



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

State of West Virginia
Contract

Order Date: 01-28-2025

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 0209 4307 FAR2400000002 2	Procurement Folder:	1424307
Document Name:	WV Comprehensive Annual Financial Report System	Reason for Modification:	Change Order 01 To Renew and Increase Contract
Document Description:	Financial Report Preparation Software/System		
Procurement Type:	Central Sole Source		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-03-31

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code: VS0000018765				Requestor Name: David W Mullins	
VERTOSOFT LLC				Requestor Phone: (304) 558-0076	
1602 VILLAGE MARKET BLVD SE STE 320				Requestor Email: dave.w.mullins@wv.gov	
LEESBURG		VA	20175		
US					
Vendor Contact Phone: 703-568-4703		Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				
				2025	
				FILE LOCATION _____	

INVOICE TO	SHIP TO
ACCOUNTING SECTION DEPARTMENT OF ADMINISTRATION 2019 WASHINGTON ST E PO BOX 50121 CHARLESTON WV 25305-0121 US	FINANCIAL ACCOUNTING AND REPORTING SECTION DEPARTMENT OF ADMINISTRATION BLDG 17 2101 WASHINGTON ST E CHARLESTON WV 25305-1510 US

ER 2-4-25

Total Order Amount: \$138,737.60

Purchasing Division's File Copy

2-23-25

PURCHASING DIVISION AUTHORIZATION DATE: 2/3/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 2/4/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 2-4-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 01 is issued to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract annual fee is increased as defined in the attached documentation.

Effective date of renewal April 1, 2025, through March 31, 2026.

Renewal Years Remaining: 3

No other changes.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43231500	0.00000		0.000000	\$66,852.84
Service From	Service To	Manufacturer		Model No	
2024-06-01	2025-03-31				

Commodity Line Description: Maintenance/Support - WDESK-GFRP-01

Extended Description:

Maintenance Support Warranty/Hosting
Qty 2. Unit price \$33,426.42

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43231500	0.00000		0.000000	\$71,884.76
Service From	Service To	Manufacturer		Model No	
2025-04-01	2026-03-31				

Commodity Line Description: Maintenance/Support - WDESK-GFRP-01

Extended Description:

W desk Connected Financial Reporting for Government - Per Unit
Group2 POP 04/01/2025-03/31/2026



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FINANCE DIVISION
January 23, 2025

SARAH H. LONG, CPA
CHIEF FINANCIAL OFFICER

Mr. Jay Colavita, President
Vertosoft, LLC
1602 Village Market Boulevard, SE, Suite 215
Leesburg, Virginia 20175-4721

Re: **Change Order No. 1 - CCT FAR2400000002 - WV Financial Report Preparation Software/System**

Dear Mr. Colavita:

Change Order Number 1 is issued to renew and increase the original contract, **CCT 0209 FAR2400000002**, for the West Virginia Finance Division, under the same terms, conditions, and specifications contained in the original contract and all authorized change orders; except that the contract annual fee per unit (2) is increased as defined in the attached documentation. **Change Order Number 1** is effective **April 1, 2025, to March 31, 2026**, with (3) renewals remaining and no other changes.

All provisions of the original contract and subsequent Change Orders not modified herein shall remain in full force and effect. If your company agrees to this change order, please sign below and return to my attention as soon as possible.

If you have any questions, I can be reached at 304-558-6181.

Sincerely,

Sarah H. Long
Chief Financial Officer

Vertosoft LLC agrees to Change Order Number 1 to increase/renew the subject contract for the period stated above.

David Ball

1/27/25

Name/Signature

Date

Senior Director

Title



1602 Village Market Blvd SE, Suite 320
Leesburg, VA20175 USA

Cage Code: 7QV38
UEI Number Y7D5MXRU2839
DUNS# 080431574
Federal Tax ID: 81-3911287
Business Size: Small Business

Date: 1/21/2025, 9:48 AM

Phone: 571 707-4130
Fax: 571-291-4119
Email: sales@vertosoft.com

Vertosoft Contact: Jordan Lail
Phone:
Email: jordan.lail@vertosoft.com

Workiva Quote for State of West Virginia

Contract: Open Market

Quote #: Q-09712
Expires On: 3/31/2025

Ship To
State of West Virginia
2101 Washington Street East, Building 17
Charleston, WV 25305

Quote For:
Name: Stephanie Bailes
Company: State of West Virginia
Email: stephanie.r.bailes@wv.gov
Phone:

PAYMENT TERMS	DELIVERY METHOD	PAYMENT METHOD	VERTOSOFT CUST ID	SUPPLIER REF #
Net 30	Electronic	Check/ACH/Credit Card		

Overall POP Start Date: 4/1/2024
Overall POP End Date: 3/31/2029

Group1 - PoP: 06/01/2024 - 03/31/2025

PART #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED
WDESK-GFRP-01	Wdesk Connected Financial Reporting for Government - Per Unit	1.00	\$66,852.84	\$66,852.84
Group1 - PoP: 06/01/2024 - 03/31/2025 TOTAL:				\$66,852.84

Group2 - PoP: 04/01/2025 - 03/31/2026

PART #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED
WDESK-GFRP-01	Wdesk Connected Financial Reporting for Government - Per Unit	1.00	\$71,884.76	\$71,884.76
Group2 - PoP: 04/01/2025 - 03/31/2026 TOTAL:				\$71,884.76

Group3 - PoP: 04/01/2026 - 03/31/2027

PART #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED
WDESK-GFRP-01	Wdesk Connected Financial Reporting for Government - Per Unit	1.00	\$77,295.44	\$77,295.44
Group3 - PoP: 04/01/2026 - 03/31/2027 TOTAL:				\$77,295.44

Group4 - PoP: 04/01/2027 - 03/31/2028

PART #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED
WDESK-GFRP-01	Wdesk Connected Financial Reporting for Government - Per Unit	1.00	\$83,113.38	\$83,113.38
Group4 - PoP: 04/01/2027 - 03/31/2028 TOTAL:				\$83,113.38

Group5 - PoP: 04/01/2028 - 03/31/2029

PART #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED
WDESK-GFRP-01	Wdesk Connected Financial Reporting for Government - Per Unit	1.00	\$89,369.22	\$89,369.22
Group5 - PoP: 04/01/2028 - 03/31/2029 TOTAL:				\$89,369.22

				TOTAL: \$388,515.64
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ADDITIONAL TERMS:

DATA LOCATION

Data Hosting Location: Notwithstanding anything to the contrary in the Terms and Conditions, End Client Data will be stored in Workiva's

North America, EU, or APAC hosting location. End Client's selection is indicated below. Changes requested by End Client will be made at

Workiva's reasonable discretion and may incur fees. At the time of signing, data is hosted by Amazon Web Services and Google.

Hosting Location - North America

SUBSCRIPTION TERM

Non-Renewal: The parties agree that this Order will not automatically renew and will expire upon the end of the Subscription Term, at

which time the End Client will no longer be able to access the Subscription set forth herein.

Any prepaid and unearned Fees associated with active Subscription Order(s) being replaced by this Order will be credited against the

amounts set forth herein, and, if applicable, on an ongoing basis for future renewals of this Order. If Unlimited Reserve Hours were

selected on an Order for Subscription that is superseded by this Order, such Unlimited Reserve Hours shall remain available to End Client

and are not superseded.

WDESK GOVERNMENT FINANCIAL REPORTING SOLUTION - PER UNIT

The Financial Reporting Solution for governmental agencies and institutions of higher education includes access to the Financial Reporting

Workspace for users involved in the accounting and finance reporting and presentation process and the ability to add such users on an asneeded

basis. The Financial Reporting Workspace enables the organization to streamline the creation of budget books, capital improvement

plans, annual reports, single audit reports, ad hoc / management reports and dashboards, and board reporting.

ADDITIONAL TERM FOR SOLUTION PRODUCTS

TO THE EXTENT THE DESCRIPTION OF THIS SOFTWARE SUBSCRIPTION CONFLICTS WITH THE TERMS OF THE TERMS AND

CONDITIONS, AND, NOTWITHSTANDING ANY ORDER OF PRECEDENCE THEREIN, THE PARTIES AGREE THAT THE DESCRIPTION

IN THIS ORDER SHALL CONTROL. THIS DESCRIPTION AND THE TERMS OF THIS ORDER SHALL HAVE NO EFFECT ON ANY OTHER

ACTIVE ORDER.

Entity

Provides access to the entity listed as End Client. End Client shall, from time to time and upon Workiva's request, provide Workiva with

updated entity access; if the entities are not included in the scope contracted, End Client will be responsible for any fees associated with

such additions. TO THE EXTENT THE DESCRIPTION OF THIS SOFTWARE SUBSCRIPTION CONFLICTS WITH THE TERMS OF

THE TERMS AND CONDITIONS AND, NOTWITHSTANDING ANY ORDER OF PRECEDENCE THEREIN, THE PARTIES AGREE (I)

THAT THE DESCRIPTION IN THIS ORDER SHALL CONTROL; AND (II) FOR PURPOSES OF THIS ORDER THE RIGHTS OF

ACCESS OR LICENSES GRANTED TO END CLIENT's AFFILIATES IN THE TERMS AND CONDITIONS ARE HEREBY

RESTRICTED SOLELY TO END CLIENT. ONLY EMPLOYEES OF END CLIENT MAY RECEIVE THE SUBSCRIPTION SERVICES

SET FORTH IN THIS ORDER. THIS DESCRIPTION AND THE TERMS OF THIS ORDER SHALL HAVE NO EFFECT ON ANY OTHER ACTIVE ORDER.

Quote Terms

By purchasing the products and services described in this order form, the Customer is expressly agreeing to the End User Agreement published at <https://www.vertosoft.com/terms-and-conditions-workiva>

Taxes: Sales tax shall be added at the time of an invoice, unless a copy of a valid tax exemption or resale certificate is provided.

Credit Card Orders: Additional fees may apply if paying by credit card.

All Purchase Orders must include: End User Name, Phone Number, Email Address, Purchase Order Number, Government Contract Number or Our Quote Number, Bill-To and Ship-To Address (Cannot ship to a PO Box), Period of Performance (if applicable), and a Signature of a duly Authorized Representative.



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Eric L. Householder
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

**TO: Shelia Gray, Procurement Supervisor
Department of Administration**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
IS&C NUMBER: 2025-2401**

DATE: January 24, 2025

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 renew CCT 0209 FAR2400000002, 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.

VERTOSOFT, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	3/12/2020		3/12/2020	Foreign	Profit			

Organization Information			
Business Purpose	5112 - Information - Publishing Industries - Software Publishers		Capital Stock
Charter County			Control Number
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years			Pa
Authorized Shares			Entr

×

Close

Hi, I'm SOLO! I can help you file your Annual Report.

Hi, I'm SOLO! I can help you file your Annual Report.

Addresses

Type	Address
Designated Office Address	1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175
Mailing Address	1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175 USA
Notice of Process Address	VERTOSOFT LLC 1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175
Principal Office Address	1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175 USA
Type	Address

Officers

Type	Name/Address
Member	HOWARD COLAVITA 19592 GLASTONBURY LANE LEESBURG, VA, 20175
Type	Name/Address

Annual Reports

Filed For
2025
2024
2023
2022
2021
Date filed

Hi, I'm SOLO! I can help you file your Annual Report.

For more information, please contact the Secretary of St

Monday, February 3, 2025 — 1:26 PM

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Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"vertosoft llc" x

Entity ▼

Location ▼

Status ^

- ☒ Active
- ☐ Inactive

Reset ↺



No matches found

Your search did not return any results for active records.

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>12</u> Date: <u>2/3/25</u> Solicitation No. <u>CO#1 Renewal</u>	Agency: DOA Finance Division <hr/> Procurement Officer Submitting Requisition: Shelia Gray <hr/> Requisition No. Centralized Contract(CCT)Dept:0209ID:FAR2400000002 <hr/> PF No.: 1424307
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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 (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"/>
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
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:

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

Tana