



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

# State of West Virginia Contract

Order Date: 03-28-2025

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 0203 3810 CPR2400000001 3	Procurement Folder:	1306483
Document Name:	Imaging System Software Maintenance & Support Year 2 Renewal	Reason for Modification:	Change Order 02 To Renew Contract
Document Description:	Imaging System Software Maintenance & Support		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-02-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-01-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000018643 REVOLUTION DATA SYSTEMS LLC 70161 HWY 59 STE G  ABITA SPRINGS LA 70420 3706 US Vendor Contact Phone: 9855028364 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: Amber R Hawkins Requestor Phone: (304) 558-3570 Requestor Email: amber.r.hawkins@wv.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
CONSOLIDATED PUBLIC RETIREMENT 601 57th Street, SE Suite 5 CHARLESTON WV 25304 US	CONSOLIDATED PUBLIC RETIREMENT 601 57th Street, SE Suite 5 CHARLESTON WV 25304 US

4/8/25 6L

Total Order Amount: \$528,620.83

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya H 4/8/2025</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>4/15/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>4-15-25</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order

Change Order No. 02 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders

Effective date of renewal 2/1/2026 through 1/31/2027.

Renewal Years: 1  
No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	0.00000		0.000000	\$188,092.27
Service From	Service To	Manufacturer		Model No	
2024-02-01	2025-01-31				

**Commodity Line Description:** Software maintenance and support Year 1

**Extended Description:**

Software maintenance and support Year 1

Additional support years will be added as yearly renewals upon mutual agreement between the Purchasing Division and the Vendor.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	0.00000		0.000000	\$170,264.28
Service From	Service To	Manufacturer		Model No	
2025-02-01	2026-01-31				

**Commodity Line Description:** Software maintenance and support Year 2 Renewal

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	0.00000		0.000000	\$170,264.28
Service From	Service To	Manufacturer		Model No	
2026-02-01	2027-01-31				

**Commodity Line Description:** Software maintenance and support Year 3 Renewal

**Extended Description:**



## Consolidated Public Retirement Board

601 57th Street SE, Suite 5  
Charleston, West Virginia 25304  
Telephone: 304-558-3570 or 800-654-4406  
Fax: 304-957-7522  
Email: [cprb@wv.gov](mailto:cprb@wv.gov)  
[www.wvretirement.com](http://www.wvretirement.com)

EXECUTIVE DIRECTOR  
Jeffrey L. Fleck

BOARD CHAIRMAN  
Joseph G. Bunn

March 17, 2025

Robin Jordan  
Revolution Data Systems

Subject: CPR2400000001 – Imaging System Software Maintenance and Support

Dear: Ms. Jordan,

The West Virginia Consolidated Public Retirement Board (CPRB) is offering to renew the subject contract under the same terms, conditions, and pricing as contained in the original contract including all authorized change orders. The Renewal dates are February 1, 2026 thru January 31, 2027. If your company agrees to this renewal, please sign below and return the original to my attention.

Should you have any questions about this letter, please feel free to contact me.

Regards,

Amber Hawkins  
WV Consolidated Public Retirement Board  
Phone: (304) 352-6771  
Email: [amber.hawkins@wv.gov](mailto:amber.hawkins@wv.gov)

**Please complete and return (by email)**

We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

Robin Jourdan  
Signature

March 17th, 2025  
Date

Robin Jourdan  
Print Name

ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

SAMANTHA WILLIS  
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division  
From: Samantha Willis, Director & General Counsel  
WV Purchasing *SLW*  
Date: January 23, 2025  
Re: \$100,000 Spending Requests

**MEMORANDUM**

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

*Jeffrey Elch*  
Agency Head

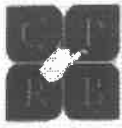
*4/2/25*  
Date

*Eric Householder*  
Cabinet Secretary/Department Head

*4/2/25*  
Date

\_\_\_\_\_  
Governor's Office Representative

\_\_\_\_\_  
Date



EXECUTIVE DIRECTOR  
Jeffrey E. Fleck

## Consolidated Public Retirement Board

601 57th Street SE, Suite 5  
Charleston, West Virginia 25304  
Telephone: 304-558-3570 or 800-654-4406  
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[www.wvretirement.com](http://www.wvretirement.com)



BOARD CHAIRMAN  
Joseph G. Bunn

April 1, 2025

### Approval Request for Renewal

#### **Re: Contract Number CCT - CPR2400000001: Imaging System Software Maintenance & Support**

Pursuant to Executive order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be approved by the Governor's Office in advance. This includes the solicitation of, or renewal of, contracts that are expected to exceed \$100,000 in total.

In accordance with this requirement, the West Virginia Consolidated Public Retirement Board (CPRB) requests the approval from the Governor's Office and the Cabinet Secretary's Office to renew the contract with Revolution Data Systems (RDS). This contract is being renewed early for CPRB to remain current in our software licenses with RDS, and to avoid a lapse in maintenance that would result in a reinstatement fee.

Attached is a copy of the original contract, the latest renewal and the renewal agreement between CPRB and RDS.

If you have any questions, or need any additional information, please do not hesitate to contact me. Thank you so much.

Sincerely,

Amber Hawkins

WV CPRB

304-352-6771

[amber.r.hawkins@wv.gov](mailto:amber.r.hawkins@wv.gov)

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Simple Search

Search Editor

- ☐ Any Words *i*
- ☐ All Words *i*
- ☐ Exact Phrase *i*

e.g. 123456789, Smith Corp

"revolution data systems llc" x

Entity ▼

Location ▼

Status ^

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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.*

### REVOLUTION DATA SYSTEMS LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	8/18/2019		8/18/2019	Foreign	Profit			

Organization Information			
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services		Capital Stock
Charter County	Kanawha	Control Number	0
Charter State	LA	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		Not Specified

Addresses	
Type	Address
<b>Designated Office Address</b>	70161 HWY 59 SUITE G ABITA SPRINGS, LA, 704203706

<b>Mailing Address</b>	70161 HWY 59 SUITE G ABITA SPRINGS, LA, 704203706 USA
<b>Notice of Process Address</b>	REVOLUTION DATA SYSTEMS 70161 HWY 59 SUITE G ABITA SPRINGS, LA, 704203706
<b>Principal Office Address</b>	70161 HWY 59 SUITE G ABITA SPRINGS, LA, 704203706 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Manager</b>	SARAH RATHE 70161 HWY 59 SUITE G ABITA SPRINGS, LA, 704203706
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>
<b>Filed For</b>
2025
2024
2023
2022
2021
2020
<b>Date filed</b>

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

Tuesday, April 8, 2025 — 9:35 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>05</u> Date: <u>4/7/25</u>  Solicitation No. <u>C0#2</u>	Agency: CPRB  Procurement Officer Submitting Requisition: Amber Hawkins  Requisition No. CCT - CPR24*01  PF No.: 1306483
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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				
	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"/>
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

*Cynthia Husted*