



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

State of West Virginia Contract

Order Date: 12-03-2024

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

Order Number:	CCT 0909 0909 BDE2200000001 4	Procurement Folder:	1006848
Document Name:	GL Suite Software Maintenance & Support	Reason for Modification:	Change Order 3 to add project and increase contract
Document Description:	GL Simple 2022 Enterprise Plan-Technical Support		
Procurement Type:	Central Sole Source		
Buyer Name:	Larry D McDonnell		
Telephone:	304-558-2063		
Email:	larry.d.mcdonnell@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-11-20
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-05-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000186731 GL SUITE INC PO BOX 595 KALISPELL MT 59903 US Vendor Contact Phone: 541-312-3662 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Susan M Combs Requestor Phone: (304) 252-8266 Requestor Email: wvbde@suddenlinkmail.com 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DENTISTS & DENTAL HYGIENISTS BOARD OF EXAMINERS PO BOX 1447 CRAB ORCHARD WV 25827-1447 US	BOARD OF EXAMINERS FOR DENTISTS & DENTAL HYGIENISTS 1319 ROBERT C BYRD DR CRAB ORCHARD WV 25827 US

CR 12-5-24

Purchasing Division's File Copy

Total Order Amount: \$161,220.06

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tarah</i> 12/4/24 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>12-5-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:**Change Order**

Change Order 3 is issued to add an escalated project to allow GL Suite Software to create a project to modernize the order verification site of the Board's website at the cost of \$6,149.13. This project is outside the 3 concurrent projects within the Board's current plan and is considered an escalated project. All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect, no other changes.

Effective Date: 11/20/2024 to 05/14/2025

Original Contract Amount: \$51,690.31

Change Order No. 01: 51,690.31

Change Order No. 02: 51,690.31

Change Order No. 03: 6,149.13

New Contract Total: \$161,220.10

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect, no other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	0.00000		0.000000	\$51,690.31
Service From	Service To	Manufacturer		Model No	
2022-05-15	2023-05-14				

Commodity Line Description: Software maintenance and support-GL Simple Enterprise 2022+

Extended Description:

GL Simple Enterprise 2022+ (Min 3 users), invoiced either quarterly or annually, \$51,690.31, \$17,230.10/quarter, or \$4,307.53/month. Users (7)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	0.00000		0.000000	\$51,690.31
Service From	Service To	Manufacturer		Model No	
2023-05-15	2024-05-14				

Commodity Line Description: Software maintenance and support-GL Simple Enterprise 2022+

Extended Description:

\$6,149.13 (if project is requested beyond the 3 concurrent). If another project is added outside of the 3 at a time, then the project is considered escalated. Price is per project. Invoiced upon scope signature.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	0.00000		0.000000	\$51,690.31
Service From	Service To	Manufacturer		Model No	
2024-05-15	2025-05-14				

Commodity Line Description: Software maintenance and support-GL Simple Enterprise 2022+

Extended Description:

\$6,149.13 (if project is requested beyond the 3 concurrent). If another project is added outside of the 3 at a time, then the project is considered escalated. Price is per project. Invoiced upon scope signature.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112200	0.00000		0.000000	\$6,149.13
Service From	Service To	Manufacturer		Model No	
2024-11-20	2025-05-14				

Commodity Line Description: Certified Licensure Verification Request- Order Verification

Extended Description:

\$6,149.13 (if project is requested beyond the 3 concurrent). If another project is added outside of the 3 at a time, then the project is considered escalated. Price is per project. Invoiced upon scope signature.

Members

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President

Terry L. Goatney
Secretary

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Don E. Skaff, DDS

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WEST VIRGINIA BOARD OF DENTISTRY

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Staff

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Executive Director

Christina M. Lesko
Administrative Assistant

TWO PARTY AGREEMENT

Description of Work

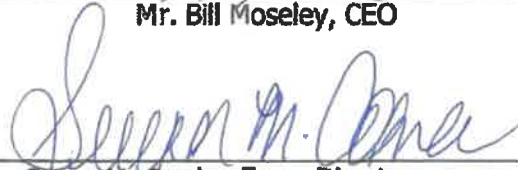
One escalated project is requested to allow GL Suite, Inc. to create a project to modernize the order verification site of the Board's website at the cost of \$6,149.13. This project is outside the 3 concurrent projects within the Board's current plan and is considered an escalated project.



Mr. Bill Moseley, CEO

11/20/2024

Date



Susan M. Combs, Exec. Director

11/20/2024

Date



PROJECT MANAGEMENT PLAN

Certified Licensure Verification Request (Order Verification)

Prepared for West Virginia Board of Dentistry
Submitted by GL Solutions

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1 Introduction

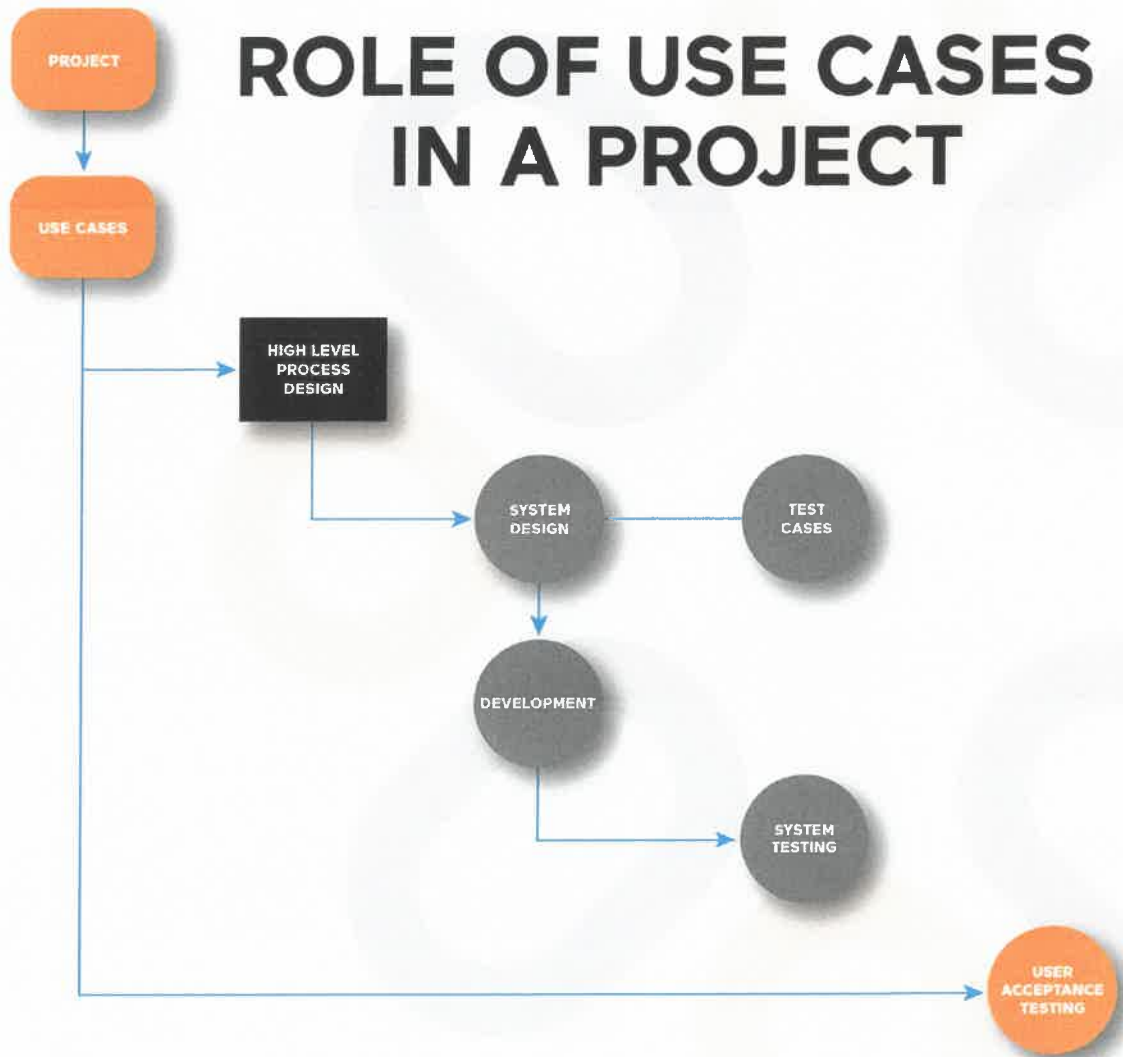
Your technical support project management plan is intended to provide you with the peace of mind that comes from knowing that both your emergencies and your dreams are being taken care of. This document provides a framework and guidance for the project. It establishes clear objectives, roles and responsibilities, and outlines the strategies and processes necessary for execution. This plan also encompasses defining the use cases for the project which will be used as the foundation for every aspect of the project and serve as reference points for fostering a structured and organized approach towards achieving the desired results.

Because best practices are continuously updated and new functionality is rapidly developing, the scope defined below for your work request is valid for six months from the date of the initial draft. If you decide to proceed with the identified work after six months, a new work request will be initiated to review the scope of work.

2 Key Concepts

<p>Use Cases</p>	<p><u>Definition:</u></p> <p>Use Cases are an essential tool in software development and will help define the requirements and functionality of the system from the user's perspective. They will provide a detailed description of how users interact with the system and how the system should perform to achieve the expected results.</p> <p>Uses cases will be used as follows:</p> <ul style="list-style-type: none"> • Allow stakeholders to understand the desired behavior of the system and provide a framework for design and validation. • Provide a collective understanding by both technical and non-technical stakeholders of the system's functionality, user interactions, and external systems involved. • Used to capture user interactions and expected outcomes, ensuring that the software is designed to meet the project requirements. • Define the boundaries and scope of the project. • Used as the basis for test plans and testing to ensure comprehensive test coverage and verification of system functionality. <p>The diagram below demonstrates the role of the use cases in the project. They will serve as the foundation for the software design, and as the framework for which the project will be validated during user acceptance testing.</p>
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ROLE OF USE CASES IN A PROJECT



3 Project Objectives

3.1 Project Name: Certified Licensure Verification Request

3.2 Strategic Priority for the Project

Objective: The objective of the project is to create the Certified Licensure Verification Request website to allow members of the public to purchase a licensure certification for the licensee. The certification is mailed to the address provided in the request.

4 Requirements

Reference ID	Description of the Design Requirement
SR1	Business process meets the standard requirements for all business processes
SR2	Web style meets the client's current requirements (defined by the existing style sheet - create style sheet if this is the first web process we are developing for the client or if no style sheet exists).
SR3	User can successfully complete the requirements for the process.
SR4	User can successfully complete the payment process as required for the process (payment processor in separate interface project)
SR5	User receives confirmation of submission/payment.
SR6	Must provide for all data being collected on a web page to be saved in GLSuite. This excludes pages collecting payment information.
SR7	If the submission of data on the website should cause a task to be completed in the backend, then there must be explicit logic in the specification to set the Task Status to "Complete"
SR8	Any date or year that appears on a web page that is incorrect is always considered a defect. For example, if we hard-coded the license renewal term last year, and this year has the wrong date range, this would always be considered a defect. It is best to design dates to be dynamic wherever possible.
SR9	At the end of the data entry, before submitting the application, the website must support the ability of the user to review the information they have entered with navigation to make any necessary corrections.
SR10	A copy of the completed confirmation/attestation is saved to the record
SR11	All errors encountered on UAT or Prod websites display as a user-friendly error message.
SR12	All in-progress certification requests display in a web grid. Grid display includes a continue link to

	access the process
SR13	Website is designed using a multi-SOF that allows the web user to complete all requirements on a single screen.
SR14	All certification request requirements are designed into the web multi-SOF or grid page style.
SR15	The web Multi-SOF includes sections for displaying incomplete and completed requirements
SR16	If applicable, the web multi-SOF includes a section that displays requirements pending agency review.
SR17	The Info Card for an online process includes an image/icon representative for the type of process being completed.
SR18	The Info Card for an online process displays the name of the process.
SR19	The Info Card for an online certification request displays the certification request file number.
SR20	The Info Card for an online certification request displays the status of the request.
SR21	All requests submitted on the web are placed in a work queue in GLSuite to allow agency staff to identify requests requiring processing.
SR22	Backend system-user can review web-submitted request documentation.
SR23	Validation rules exist, preventing issuance of Certificate of Licensure Verification until all requirements have been met.
SR24	All license requirements/tasks to be completed by the requestor include a deficient status with automation to notify the requestor that the requirement is deficient.
SR25	Confirm that all essential commands required to automate the process have been created where the need is implied by GL Suite software, not a client business requirement. e.g. missing marked as printed commands.
SR26	Requirements marked with a deficient reason automatically notify the applicant to return to the web to review the deficiency.
SR27	If paper requests are supported by the agency, the certification request process includes documented steps and functionality to support the manual entry and processing of entity and application data.

5 Schedule

GL Solutions aims to complete all projects in 60 days or less. However, multiple things can impact a project and cause it to take longer. In addition to our responsibility of doing quality work on time, here are the ways you can help ensure the project stays on schedule.

Occasionally, project end dates will move around to build the software right the first time. Project end dates move around for a variety of reasons, complicated specifications, lack of third-party participation, late approvals or rejections of work, scope changes, etc. The estimated Go Live date of a project can always be found on Portal.

The following activities drive the project schedule and require the project be rescheduled when missed:

Party	Activity	Timeframe	Comments
Agency	Design Questions/Client Clarification	1 business days following questions being posed	
Agency	Design Approval Review	On the prescheduled date (TBD)	Missing a scheduled meeting has the potential to delay Go Live by one week or more. Once work order is confirmed, schedule will be laid out with the milestone meetings prescheduled for project.
Agency	Design Approval	3 business days following design documents being posted	
Agency	Review Specifications	2 business days following specifications being posted	It is important to provide thorough feedback on the first rejection of a specification whenever possible to avoid back and forth exchanges delaying the schedule.
Agency	User Acceptance Testing (UAT)	On the prescheduled date (TBD)	UAT will last 5 business days

When GL Solutions or the Client miss a deadline, the project schedule moves. However, GL Solutions and the client work together to accommodate any schedule changes to accomplish the project on time.

6 Methodology

GL Solutions employs a strategic approach to ensure a smooth execution of the project process—from outlining key processes to defining roles and responsibilities. We explore the methodologies, frameworks and best practices that guide our team toward achieving our goals.

6.1 Activities

Event	Deliverable
Scope	Define project use cases and high-level project focus/objective.
Solutions Analysis	Perform the high-level process design for each use case: <ul style="list-style-type: none"> Identify process guide categories and main steps. Determine tasks needed to develop functionality.
Design	Complete system design: <ul style="list-style-type: none"> System configuration (rules, screens, etc.), process guide, web and output specifications. Respond to agency contract requirements. Define/create test cases.
Design Approval	Obtain approval on design documents (Technical specifications, process guides, web flow and mockups, requirements traceability)
Development	Develop system functionality
System Testing	Conduct system testing in accordance with the test cases for each use case
Client Testing	Perform process walkthroughs with Agency in accordance with each use case
Deploy	Project deployment to PROD

6.2 Roles and Responsibilities

Party	Role & Named Individual	Responsibilities
GL Solutions	Business Analyst Lead	<ul style="list-style-type: none"> Perform solutions analysis for project. <ul style="list-style-type: none"> High level process design Conduct process and design review meetings Serve as the primary point of contact for all design-related activities. Complete system design Lead User Acceptance walkthrough meetings. Create project test cases
GL Solutions	Business Analyst (Various)	<ul style="list-style-type: none"> Create specifications. Correct identified defects.
GL Solutions	Configuration Specialists/Development Team (Various)	<ul style="list-style-type: none"> Develop and configure functionality
GL Solutions	Quality Assurance Team	<ul style="list-style-type: none"> Perform unit testing on each piece of functionality created in system design

		<ul style="list-style-type: none"> Perform system testing per use case test cases
Agency	Subject Matter Experts	<ul style="list-style-type: none"> Provide project use cases and specific requirements Provide solutions analysis process approval (high level) Provide system design approval Provide requirements information/clarification
GL Solutions	Agency Partner	<ul style="list-style-type: none"> Review holistic project schedule after order confirmation Review project status during weekly status calls

6.3 Testing Methodologies

Activity	Deliverable
System Testing	<p>Once all project functionality has been designed, developed and passed an initial round of testing system testing will begin. GL solutions quality assurance team will perform system testing by executing steps in a system test case plan.</p> <p>Test case plans will be created during design by the Business Analyst for each use case scenario.</p> <p>The goal of the test cases is to ensure the reliability and quality of the software functionality. Test cases will provide a detailed description of inputs, actions and expected outcomes to support the system behavior being validated under various conditions.</p>
Client Testing	<p>Following system testing, the Business Analyst will conduct client walkthrough meetings to validate that the design adheres to the use cases and allows the user to achieve the expected outcome identified within each use case scenario.</p> <p>Walkthroughs will strictly adhere to the flow of the use cases and records will be set up and validated against the pre/post conditions of the use case.</p>

6.4 Special Events

Activity	Description
N/A	N/A

7 Use Cases

7.1 Use Case #1

Use Case Name: Successful Certified Licensure Verification

Summary/Description:

This use case will describe the scenario where a web user orders a certified licensure verification. They will provide the mailing address for the selected record and pay a fee for the certified licensure.

Users/Roles:

- Web User: Submits the request for license certification
- Staff: Mails the verification

Preconditions:

- An individual record exists with login credentials to the website. (Online Login and Dashboard)
- The individual has performed a Licensee Verification Search. (Licensee Verification Search)

Main Flow:

- | | |
|---------|--|
| Step 1 | Web User selects the option to request the certification. |
| Step 2 | The system creates the request, requirements, work assignments, and fees. |
| Step 3 | The system assigns the work assignments to the web user. |
| Step 4 | Web User completes the requirements. |
| Step 5 | Web User pays the fee to submit the request. |
| Step 6 | The system assigns the work assignments to Staff |
| Step 7 | Staff runs the certified licensure report. |
| Step 8 | Staff completes the work assignment. |
| Step 9 | The system completes the requirements. |
| Step 10 | Staff mails the licensure certification. |
| Step 11 | Staff can run a report to see all certifications requested for a licensee. |

Postconditions:

- The request is on the record with the information provided.
- The fee is paid.
- The request displays in reporting for the record.

Exceptions/Alternative Path:

- Successful Certified Licensure Verification
- Incomplete Certification Licensure Verification

Related Functionality:

- Licensee Verification Search

7.2 Use Case #2

Use Case Name: Successful Certified Licensure Verification

Summary/Description:

This use case will describe the scenario where a web user starts a certified licensure request and does not complete it.

Users/Roles:

- Web User: Submits the request for license certification
- Staff: Mails the verification

Preconditions:

- An individual record exists with login credentials to the website. (Online Login and Dashboard)
- The individual has performed a Licensee Verification Search. (Licensee Verification Search)

Main Flow:

- | | |
|--------|---|
| Step 1 | Web User selects the option to request the certification. |
| Step 2 | The system creates the request, requirements, work assignments, and fees. |
| Step 3 | The system assigns the work assignments to the web user. |
| Step 4 | Web User completes the requirements. |
| Step 5 | Web User exits the website without payment. |

Postconditions:

- The information entered on the website is on the record.
- The request remains on the requestors record incomplete.

Exceptions/Alternative Path:

- Successful Certified Licensure Verification
- Incomplete Certification Licensure Verification

Related Functionality:

- Licensee Verification Search

8 Client Documentation

N/A

9 Planned Billing Method

GL Simple Escalated Enterprise Plan Project - \$6,149.13



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

John K. McHugh
Interim Cabinet
Secretary

State Capitol
Charleston, West Virginia 25305

Heather D. Abbott
Chief Information Officer

**TO: LeAnne Neccuzi, Administrative Services Specialist
Department of Chapter 30 Boards**

**FROM: Heather D. Abbott, Chief Information Officer
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
IS&C NUMBER: 2025-2309**

DATE: November 25, 2024

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

After conducting a review of your request for Change Order # 3 for CCT 0909 BDE22*01, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached

to your purchase order and any other correspondence related to this request.
If you have questions, or need additional information, please contact Consulting
Services at Consulting.Services@wv.gov.

You are viewing this page over a secure connection. Click [here](#) for more information.

West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

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

GL SUITE INC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/25/2013		6/25/2013	Foreign	Profit			

Organization Information								
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services			Capital Stock				
Charter County				Control Number				
Charter State	OR			Excess Acres				
At Will Term				Member Managed				
At Will Term Years				Par Value				
Authorized Shares				Young Entrepreneur	Not Specified			

Addresses

Type	Address
Local Office Address	555 CORPORATE DRIVE SUITE# 301 KALISPELL, MT, 59901
Mailing Address	PO BOX 595 KALISPELL, MT, 59903 USA
Notice of Process Address	INCorp SERVICES, INC. 5098 WASHINGTON STREET WEST SUITE 407 CHARLESTON, WV, 25313
Principal Office Address	555 CORPORATE DRIVE SUITE# 301 KALISPELL, MT, 59901 USA
Type	Address

Officers

Type	Name/Address
President	WILLIAM MOSELEY P O BOX 595 KALISPELL, MT, 59903 ✓
Treasurer	ADAM RIDLON P O BOX 595 KALISPELL, MT, 59903
Vice-President	ERIC STALEY P O BOX 595 KALISPELL, MT, 59903
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
GL SOLUTIONS	TRADENAME	6/25/2013	
DBA Name	Description	Effective Date	Termination Date

Annual Reports

Filed For

2024
2023
2022
2021
2020
2019
2018
2017x
2017
2016
2015
Date filed

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

Tuesday, December 3, 2024 — 9:35 AM

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"GL SUITE"



Classification

Excluded Individual

Excluded Entity

Federal Organizations

Exclusion Type

- ☒ Ineligible (Proceedings Pending)
- ☒ Ineligible (Proceedings Complete)
- ☒ Prohibition/Restriction
- ☒ Voluntary Exclusion

Exclusion Program

Location

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>Laura P. McDonnell</u> Date: <u>12/03/24</u> Solicitation No. <u>CCT BPE22K01 c/o 3</u>	Agency: WV Board of Dentistry
	Procurement Officer Submitting Requisition: LeAnne Neccuzzi
	Requisition No. CCT 0909 BDE2200000001 C.O. 3
	PF No.: 1006848

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

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

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

FOR CHANGE ORDERS/RENEWALS:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

[Handwritten Signature]