



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

# State of West Virginia Contract

Order Date: 10-25-2024

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 0947 0947 ERP2500000001 2	Procurement Folder:	1441734
Document Name:	Action Data Connect Integration Manager	Reason for Modification:	Change Order 01 To Cancel Contract
Document Description:	Annual LIC - Action DataConnect Integration Manager or Equal		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Larry D McDonnell		
Telephone:	304-558-2063		
Email:	larry.d.mcdonnell@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-08-16
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-08-28

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000180127 INSIGHT PUBLIC SECTOR INC 2701 E Insight Way  Chandler AZ 85286-1930 US <b>Vendor Contact Phone:</b> 703-227-2945 <b>Extension:</b>  <b>Discount Details:</b> <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			<b>Requestor Name:</b> Matthew H Ellison <b>Requestor Phone:</b> (304) 741-8565 <b>Requestor Email:</b> matt.ellison@wvoasis.gov  <b>2025</b> 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
CONTROLLER ENTERPRISE RESOURCE PLANNING BOARD 1007 BULLITT STREET  SUITE 400  CHARLESTON WV 25301  US	CONTROLLER ENTERPRISE RESOURCE PLANNING BOARD 1007 BULLITT STREET  SUITE 400  CHARLESTON WV 25301  US

CR 10-29-24

Purchasing Division's File Copy

Total Order Amount: \$0.00

<b>PURCHASING DIVISION AUTHORIZATION</b>  DATE: Tana Hfe 10/28/24 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>  DATE: John L. Gray ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b>  DATE: 10-29-24 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order 01

Change Order No. 01 is issued to cancel this contract in its entirety and all funds associated with the contract.

Contract was to begin on Aug. 16, 2024, and licenses were unable to be delivered even after granting an extension past the delivery date. Insight Public Sector notified us to proceed with other means to procure the licenses in time for an Aug. 30, 2024, expiration date that would have been detrimental to the State.

Effective date of cancellation: August 28, 2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43230000	0.00000	EA	23382.540000	\$0.00
Service From	Service To	Manufacturer		Model No	
2024-08-16	2024-08-28				

**Commodity Line Description:** Actian DataConnect 12.2 Integration Manager - Prod - Year 1

**Extended Description:**

Actian DataConnect 12.2 Integration Manager - Prod - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43230000	0.00000	EA	23382.540000	\$0.00
Service From	Service To	Manufacturer		Model No	
2024-08-16	2024-08-28				

**Commodity Line Description:** Actian DataConnect 12.2 Integration Manager - NonProd - Yr 1

**Extended Description:**

Actian DataConnect 12.2 Integration Manager - NonProd - Yr 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	43230000	0.00000	EA	23382.540000	\$0.00
Service From	Service To	Manufacturer		Model No	
2024-08-16	2024-08-28				

**Commodity Line Description:** Actian DataConnect 11.6 Integration Manager - Prod - Year 1

**Extended Description:**

Actian DataConnect 11.6 Integration Manager - Prod - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	43230000	0.00000	EA	23382.540000	\$0.00
Service From	Service To	Manufacturer		Model No	
2024-08-16	2024-08-28				

**Commodity Line Description:** Actian DataConnect 11.6 Integration Manager - DR - Year 1

**Extended Description:**

Actian DataConnect 11.6 Integration Manager - DR - Year 1

## Evan Pauley

---

**From:** Brandi Smith <Brandi.Smith@insight.com>  
**Sent:** Wednesday, August 28, 2024 4:41 PM  
**To:** Evan Pauley; Mark Latiolais; Matt Ellison  
**Subject:** RE: Order #0336428516 - WVOASIS - PO# CCT 0947 0947 ERP2500000001 1

Evan,

Thank you for being so understanding throughout this entire process. Insight was not able to reach an agreement with Actian. Insight will be canceling the contract and the order. Feel free to reach out to us with any concerns or future needs.

Thank you ,



**Brandi Smith** | Account Executive | Insight Public Sector  
t. 937-415-9442 | c. 614.558.3381 | [Brandi.Smith@insight.com](mailto:Brandi.Smith@insight.com) | [insight.com](https://insight.com)

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[Connected Workforce](#)

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[Supply Chain Optimization](#)

Bridging the Digital Divide in Communities with Wi-Fi

[YouTube link](#) or on LinkedIn <https://lnkd.in/dZ6EX9M>

---

**From:** Evan Pauley <evan.pauley@wvoasis.gov>  
**Sent:** Wednesday, August 28, 2024 4:33 PM  
**To:** Mark Latiolais <Mark.Latiolais@insight.com>; Matt Ellison <matt.ellison@wvoasis.gov>  
**Cc:** Brandi Smith <Brandi.Smith@insight.com>  
**Subject:** RE: Order #0336428516 - WVOASIS - PO# CCT 0947 0947 ERP2500000001 1

External Message - Please be cautious when opening links or attachments in email

Good afternoon,

Thank you for working with us to attempt to get these licenses provided. We understand that you were unable to reach an agreement with Actian and have since decided to cancel the contract for these services. Thank you for putting us in touch with your contact at Actian that can help us to procure these licenses to avoid and service interruption.

Please confirm the cancellation of this contract and order with a response to this email.

Thank you,

Evan Pauley  
Controller  
WV Enterprise Resource Planning Board  
Ph: 304-935-0425



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**From:** Evan Pauley  
**Sent:** Monday, August 19, 2024 2:22 PM  
**To:** Mark Latiolais <[Mark.Latiolais@insight.com](mailto:Mark.Latiolais@insight.com)>; Matt Ellison <[Matt.Ellison@wvoasis.gov](mailto:Matt.Ellison@wvoasis.gov)>  
**Cc:** Brandi Smith <[Brandi.Smith@insight.com](mailto:Brandi.Smith@insight.com)>  
**Subject:** RE: Order #0336428516 - WVOASIS - PO# CCT 0947 0947 ERP2500000001 1

Good afternoon,

I know there was a hiccup on Friday with Actian; however, the last I was informed, everything had been worked out. When should we expect the license keys for this software?

Thank you,

Evan Pauley  
Controller  
WV Enterprise Resource Planning Board  
Ph: 304-935-0425



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**From:** Mark Latiolais <[Mark.Latiolais@insight.com](mailto:Mark.Latiolais@insight.com)>  
**Sent:** Wednesday, August 7, 2024 6:34 PM  
**To:** Evan Pauley <[evan.pauley@wvoasis.gov](mailto:evan.pauley@wvoasis.gov)>; Matt Ellison <[matt.ellison@wvoasis.gov](mailto:matt.ellison@wvoasis.gov)>

**Cc:** Brandi Smith <[Brandi.Smith@insight.com](mailto:Brandi.Smith@insight.com)>

**Subject:** Order #0336428516 - WVOASIS - PO# CCT 0947 0947 ERP2500000001 1

Good Evening Evan and Matt,

Please see attached order confirmation. My apologies for the delay in getting this done, but I am glad we were able to get this wrapped up for you.

If there is anything you need while Brandi is out, please let me know.

Enjoy the rest of your evening.

Regards,



**Mark Latiolais** | Account Executive | Insight Public Sector

t. 703-227-2930 | c. 540-256-4271 | [mark.latiolais@insight.com](mailto:mark.latiolais@insight.com) | [IPS.Insight.com](http://IPS.Insight.com)

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**From:** Evan Pauley <[evan.pauley@wvoasis.gov](mailto:evan.pauley@wvoasis.gov)>

**Sent:** Wednesday, August 7, 2024 3:56 PM

**To:** Mark Latiolais <[Mark.Latiolais@insight.com](mailto:Mark.Latiolais@insight.com)>; Matt Ellison <[matt.ellison@wvoasis.gov](mailto:matt.ellison@wvoasis.gov)>

**Cc:** Brandi Smith <[Brandi.Smith@insight.com](mailto:Brandi.Smith@insight.com)>

**Subject:** RE: Actian Software

External Message - Please be cautious when opening links or attachments in email

Please see attached.

Thank you,

Evan Pauley  
Controller  
WV Enterprise Resource Planning Board  
Ph: 304-935-0425



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**From:** Mark Latiolais <[Mark.Latiolais@insight.com](mailto:Mark.Latiolais@insight.com)>  
**Sent:** Wednesday, August 7, 2024 2:10 PM  
**To:** Evan Pauley <[evan.pauley@wvoasis.gov](mailto:evan.pauley@wvoasis.gov)>; Matt Ellison <[matt.ellison@wvoasis.gov](mailto:matt.ellison@wvoasis.gov)>  
**Cc:** Brandi Smith <[Brandi.Smith@insight.com](mailto:Brandi.Smith@insight.com)>  
**Subject:** Re: Actian Software

Hi Evan,

This is what our tax department is asking for in case you do decide to make another purchase through Insight, we do not have to update your tax status every time.

I hope that helps!

Regards,



**Mark Latiolais** | Account Executive | Insight Public Sector

t. 703-227-2930 | c. 540-256-4271 | [mark.latiolais@insight.com](mailto:mark.latiolais@insight.com) | [IPS.Insight.com](http://IPS.Insight.com)

---

**From:** Evan Pauley <[evan.pauley@wvoasis.gov](mailto:evan.pauley@wvoasis.gov)>  
**Sent:** Wednesday, August 7, 2024 1:57 PM  
**To:** Mark Latiolais <[Mark.Latiolais@insight.com](mailto:Mark.Latiolais@insight.com)>; Matt Ellison <[matt.ellison@wvoasis.gov](mailto:matt.ellison@wvoasis.gov)>  
**Cc:** Brandi Smith <[Brandi.Smith@insight.com](mailto:Brandi.Smith@insight.com)>  
**Subject:** RE: Actian Software

External Message - Please be cautious when opening links or attachments in email

Good afternoon,

My apologies. I will sign and return with my signature. We do not have any other PO's with Insight that would require the box at the top for this PO to be unchecked, or is this a desirable request?

Thank you,

Evan Pauley

Controller

WV Enterprise Resource Planning Board

Ph: 304-935-0425



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**From:** Mark Latiolais <[Mark.Latiolais@insight.com](mailto:Mark.Latiolais@insight.com)>

**Sent:** Wednesday, August 7, 2024 12:35 PM

**To:** Evan Pauley <[evan.pauley@wvoasis.gov](mailto:evan.pauley@wvoasis.gov)>; Matt Ellison <[matt.ellison@wvoasis.gov](mailto:matt.ellison@wvoasis.gov)>

**Cc:** Brandi Smith <[Brandi.Smith@insight.com](mailto:Brandi.Smith@insight.com)>

**Subject:** Re: Actian Software

Good Afternoon Evan and Matt,

My apologies for another step in the process. Please see below from my tax-exemption team:

Hello Mark,

Good day,

The tax from the quote 0227451060 has been removed as a courtesy.

Please keep in mind, tax will re-populate if any changes are made. Once this quote is converted to an order we will need a valid **WV** exemption certificate in order to remove tax from the order level.

For the submitted exemption certificate to be valid, can you please ask the client to make the following changes?

1. Certificate is limited to specific PO only.
2. Signature
3. Name
4. Title
5. Date

purchaser is not eligible to claim this exemption.

1. ☒ Check if this certificate is for a single purchase. Enter the related invoice/purchase order # **CCT ERP250000000**

2.  Purchaser's name

6. *I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.*

Signature of authorized purchaser

Print name

Title

Date



**Mark Latiolais** | Account Executive | Insight Public Sector

t. 703-227-2930 | c. 540-256-4271 | [mark.latiolais@insight.com](mailto:mark.latiolais@insight.com) | [IPS.Insight.com](http://IPS.Insight.com)

**From:** Evan Pauley <[evan.pauley@wvoasis.gov](mailto:evan.pauley@wvoasis.gov)>

**Sent:** Wednesday, August 7, 2024 9:32 AM

**To:** Mark Latiolais <[Mark.Latiolais@insight.com](mailto:Mark.Latiolais@insight.com)>; Matt Ellison <[matt.ellison@wvoasis.gov](mailto:matt.ellison@wvoasis.gov)>

**Cc:** Brandi Smith <[Brandi.Smith@insight.com](mailto:Brandi.Smith@insight.com)>

**Subject:** RE: Action Software

External Message - Please be cautious when opening links or attachments in email

Good morning,

Please find our tax exempt form for this purchase attached. Let us know if you need anything further.

Thank you,

Evan Pauley  
Controller  
WV Enterprise Resource Planning Board  
Ph: 304-935-0425



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---

**From:** Mark Latiolais <[Mark.Latiolais@insight.com](mailto:Mark.Latiolais@insight.com)>  
**Sent:** Tuesday, August 6, 2024 6:34 PM  
**To:** Evan Pauley <[evan.pauley@wvoasis.gov](mailto:evan.pauley@wvoasis.gov)>; Matt Ellison <[matt.ellison@wvoasis.gov](mailto:matt.ellison@wvoasis.gov)>  
**Cc:** Brandi Smith <[Brandi.Smith@insight.com](mailto:Brandi.Smith@insight.com)>  
**Subject:** Re: Actian Software

Good Evening Evan and Matt,

I was working on processing your order this evening, and I was hoping that you would be able to provide a tax exempt form. Looking at the contract details, there is no tax being pulled, but our quote is pulling tax.

I will have that form applied on your quote/order as soon as I receive it.

Thank you again for including Insight in this process.

Regards,



Mark Latiolais | Account Executive | Insight Public Sector

t. 703-227-2930 | c. 540-256-4271 | [mark.latiolais@insight.com](mailto:mark.latiolais@insight.com) | [IPS.Insight.com](https://ips.insight.com)

---

**From:** Evan Pauley <[evan.pauley@wvoasis.gov](mailto:evan.pauley@wvoasis.gov)>  
**Sent:** Monday, August 5, 2024 2:48 PM  
**To:** Matt Ellison <[matt.ellison@wvoasis.gov](mailto:matt.ellison@wvoasis.gov)>; Mark Latiolais <[Mark.Latiolais@insight.com](mailto:Mark.Latiolais@insight.com)>  
**Cc:** Brandi Smith <[Brandi.Smith@insight.com](mailto:Brandi.Smith@insight.com)>  
**Subject:** RE: Actian Software

You don't often get email from [evan.pauley@wvoasis.gov](mailto:evan.pauley@wvoasis.gov). [Learn why this is important](#)

External Message - Please be cautious when opening links or attachments in email

Good afternoon,

Insight will receive a signed copy of the contract in the mail from the WV Purchasing Division within the next week or so. In the meantime, I have attached the cover sheet with electronic signatures and the contract documents.

Please let me know if you have any questions or require anything further.

Thank you,

Evan Pauley

Controller

WV Enterprise Resource Planning Board

Ph: 304-935-0425



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**From:** Matt Ellison <[matt.ellison@wvoasis.gov](mailto:matt.ellison@wvoasis.gov)>  
**Sent:** Monday, August 5, 2024 2:28 PM  
**To:** Mark Latiolais <[Mark.Latiolais@insight.com](mailto:Mark.Latiolais@insight.com)>  
**Cc:** Brandi Smith <[Brandi.Smith@insight.com](mailto:Brandi.Smith@insight.com)>; Evan Pauley <[evan.pauley@wvoasis.gov](mailto:evan.pauley@wvoasis.gov)>  
**Subject:** RE: Actian Software

Including Evan ( our purchasing person ) on this email. Evan can you provide anything information concerning the award?

Thanks

**Matt Ellison**

**WVOASIS**

**Phone 304.201.3617**

**1007 Bullitt Street**

**Charleston WV 25301**

---

**From:** Mark Latiolais <[Mark.Latiolais@insight.com](mailto:Mark.Latiolais@insight.com)>  
**Sent:** Monday, August 5, 2024 2:17 PM  
**To:** Matt Ellison <[matt.ellison@wvoasis.gov](mailto:matt.ellison@wvoasis.gov)>  
**Cc:** Brandi Smith <[Brandi.Smith@insight.com](mailto:Brandi.Smith@insight.com)>  
**Subject:** Re: Actian Software

Good Afternoon Matt,

If you could send me the following information, I will be able to get this processed for you:

- The original quote that Brandi sent over to you-I will use this as a basis to process the order.
- A purchase order or the documentation that you mentioned in the below e-mail strand. I do not have access to Brandi's inbox so I will not be able to access an award letter.

Thank you!



**Mark Latiolais** | Account Executive | Insight Public Sector

t. 703-227-2930 | c. 540-256-4271 | [mark.latiolais@insight.com](mailto:mark.latiolais@insight.com) | [IPS.Insight.com](http://IPS.Insight.com)

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**From:** Matt Ellison <[matt.ellison@wvoasis.gov](mailto:matt.ellison@wvoasis.gov)>  
**Sent:** Monday, August 5, 2024 1:37 PM  
**To:** Mark Latiolais <[Mark.Latiolais@insight.com](mailto:Mark.Latiolais@insight.com)>  
**Subject:** FW: Actian Software

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External Message - Please be cautious when opening links or attachments in email

Hello Mark, please see the email below. This is a time sensitive issue for the state of WV. Please let me know what else you need to get this order finished a new license for Actian.

Thanks

**Matt Ellison**  
**WVOASIS**  
**Phone 304.201.3617**  
**1007 Bullitt Street**  
**Charleston WV 25301**

---

**From:** Brandi Smith <[Brandi.Smith@insight.com](mailto:Brandi.Smith@insight.com)>  
**Sent:** Monday, August 5, 2024 1:35 PM  
**To:** Matt Ellison <[matt.ellison@wvoasis.gov](mailto:matt.ellison@wvoasis.gov)>  
**Subject:** Automatic reply: Actian Software

\*\*\*\*\*PLEASE READ\*\*\*\*\*

Thank you for reaching out. I will be out of the office from 08/03/2024 returning on 8/12/2024. I will not have access to my emails. Expect a delay in response. If you need help in my absence you can reach out to Mark Latiolais t. 703-227-2930 | c. 540-256-4271 If this is urgent feel free to call me on my cell.  
| [mark.latiolais@insight.com](mailto:mark.latiolais@insight.com) | [IPS.Insight.com](https://IPS.Insight.com)

or

**Maikol Garay** | Inside Sales Manager - East | Insight Public Sector  
d. 514.373.8553 | [Maikol.Garay@insight.com](mailto:Maikol.Garay@insight.com) | [IPS.Insight.com](https://IPS.Insight.com)

We will make sure you are taken care of. Thank you, Brandi Smith

**CAUTION:** This email originated from outside the organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

You should have received some documentation concerning the award letter for the Actian software renewal. Since this is time sensitive let me know what you need next for us to renew our licenses.

Thanks

**Matt Ellison**  
**WVOASIS**  
**Phone 304.201.3617**  
**1007 Bullitt Street**  
**Charleston WV 25301**

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## 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.*

#### INSIGHT PUBLIC SECTOR, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/3/1996		7/3/1996	Foreign	Profit	BT		

Organization Information			
Business Purpose	4234 - Wholesale Trade - Merchant Wholesalers, Durable Goods - Professional and Commercial Equip and Supply Merchant Wholesale (photographic, office, computers, peripherals, medical, dental, hospital, ophthalmic goods)	Capital Stock	0.0000
Charter County		Control Number	0
Charter State	AZ	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

**Addresses**

Type	Address
<b>Mailing Address</b>	2701 E INSIGHT WAY CHANDLER, AZ, 85286 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Principal Office Address</b>	2701 E INSIGHT WAY CHANDLER, AZ, 85286 USA
Type	Address

**Officers**

Type	Name/Address
<b>Director</b>	SCOTT FRIEDLANDER 2701 E INSIGHT WAY CHANDLER, AZ, 85286
<b>Director</b>	SHARON ENNIS 2701 E INSIGHT WAY CHANDLER, AZ, 85286
<b>President</b>	SCOTT FRIEDLANDER 2701 E INSIGHT WAY CHANDLER, AZ, 85286
<b>Secretary</b>	SHARON ENNIS 2701 E INSIGHT WAY CHANDLER, AZ, 85286
<b>Treasurer</b>	VIRGINIA ADAMS 2701 E INSIGHT WAY CHANDLER, AZ, 85286
Type	Name/Address

**DBA**

DBA Name	Description	Effective Date	Termination Date
INSIGHT PUBLIC SECTOR	TRADENAME	11/21/2002	
DBA Name	Description	Effective Date	Termination Date

**Name Changes**

Date	Old Name
<b>10/30/2003</b>	COMARK GOVERNMENT AND EDUCATION SALES, INC.
Date	Old Name

## Mergers

Merger Date	Merged	Merged State	Survived	Survived State
10/30/2003	INSIGHT PUBLIC SECTOR, INC.	AZ	COMARK GOVERNMENT AND EDUCATION SALES, INC.	IL
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
<b>10/30/2003</b>	MERGER: MERGING INSIGHT PUBLIC SECTOR, INC., A NON-QUALIFIED AZ ORGANIZATION WITH AND INTO COMARK GOVERNMENT AND EDUCATION SALES, INC., A QUALIFIED IL CORPORATION, THE SURVIVOR
<b>10/30/2003</b>	NAME CHANGE: FROM COMARK GOVERNMENT AND EDUCATION SALES, INC.
Date	Amendment

## Annual Reports

### Filed For

2024  
2023  
2022  
2021  
2020  
2019  
2018  
2017x  
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2015  
2014  
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1997
<b>Date filed</b>

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

Monday, October 28, 2024 — 9:46 AM

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All Words

e.g. 1606N020Q02

### Select Domain Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

### Filter By



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Simple Search

Search Editor

☐ Any Words 

☒ All Words 

☐ Exact Phrase 

e.g. 123456789, Smith Corp

"Insight Public Sector" ×

- Classification ▼
- Excluded Individual ▼
- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▲

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

- Exclusion Program ▼
- Location ▼
- Dates ▼

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDowell</u> Date: <u>10/28/24</u> Solicitation No. <u>CCT ERP 25*01 c/p 1</u>	Agency: WV ERP Procurement Officer Submitting Requisition: Evan Pauley Requisition No. CCT ERP25*01 PF No.: 1441734
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

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

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

### FOR CHANGE ORDERS/RENEWALS:

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

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

*For Purchasing Division Use Only:*

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

Signature: \_\_\_\_\_

