

# **SUPREME COURT OF APPEALS OF WEST VIRGINIA**

## **REQUEST FOR PROPOSALS**

*West Virginia Family Court*

*Advanced Child Focused Parent Education (ACF-PE)*



**REQUEST FOR PROPOSALS ISSUED APRIL 7, 2025**

**RESPONSES DUE MAY 5, 2025**

**ALL DETAILS ARE INCLUDED IN THE FOLLOWING PAGES**

**SUPREME COURT OF APPEALS OF WEST VIRGINIA  
REQUEST FOR PROPOSALS (“RFP”)**

**WEST VIRGINIA FAMILY COURT  
ADVANCED CHILD FOCUSED PARENT EDUCATION  
(ACF-PE)**

**RFP PROCESS TIME FRAMES**

<b>Request for Proposals Release Date:</b>	<b>April 7, 2025</b>
<b>Question Submission Deadline:</b>	<b>April 23, 2025</b>
<b>Request for Proposals Due Date:</b>	<b>May 5, 2025, by 5:00 p.m. EST</b>
<b>Proposal Award Date:</b>	<b>On or before June 15, 2025</b>

**SUBMISSION OF PROPOSALS**

Prospective awardees must submit completed proposal documents within the above-stated time frame and as follows:

Submit Complete Proposals to the Attention  
of:

**LISA A. TACKETT**

Director of the Division of Circuit & Family Court  
Services

Supreme Court of Appeals of West Virginia  
1900 Kanawha Boulevard East  
Building 1, Room E-100  
Charleston, West Virginia 25305

Preferred Method of Submission:

**ELECTRONIC**

In Care of Pepper Arrowood, Division Manager

[pepper.arrowood@courtswv.gov](mailto:pepper.arrowood@courtswv.gov)

The Court will also accept timely paper submissions  
in care of the address noted above.

Direct Questions about the Process to:

**PEPPER ARROWOOD**

[pepper.arrowood@courtswv.gov](mailto:pepper.arrowood@courtswv.gov)

## **DESCRIPTION OF THE PROJECT DELIVERABLE**

The Division of Circuit & Family Court Services of the Supreme Court of Appeals of West Virginia seeks proposals for the provision of evidence-based or evidence-informed (i.e., research-based) curriculum, curriculum materials, and curriculum training of advanced child-focused parent education to assist judges and other judicial personnel throughout the State of West Virginia in promoting cooperative co-parenting among separating and divorcing parents involved in a family court proceeding.

The Project Deliverable requires the selected vendor to provide materials and services, including:

- Twelve (12) hours of live instructional content designed to educate separating or divorcing parties on (1) reducing parental conflict (2) focusing on the children's best interests and (3) effectively negotiating parenting plans.
- Curriculum appropriate and suitable for parties to attend class together, unless otherwise ordered by the court.
- Sixteen (16) hours live virtual training (unless otherwise approved) to the court-selected parent educators on the delivery of the curriculum to class attendees.
- Curriculum resources deemed necessary to effectively deliver the instructional content to the attendees.
- Attendee resource materials to support the instructional content.

The finished Project Deliverable is intended to provide a complete twelve (12)-hour child-focused parent education curriculum as a tool for family court judges in dealing with parents in high conflict cases involving children. As such, the curriculum will be delivered to the ordered parties in attendance together and by parent educators selected by the Court. Moreover, the responsible vendor should anticipate providing curriculum delivery training to an estimated thirty (30) parent educators with intent to deliver to potentially 780 individuals annually.

## **PROPOSAL AWARD PROCESS**

The Division of Circuit & Family Court Services of the Supreme Court of Appeals of West Virginia will subject all proposals to thorough evaluation, including the following criteria:

- Completeness of submission
- Cost-effectiveness and financial feasibility
- Knowledge base and experience of the proposing entity
- Projected quality and reliability of deliverables
- Additional value-added services

Note that in determining and evaluating the best proposal, the prices will not necessarily be controlling, but quality, efficiency, general terms, suitability of the service offered, and reputation of the service in general will also be considered along with any other relevant factors.

The Director of Circuit & Family Court Services may select two (2) finalists, if supported by the number and quality of the proposed submissions. The two (2) finalists may be asked to produce additional information and/or submit to an interview process. The final selection of a successful proposal is subject to the recommendation of the Director of Circuit & Family Court Services and approval of the Supreme Court of Appeals of West Virginia (“Court”). The Director of Circuit & Family Court Services will notify the selected vendor of the successful proposal, and post the results of the award process on its website ([www.courtswv.gov](http://www.courtswv.gov)) which shall serve as notice concerning the process to all those submitting proposals.

### **ADMINISTRATIVE AND CONTRACTING REQUIREMENTS**

The vendor submitting the successful proposal shall be required to enter into a potentially ongoing contract with the Court concerning the terms of engagement for provision of professional services required to timely supply materials and curriculum training services (“Project Deliverable”) as described in this RFP. This contract must comply with West Virginia law, including the requirements of West Virginia Code § 5A-3-62, and be willing to comply with the terms and conditions of the State of West Virginia Addendum to Vendor’s Standard Contractual Forms (“WV-96”) attached as Addendum 1.

The final contract will also include a copy of the vendor’s proposal. The contract will reference all details concerning payment, quality, and other relevant terms and conditions of the engagement. Work on the Project Deliverable shall not commence until the contract has been executed by the Court and vendor submitting the successful proposal. Work on the Project Deliverable shall commence immediately upon award and execution of a final contract.

The Court reserves the right to revise or amend the specifications of any other part of the RFP up to the submittal due date by way of written addendum. Copies of such addenda shall be furnished to all prospective vendors.

The Court reserves the right to declare submission(s) as non-responsive and reject any proposal in which material information requested is not furnished or where indirect or incomplete answers or information are provided, or where proposals, modifications, or corrections are received after the closing date specified. The Court also reserves the right to reject proposals, waive any informality in the proposals, and to accept the proposal that appears to be in the best interest of the Court. The Court reserves the right to issue single or multiple contracts with one or more vendors.

The vendor declares, by signing and submitting a proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the vendor has not directly or indirectly induced or solicited any other vendor to put in a false or sham proposal or directly or indirectly sought to fix the price of a vendor or any other bidder, or otherwise secure any advantage against the public body awarding the contract.

### **COMPENSATION AWARD DETAILS**

The Project Deliverable is funded through the Court's budget as well as fees collected of non-indigent attendees. The responsible entity shall invoice the Administrative Office of the Court monthly as services are rendered. These invoices shall be subject to review and analysis, after which time the Court will request that the West Virginia State Auditor issue payment. In the event the Division of Circuit & Family Court Services does not consider the Project Deliverable to meet the standards of the RFP and contract, the resolution processes detailed in the contract shall apply.

### **PROJECT COMPLETION DEADLINE AND CONTRACT TERMS**

- **Project Commencement:** Immediately upon award and execution of the contract.
- **Initial Contract Term:** Until June 30, 2026.
- **Option for Renewal:** Annually, contingent upon performance benchmarks, funding availability, and program evaluations.
- **Termination Clause:** The Court reserves the right to terminate the contract with 30 days' notice if contractual obligations are not met.

## **PROPOSAL COMPONENTS AND PROJECT DELIVERABLE REQUIREMENTS**

All proposals submitted in response to this RFP must include all the following components for the Director of Circuit & Family Court Services to consider the submission complete:

1. Completed Cover Page that includes:
  - a. Reference to the West Virginia Family Court Advanced Child Focused Parent Education Program (ACF-PE);
  - b. Name of the entity responsible for the Proposal, which shall be considered responsible for the Project Deliverable finished work product;
  - c. Contact Information for the Primary Contact (mailing address, telephone, email); and
  - d. Description of the Professional Credentials.
2. A full pricing list for the services of parent educator training, curriculum delivery materials, and attendee resource materials.
3. Parent educator training outline.
4. Curriculum outline.
5. A narrative discussion as to the benefits of choosing the entity responsible for the proposal, which may include:
  - a. References of current clients;
  - b. Feedback or survey results demonstrating curriculum effectiveness; and/or
  - c. Possible financial savings such as bulk purchase of materials.
6. An indication of whether the entity responsible intends to utilize subcontractor(s), and if so, which services and/or products the subcontractor(s) will provide.
7. An indication that, if awarded the task of performing and fulfilling the Project Deliverable, the entity responsible for the successful proposal will follow the highest standards of services, in accordance with industry standards.

Note: For any questions submitted during the proposal process, the deadline is April 23, 2025. After this time, all questions and answers will be compiled and posted to the Court's website at <https://www.courts.wv.gov/court-administration/requests-for-proposals> in advance of the Proposal Submission Deadline of May 5, 2025.

## **THE SUPREME COURT OF APPEALS OF WEST VIRGINIA**

This Request for Proposals is undertaken on behalf of the Supreme Court of Appeals of West Virginia, a unified court system, and the highest appellate court in the state. The Court is committed to access to justice to all citizens of the State of West Virginia and is an affirmative action-equal employment opportunity employer.