hours or comparable credit obtained in a trade or vocational school as approved by the state board;

Memorandum
 October 26, 2001
 Page 2

(H) Effective the first day of July, two thousand one, a service employee who holds ninety-six college hours or comparable credit obtained in a trade or vocational school as approved by the state board; (I) Effective the first day of July, two thousand one, a service employee who holds one hundred eight college hours or comparable credit obtained in a trade or vocational school as approved by the state board; (J) Effective the first day of July, two thousand one, a service employee who holds one hundred twenty hours or comparable credit obtained in a trade or vocational school as approved by the state board; (K) Effective the first day of July, two thousand one, a service employee who hold a bachelor's degree; and

(L) Effective the first day of July, two thousand one, a service employee who holds a masters degree.


(4) When any part of a school service employee's daily shift of work is performed between the hours of six o'clock p.m. and five o'clock a.m. the following day, the employee shall be paid no less than an additional ten dollars per month and one half of the pay shall be paid with local funds.

By Superintendent's Interpretation dated January 29, 1996, it was decided that such additional pay may be reduced by one half for half time employees. This interpretation was upheld by the West Virginia Education and State Employees Grievance Board in Robertson, et al. v. Mineral County Bd. Of Educ., Docket No. 97-28-547 (April 30, 1998).

However, on appeal to the Circuit Court of Kanawha County, West Virginia, Judge Tod J. Kaufman reversed the decision of the administrative law judge and ordered that all regularly employed service personnel who have earned a high school diploma, a GED, or twelve hours of college credit or vocational training beyond high school as provided by West Virginia Code [§18A-4-8a](#)(2)-(3), shall be paid ten dollars per month in addition to their regular pay, regardless of the length of their work day.

This decision was appealed to the West Virginia Supreme Court of Appeals, where it was refused.

Therefore, based upon the ruling of the Circuit Court of Kanawha County, it is my opinion that all service personnel, whether employed on a full or half time basis, shall receive the full amount of the additional pay provided for West Virginia Code [§§ 18A-4- 8a\(1\)-\(4\)](#).

If you have any further questions about West Virginia Code [§18A-4-8a](#)(1)-(4), please contact the Legal Services Office at (304) 558-3667 .

DS/mp

50049

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Steven L. Paine, Ed.D.
 State Superintendent of Schools

Thomas W. Campbell
 President, West Virginia Board of
 Education



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Attachment #3

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Department of Educations, Office of Technology Integration and Support is soliciting bids to establish an open-end contract for a variety of hardware devices, accessories and services pursuant to West Virginia HB2632. These items and services within this solicitation are to be used on a statewide basis is West Virginia K-12 schools.

The WVDE is seeking prime vendor/systems integrator for turnkey solutions for statewide procurement of hardware and services for schools and districts. The hardware is to include, but not limited to: computers (laptops, desktops, thin clients and tablets), printers, displays, monitors, large format displays, document cameras and projectors. Services shall include, but not limited to: installation of any and all hardware purchased from this contract as requested by counties/districts.

At the Agency's discretion, the intent is to secure bids to establish up to a maximum of four (4) open-ended statewide contracts, awarded to the four (4) prime vendors with the lowest, most complete bid meeting specifications.

Awarded vendors will be considered prequalified and then the, up to four (4), awarded vendors will be expected to provide an approved price list from which counties/districts will purchase using the secondary evaluation process.

The WVDE will provide budget allocations to **counties/districts** at the beginning of each fiscal year (July 1). Shortly thereafter, the WVDE and county personnel will execute planning meetings determining **county/district** needs and items to be purchased. The intent is to complete planning meetings and the resultant purchase orders as early in the school year as possible and move quickly through the purchase and installation phases. Timelines and expectations are detailed in the Qualifications and Mandatory Requirement sections below.

SECONDARY BID PROCESS

All Vendors awarded a contract shall participate in the secondary bid process by providing quotes to customers based on their awarded contract price list.

All Vendors will be required to provide a technical requirement documents for each order. Technical requirements documents should contain all items for each Funding Request Number (FRN). The technical requirements for each order will be collected as part of the **County** planning meeting process and will include but is not limited to:

Needs Assessment Survey (NAS), preliminary scope of work and Bill of Material (BOM) and preliminary quote. The preliminary quote will be based on the awarded contract price list. Provided quotes will be submitted into the WVDE CRM for a secondary evaluation process.

REQUEST FOR QUOTATION
ARFQ_EDD1700000102_ADDENDUM NO.1 - Hardware Devices, Accessories and Services

Secondary Evaluation Process

Due to the nature of the multiple vendors and manufacturers that will appear on this contract, it will be necessary for an evaluation to occur to ensure that the most cost-effective (not necessarily using cost as the sole factor) means is selected for each purchase. Below are the steps that the Districts must complete in the Secondary Evaluation Process.

Step 1: Needs assessment - The district will determine the needs for which they will require a quote. This may range from knowing the exact make, model and quantity to stating that the school needs items for a specified number of classrooms. Any special functionalities or needs will be included on the Needs Assessment Survey (NAS) and provided via the WVDE CRM for access by all vendors. If a walkthrough is desired or required, then the district will need to schedule via WVDE CRM providing date, place and time and giving vendors no less than a seven (7) calendar day notice. All vendors on the contract will receive an electronic notification of each walkthrough of the school site(s) and there SHALL BE NO individual or make-up walkthrough for vendors unable to attend. The WVDE reserves the right, upon district request to exempt walkthroughs in certain cases where identical replacement equipment or specific services would not necessitate a walkthrough. For direct purchases where a walkthrough is not required, Vendors will submit cost proposals only when requested.

Reviews of the Needs Assessment Survey specifications by the WVDE may be requested by the **County** on an as-needed basis prior to release to the vendors.

Any questions regarding the specifications MUST be submitted to the **WVDE/County** at least one (1) business day prior to bid opening. The inquiry will be investigated and a determination will be made if clarifications or changes are required to the specifications and an addendum to the bid document is required.

Step 2: Vendor quote process – The vendor then will consider the information provided or public walkthrough results and generate a bid response for each manufacturer they offer on their price list. The Vendor MUST via WVDE CRM respond by the response date and time specified on the bid. Any bids received after the stated response time will be disqualified.

The Vendor MUST meet all the **county's** requirements as set forth in the Needs Assessment Survey in order to be considered for award. By responding to the bid, the Vendor is guaranteeing that they meet or exceed the requirements of the bid. Incomplete bids will be grounds for disqualification. The Vendor MUST itemize each bid showing a) the manufacturer and manufacturer's model and WV contract item number; b) item description; c) quantity; d) the unit cost; e) the extended cost; and f) date of submission.

The Vendor MUST total their bid. In the instance where an error is made in the Vendor's math, the unit price SHALL prevail.

REQUEST FOR QUOTATION
ARFQ_EDD1700000102_ADDENDUM NO.1 - Hardware Devices, Accessories and Services

All Vendor quotes MUST be F.O.B. Destination with inside delivery.
The costs quoted MUST match the invoice to insure timely payments.

Upon completion and acceptance of project, Vendor must submit invoice in thirty (30) calendar days. The invoice must be an itemized list including: Manufacturer make, model, with product description (according to awarded contract), WV Contract Item Numbers, quantities, contract pricing, receivers address, school name, purchase order number, change order number, contract number, invoice number, Unit Pricing. Invoice attachments must include serial numbers. The Vendor, at their discretion, may pass on discounted pricing on their invoice and /or tier pricing. This pricing discount must be manufacturer national sale and provided to all counties ordering this product during the discounted price term.

Step 3: Quote Evaluations - The WVDE will use the Standard Evaluation Matrix Template (see Appendix C) in the evaluation process. This template may be adjusted to address any special features or functionality that were part of their Needs Assessment Survey requirements list (see Appendix A).

All bids will consist of the same items provided on the Needs Assessment Survey List or required to complete a project described in the Needs Assessment Survey. In the event that additional items are required (example: missing Power Cord) the WVDE reserves the right to reach out for clarification, which could potentially increase or decrease costs for any and all vendors.

Step 4: Evaluation Validation – The WVDE will review each evaluation to ensure that the process was correctly followed.

Step 5: Announcement of Award – The WVDE will make the announcement regarding the winning quote and Vendor award via the WVDE CRM and/or email notification. Once awarded, the **County** and selected vendor's signature on the proposed Bill of Materials (BOM), where walkthroughs are required (even if a walk-through is waived by the **county**), will confirm that compatibility issues have been addressed and that all pieces necessary for the installation are included in the order and the order is ready for the Purchase Order stage. The final, signed BOM files will be electronically submitted by the vendor in the WVDE CRM file.

Informational: The Technology Enhanced Classroom (TEC) initiative is a complex project that demands constant and rigorous management. The successful vendor(s) needs to have the capacity to respond quickly to various requirements. The cyclical workload can vary from heavy to light for each component. For example, during the heavy installation timeframes, the vendor could be installing various contract components in schools statewide. At other times during the year, installation schedules may be light, but the vendor may be busy providing walkthroughs and scopes of work to assist with upcoming events. Email and telephone communication with the WVDE occur on a daily basis. Regular meetings are scheduled, and ad hoc meetings may be necessary on short notice. While subcontractors may be necessary, if the Vendor uses subcontractors, the WVDE will sign a contract only with the Prime Vendor

REQUEST FOR QUOTATION
ARFQ_EDD1700000102_ADDENDUM NO.1 - Hardware Devices, Accessories and Services

who submitted the bid and will act as the single point of contact for the WVDE. This vendor will retain responsibility for the performance of its subcontractors and act as the single point of contact for the WVDE for activities related to any contract resulting from this RFQ. While meetings and communication among the WVDE, the successful vendor, and any subcontractors will occur routinely, the WVDE expects the Vendor(s) to sign the contract(s) and be responsible for all contract performance. This arrangement provides the WVDE with streamlined contract management and single point of contact for all dealings. Additionally, throughout the life of this contract, the WVDE may ask the successful vendor to participate in conferences and other demonstrations to showcase the project. These sessions would generally be held in Charleston or some other central WV location. Such conferences should provide the successful vendor with a highly visible marketing venue and an opportunity to meet with WVDE, county, and/or school personnel. Participation in such events should be considered part of the cost of doing business and should be provided at no additional cost.

All awarded vendors must participate in every secondary bid process. Not participating in every secondary bid process may be grounds for cancellation of contract.

The Vendor must participate in all the Secondary Bid Process. Any vendor missing the timelines set forth for bid requests and walkthroughs will not be considered during the Evaluation Process set forth. The vendor must participate in every scheduled walkthrough. NOTE: Not participating in every secondary bid process may be grounds for the cancellation of contract. The WVDE reserves the right, upon district request to exempt walkthroughs in certain cases where identical replacement equipment or specific services would not necessitate a walkthrough (BOM still required). For direct purchases where a walkthrough is not required, Vendors will submit cost proposals only when requested.

The Vendor must submit Scope of Work, including the employee name, signature and date, within five (5) business days of the award of the secondary bid evaluation.

The County will be responsible for review of each bid to ensure that bids meet the needs assessment requirements. The WVDE will review any discrepancies between the needs assessment and required bid items. Any other items not specifically identified in the needs assessment which will be required to implement the project described in the needs assessment must be included in the vendor's secondary bid response. If any items required for implementation are omitted from the vendor's bid, the bid will be disqualified and project will be awarded to the next most cost-effective bidder. If implementation has begun and items are missing from the bid, the vendor will be responsible for ensuring a complete and functional project at the same price originally bid.

The WVDE will provide budget allocations to counties/districts at the beginning of each fiscal year (July 1). Shortly thereafter, the WVDE and county personnel will execute planning meetings determining county/district needs and items to be purchased. The intent is to complete planning meetings and the resultant purchase orders as early in the school year as possible and move quickly through the purchase and installation phases. Timelines and expectations are detailed in the Qualifications and Mandatory Requirements sections below.

REQUEST FOR PROPOSAL
West Virginia Department of Education

SECTION ONE: GENERAL INFORMATION

Section 1.1 Purpose

The West Virginia Department of Education, Office of Internal Operations/Purchasing (hereinafter referred to as the “Purchasing Section”) soliciting proposals pursuant to West Virginia HB 2632 for the West Virginia Department of Education, Division of Technology (hereinafter referred to as the “Agency”) to provide prime vendor/systems integration activities for turnkey offering of Networking, Enterprise and Technology hardware, network cabling services, and various technical support services. These items and services described throughout this RFP are to be used on a statewide basis in West Virginia K12 schools. The intent is to secure bids to establish an open-end statewide master contract that will be entered into by the West Virginia Department of Education (WVDE).

Transition to *Networking, Enterprise & Technology (NET)*

In order to simplify the E-rate process, the former TFS contract will be split to extract infrastructure and enterprise equipment onto a separate contract that will support the WVDE and district programs by providing high quality technology tools, technology resources, and infrastructure to support these initiatives.

This RFP delineates specifications for the *Networking, Enterprise & Technology initiative*.

Current practice is to provide each county with a per pupil allocation based on county net enrollment which is spent over multiple WVDE contracts providing high quality technology tools, application software, engaging classroom curriculum / technology resources, relevant and job-embedded professional development, and infrastructure to support the initiative.

Because this program is assumed to be a long-term effort, and with the various technologies and other WVDE contracts available to and/or already installed in schools, a solid planning effort is vital to program success. County Strategic and Technology plans will take into consideration the technology already in place at the schools and the curriculum needs of the schools. Existing technology will be integrated where it is compatible and cost-effective to do so. Configurations will vary based upon the needs of the counties and schools. Purchases will be reviewed and processed through the WVDE Office of Technology Integration and Support, adhering to statewide purchasing procedures. Quantities included on the WVDE’s E-rate Form 470 are estimates. Quantities anticipated should reflect the total school and student/teacher/staff counts.

The successful Vendors are expected to provide stable systems that are field-proven and reliable, with an established distribution and performance history. In order to meet the contemplated requirements of quantity, quality, delivery, and service, the WVDE intends to, **at its discretion**, award contracts to all Vendors who meet **all** mandatory specifications and the **Minimum Acceptable Score (MAS)** of at least **70% (49 points)** of the **total technical points possible**.

Resident Vendor Preference – Resident Vendor Preference (RVP) shall only apply to the initial RFP’s Cost Proposal Evaluation only. RVP will not apply to the Secondary Bid Evaluation.

The awarded Vendors will be expected to provide an approved price list from which counties/districts will purchase contract items and services utilizing state funds and counties will be required to follow the noted ordering procedures of this RFP.

Submitting a Proposal. Each Vendor submitting a proposal warrants and represents that:

- a) The proposal is based upon an understanding of the specifications and requirements described in this RFP.
- b) Costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the State are entirely the responsibility of the Vendor. The State is not liable for any expense incurred by the Vendors in the preparation and presentation of their proposals. All materials submitted in response to this RFP become the property of the State and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the State and Vendor resulting from this RFP process.

VENDORS SUBMITTED PROPOSALS ARE TO BE THEIR “BEST AND FINAL OFFER

Certain items on the resultant contract(s) will be eligible for E-rate discounts. E-rate **ineligible** and **eligible** will follow the same process and is defined below.

For **E-rate eligible items** the WVDE will file E-rate applications on behalf of the counties/schools

SECONDARY BID PROCESS – INFORMATION

ALL Vendors awarded a contract shall participate in the secondary bid process by providing quotes to customers based on their awarded contract price list. For a secondary bid process that requires a walkthrough, vendors will be given advanced notification of no less than seven (7) calendar days to attend a mandatory pre-bid walkthrough meeting. Vendor will be given a submission deadline to submit complete bid proposal. If cost is the sole factor in the evaluation and the lowest cost

*West Virginia Department of Education
Statewide Networking, Enterprise and Technologies RFP*

bidder cannot provide the services, a waiver will be required from the vendor acknowledging that they cannot provide the service. Waiving an award by the Winning Vendor without extenuating circumstances may be grounds for the Vendor complaints. Exceptions to waive an award is at the sole discretion of the WVDE only. The customer will then be required to go to the bidder with the next highest points total (points are taken away from 100, not awarded). All vendors will have access to all bill of materials submitted and any metrics used by customers to determine evaluation, if applicable.

ALL AWARDED VENDORS MUST PARTICIPATE IN EVERY SECONDARY BID PROCESS. NOT PARTICIPATING IN EVERY SECONDARY BID PROCESS MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

ALL Vendors will be required to provide a technical requirements document for each order. Technical requirements documents should contain all items for each Funding Request Number (FRN). The technical requirements for each order will be collected as part of the County planning meeting process and will include, but not be limited to, the following as appropriate:

Needs Assessment Survey (NAS) (See Appendix A), walk through results, preliminary scope of work and Bill of Materials (BOM) See Appendix B), and preliminary quote. The preliminary quote will be based on the awarded contract price list. Provided quotes will be submitted into the WVDE CRM as a secondary evaluation process.

Secondary Evaluation Process

Due to the nature of the multiple vendors and manufacturers that will appear on this contract, it will be necessary for evaluations to occur to ensure that the most cost-effective (not necessarily using cost as the sole factor) means is selected for each purchase. Below are the steps that the Districts must complete to evaluate as an FYI.

Step 1: Needs assessment - The district will determine the needs for which they will require a quote. This may range from knowing the exact make, model and quantity to stating that the school needs wireless for a specified number of classrooms and a specified number of drops. Any special functionalities or needs will be included on the Needs Assessment Survey (NAS) and provided via the WVDE CRM for access by all vendors. If a walkthrough is desired or required, then the district will need to schedule via WVDE CRM providing date, place and time and giving vendors no less than a seven (7) calendar day notice. All vendors on the contract will receive an electronic notification of each walkthrough of the school site(s) and there SHALL BE NO individual or make-up walkthrough for vendors unable to attend. The WVDE reserves the right, upon district request to exempt walkthroughs in certain cases where identical replacement equipment or specific services would not necessitate a walkthrough. For direct purchases where a walkthrough is not required, Vendors will submit cost proposals only when requested.

Reviews of the Needs Assessment Survey specifications by the WVDE may be requested **by the County** on an as-needed basis prior to release to the vendors.

Any questions regarding the specifications **MUST** be submitted to the **WVDE/County** at least one (1) business day prior to bid opening. The inquiry will be investigated and a determination will be made if clarifications or changes are required to the specifications and an addendum to the bid document is required.

Step 2: Vendor quote process – The vendor then will consider the information provided or public walkthrough results and generate a bid response for each manufacturer they offer on their price list. The Vendor **MUST** respond by the response date and time specified on the bid. Any bids received after the stated response time will be disqualified.

The Vendor **MUST** meet all the **County's** requirements as set forth in the Needs Assessment Survey in order to be considered for award. By responding to the bid, the Vendor is guaranteeing that they meet or exceed the requirements of the bid. Incomplete bids will be grounds for disqualification. The Vendor **MUST** itemize each bid showing a) the manufacturer and manufacturer's model and WV contract part number; b) item description; c) quantity; d) the unit cost; e) the extended cost; and f) date of submission.

The Vendor **MUST** total his bid. In the instance where an error is made in the Vendor's math, the unit price **SHALL** prevail.

All Vendor quotes **MUST** be F.O.B. Destination with inside delivery.

The costs quoted **MUST** match the invoice to insure E-rate funding and timely payments/reimbursement.

Upon completion and acceptance of project, Vendor must submit invoice in thirty (30) calendar days. The invoice must be an itemized list including: Manufacturer make, model, with product description (according to awarded contract), WV Contract Part Numbers, quantities, contract pricing, receivers address, school name, FRN , purchase order number, change order number, contract number, invoice number, Unit Pricing (E-rate). Invoice attachments should include serial numbers, cable test results that correspond with floor plans/network diagrams and floor plans/network diagrams that show where all network equipment that is part of the project resides, along with room numbers or identification that correspond to cable test results that identify and bill of lading.

The Vendor at their discretion may pass on discounted pricing on their invoice and /or tier pricing, but this pricing discount must be manufacturer national sale and provided to all counties ordering this product during the discounted price term.

Step 3: Quote Evaluations - The WVDE will use the standard evaluation matrix template in the evaluation process. This template may be adjusted to address any special features or functionality that were part of their Needs Assessment Survey requirements list (see Appendix A), but cost of E-rate ELIGIBLE parts and services must be most heavily weighted of all options during the evaluation process.

All bids will consist of the same items provided on the Needs Assessment Survey List or required to complete a project described in the Needs Assessment Survey. In the event that additional items are required (example: missing Power Cord) the WVDE reserves the right to reach out for clarification, which could potentially increase or decrease costs for any and all vendors.

Step 4: Evaluation Validation – The WVDE will review each evaluation to ensure that the process was correctly followed.

Step 5: Announcement of Award – The WVDE will make the announcement regarding the winning quote and Vendor award via the WVDE CRM and/or email notification. Once awarded, the **County** and selected vendor's signature on the proposed Bill of Materials (BOM) will confirm that compatibility issues have been addressed and that all pieces necessary for the installation are included in the order and the order is ready for the Purchase Order stage. The final, signed BOM files will be electronically submitted by the vendor in the WVDE CRM file

Informational Note: The Vendor **shall not** be involved in the decision making process the District uses to determine their needs assessment other than the walkthrough to provide a quote based on the District's Needs Assessment and request. **The Vendor is also barred from assisting in any evaluations of quotes or other determining processes.**

Informational: The Networking, Enterprise & Technology (NET) Initiative is a complex project that demands constant and rigorous management. The successful vendor needs to have the capacity to respond quickly to various requirements. The cyclical workload can vary from heavy to light for each component. For example, during the heavy installation timeframes, the vendor could be installing various contract components in schools statewide. At other times during the year, installation schedules may be light, but the vendor may be busy providing walkthroughs and scopes of work to assist with upcoming E-rate requests. Email and telephone communication with the WVDE occur on a daily basis. Regular meetings are scheduled, and ad hoc meetings may be necessary on short notice. While subcontractors may be necessary, if the Vendor uses subcontractors, the **WVDE will sign a contract only with the Prime Vendor who submitted the bid and will act as the single point of contact for the WVDE. This vendor will retain responsibility for the performance of its subcontractors and act as the single point of contact for the WVDE for activities related to any contract resulting from this RFP.** While meetings and communication among the WVDE, the successful vendor, and any subcontractors will occur

routinely, the WVDE expects the Vendor(s) to sign the contract(s) and be responsible for all contract performance. This arrangement provides the WVDE with streamlined contract management and single point of contact for all dealings. Additionally, throughout the life of this contract, the WVDE may ask the successful vendor to participate in conferences and other demonstrations to showcase the project. These sessions would generally be held in Charleston or some other central WV location. Such conferences should provide the successful vendor with a highly visible marketing venue and an opportunity to meet with WVDE, **county**, and/or school personnel. Participation in such events should be considered part of the cost of doing business and should be provided at no additional cost.

Sections 1.2

By signing and submitting its proposal, the successful Vendor agrees to be bound by all the terms contained in this Request for Proposal (“RFP”).

An RFP is generally used for the procurement of services and situations where prices is not the sole determining factor and the award will be based on a combination of cost and technical factors (Best Value). Through its proposal, the Vendor offers a solution to the objectives, problem, or need specified in the RFP, and defines how it intends to meet (or exceed) the RFP requirements.

Section 1.3 Schedule of Events:

Vendors written questions submissions deadline.....	April 4, 2017
Pre-bid Conference.....	N/A
Addendum Issued.....	April 7, 2017
Bid Opening Date.....	April 20,2017
Oral Presentations.....	TBA

Upon acceptance of the contract, the successful Vendor agrees to adhere to the proposed specifications in the Vendor’s proposal to meet the qualifications, specifications, and mandatories in Section Four and Section Five. Our preference is that the Vendor adheres to the exact numbering of the responses to the Qualifications & Experiences, Goals & Objectives and the Mandatory specifications as stated in this RFP.

**COUNTY BOARDS OF EDUCATION
OPEB CREDIT AMOUNTS FOR STATE-AID FUNDED EMPLOYEES
DUE TO SENATE BILL 469
FOR THE 2016-17 YEAR**

County	2017
Barbour	\$ 204,826.39
Berkeley	2,202,033.98
Boone	439,744.86
Braxton	201,209.12
Brooke	266,714.20
Cabell	1,362,879.78
Calhoun	76,881.40
Clay	209,047.83
Doddridge	116,449.99
Fayette	637,345.31
Gilmer	63,815.22
Grant	199,781.84
Greenbrier	608,672.44
Hampshire	433,081.74
Hancock	409,956.51
Hardy	233,362.03
Harrison	1,219,332.11
Jackson	532,643.37
Jefferson	1,032,566.54
Kanawha	2,880,972.34
Lewis	219,715.28
Lincoln	376,125.82
Logan	626,449.92
Marion	889,870.91
Marshall	429,502.72
Mason	425,648.78
McDowell	211,372.27
Mercer	842,115.07
Mineral	522,146.35
Mingo	429,988.24
Monongalia	1,169,012.73
Monroe	191,302.86
Morgan	260,547.91
Nicholas	515,545.84
Ohio	524,710.36
Pendleton	79,371.11
Pleasants	153,484.24
Pocahontas	101,355.88
Preston	393,278.99
Putnam	1,155,766.07
Raleigh	1,313,129.93
Randolph	450,641.83
Ritchie	144,877.40
Roane	210,429.56
Summers	94,770.27
Taylor	186,666.59
Tucker	114,340.05
Tyler	67,745.76
Upshur	369,889.47
Wayne	860,174.28
Webster	92,105.43
Wetzel	246,639.92
Wirt	98,705.45
Wood	1,452,978.88
Wyoming	458,372.58
Total	\$ 29,010,095.75

Notes: (1) These are the draft allocations that will be reviewed by PEIA's auditors. (2) The credit amounts presented above are for counties and MCVs only. The credit calculations take RESAs into account so none of the credit should be allocated to a RESA by the fiscal agent.

**COUNTY BOARDS OF EDUCATION, RESAs AND MCVCS
TREASURERS/CHIEF SCHOOL BUSINESS OFFICIALS
FOR THE 2017-18 YEAR**

<u>County</u>	<u>Treasurer/CSBO, & Other Finance Officers</u>	<u>Email Address</u>	<u>Telephone Number</u>
Barbour	Annette Hughart, CPA	ahughart@k12.wv.us	304-457-3030 (Ext. 134)
Berkeley	Jim Butts, CPA	jvbutts@k12.wv.us	304-267-3500 (Ext. 3219)
	Brad Sponaugle, CPA	bsponaug@k12.wv.us	304-267-3500 (Ext. 3218)
	Charles Chapman, MBA	ccchapma@k12.wv.us	304-369-8238
Boone	Ginger Altizer	galtizer@k12.wv.us	304-765-7101 (Ext. 258)
Braxton	Kimberly Puskarich	kimberly.puskarich@k12.wv.us	304-737-3481 (Ext. 219)
Brooke	Catrina Cromwell	cdegarmo@k12.wv.us	304-737-3481 (Ext. 222)
	Drew Rottgen	drottgen@k12.wv.us	304-528-5047
Cabell	Drew Metheney	andrew.metheney@k12.wv.us	304-354-7011 (Ext. 321)
Calhoun	Jennifer Paxton, CPA	jennifer.paxton@k12.wv.us	304-587-2136
Clay	Ramie Reed	rjreed@k12.wv.us	304-873-2300 (Ext. 30)
Doddridge	Paula Fridley	pfridley@k12.wv.us	304-574-1176 (Ext. 2125)
Fayette	Dan Minney	dminney@k12.wv.us	304-462-7386 (Ext. 101)
Gilmer	Tony Oates	aoates@ak12.wv.us	304-257-1011 (Ext. 10)
Grant	David McClure, MBA	damclur@k12.wv.us	304-647-6460
Greenbrier	Denise Hott, CPA	dhott@k12.wv.us	304-822-3528 (Ext. 133)
Hampshire	Joseph Campinelli	jcampine@k12.wv.us	304-564-3411 (Ext. 3314)
Hancock	Veeta Burgess	vburgess@k12.wv.us	304-530-2348 (Ext. 9229)
Hardy	Sharon Hinkle, MBA	shinkle@k12.wv.us	304-326-7344
Harrison	Laura Matheny	lmatheny@k12.wv.us	304-372-7300 (Ext. 11)
Jackson	Beth Marrone, CPA	bmarrone@k12.wv.us	304-728-9244
	Peggy Smith, CPA	pesmith@k12.wv.us	304-728-9227
Jefferson	Lisa Wilcox, CPA	lwilcox@mail.kana.k12.wv.us	304-348-6691 (Ext. 215)
	Stan Keller, CPA	skeller@mail.kana.k12.wv.us	304-348-6679 (Ext. 315)
Lewis	Monika Weldon, CPA	mweldon@k12.wv.us	304-269-8300 (Ext. 113)
Lincoln	Ray Ellis	rayellis@k12.wv.us	304-824-5823 (Ext. 6244)
Logan	John Brennan, CPA	jbrennan@k12.wv.us	304-792-2090
Marion	Scott Reider, CPA	scott.reider@k12.wv.us	304-367-2100 (Ext. 119)
Marshall	Nan Hartley, CPA, MBA	nhartley@k12.wv.us	304-843-4400 (Ext. 321)
Mason	Gary Hendricks	gwhendri@k12.wv.us	304-675-4540 (Ext. 49131)
McDowell	Leona Ketz	lmoye@k12.wv.us	304-436-8441 (Ext. 281)
Mercer	Joy Hubbard, MBA, CPA	jchubbar@k12.wv.us	304-487-1551 (Ext. 1229)
	Leigh Ann Owens, CPA	lowens@k12,wv.us	304-487-1551 (Ext. 1237)
Mineral	Rhonda Martin	rhonda.martin@k12.wv.us	304-788-4200 (Ext. 125)
Mingo	Beth Daniels	bdaniels@k12.wv.us	304-235-7140
Monongalia	Nicole Kemper, CPA	nkemper@k12.wv.us	304-291-9210 (Ext. 1041)
Monroe	Tim Berry, MBA	jtberry@k12.wv.us	304-772-3094 (Ext. 315)
Morgan	Ann Bell	abell@k12.wv.us	304-258-2430 (Ext. 16)
Nicholas	Kevin Hess, CPA	kbhess@k12.wv.us	304-872-3611 (Ext. 231)
	Kristen Eakle, CPA	keakle@k12.wv.us	304-872-3611 (Ext. 246)
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FOR THE 2016-17 YEAR**

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