



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

State of West Virginia
Contract

Order Date: 02-05-2025

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 0506 2848 BHS2200000003 12	Procurement Folder:	941349
Document Name:	CO 3	Reason for Modification:	Change order 3 to renew contract.
Document Description:	REVIEW AND CERTIFICATION OF RECOVERY RESIDENCE		
Procurement Type:	Central Sole Source		
Buyer Name:	Crystal G Husted		
Telephone:	(304) 558-2402		
Email:	crystal.g.husted@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-03-31
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-09-29

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code: VS0000020770				Requestor Name: Melissa D Mullins	
WEST VIRGINIA ALLIANCE OF RECOVERY RESIDENCES INC				Requestor Phone: 304-352-5608	
1116 SMITH ST				Requestor Email: MELISSA.D.MULLINS@WV.GOV	
CHARLESTON		WV	25301	<div>2025</div> <div>FILE LOCATION _____</div>	
US					
Vendor Contact Phone: 304-360-0165		Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
PURCHASING AGENT - 304-356-4802 HEALTH AND HUMAN RESOURCES BBH/HF 350 CAPITOL ST, RM 350 CHARLESTON WV 25301-3702 US	PURCHASING AGENT - 304-356-4802 HEALTH AND HUMAN RESOURCES BBH/HF 350 CAPITOL ST, RM 350 CHARLESTON WV 25301-3702 US

CR 3-12-25

Total Order Amount: \$1,480,776.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya</i> 3/12/2025 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE 3/14/2025	ENCUMBRANCE CERTIFICATION DATE: <i>Colby</i> 3-14-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No 3 is issued to renew the original contract with a price adjustment to reflect the terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal is 9/30/2024 through 9/29/2025.

Renewals Remaining: 0

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112103	0.00000		0.000000	\$186,600.00
Service From	Service To	Manufacturer	Model No		
2022-03-31	2022-09-29				

Commodity Line Description: Review and certification of Substance Use Recovery Residence

Extended Description:

Review and certification of Substance Use Recovery Residence

Monthly Rate: \$31,100.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112103	0.00000		0.000000	\$373,200.00
Service From	Service To	Manufacturer	Model No		
2022-09-30	2023-09-29				

Commodity Line Description: Review and certification of Substance Use Recovery Residence

Extended Description:

Review and certification of Substance Use Recovery Residence

Monthly Rate: \$31,100.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112103	0.00000		0.000000	\$373,200.00
Service From	Service To	Manufacturer	Model No		
2023-09-30	2024-09-29				

Commodity Line Description: Review and certification of Substance Use Recovery Residence

Extended Description:

Optional Renewal 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112103	0.00000		0.000000	\$547,776.00
Service From	Service To	Manufacturer	Model No		
2024-09-30	2025-09-29				

Commodity Line Description: Review and certification of Substance Use Recovery Residence

Extended Description:

Optional Renewal 3



December 11th, 2024

West Virginia Alliance of Recovery Residences
1116 Smith Street
Charleston, WV 25301

Re: 2024-2025 WVARR Contract Renewal

Dear Mr. Iarossi,

Renewal Description: Change Order No. 03 is issued to renew the original contract to 9/29/2025 with a price adjustment to reflect the terms, conditions, prices, and specifications included in the revised 2024 – 2025 quote. The effective date of this contract renewal is 9/30/2024.

Sincerely,

A handwritten signature in dark ink, appearing to read "Emily Birckhead". The signature is fluid and cursive, with the first name "Emily" being more prominent than the last name.

Emily Birckhead
Executive Director, WVARR

A handwritten signature in dark ink, appearing to read "Melissa Mullins". The signature is cursive and somewhat stylized.

Melissa Mullins, CFO
BBH

A handwritten signature in dark ink, appearing to read "Abby Greer". The signature is cursive and somewhat stylized.

Agree to
Renew
Abby
Greer



**West Virginia Alliance of Recovery Residences, Inc. Quote
West Virginia Recovery Residence Certification
2024-2025**

Recovery residences provide safe and stable living environments for adults with substance use disorders. Services areas provided by recovery residences vary across levels of care but typically address resident health, mental health, wellness, employment, and recovery supports. The National Alliance of Recovery Residences (NARR) created best practice standards and ethical principles to guide the day-to-operations of recovery residences nationwide. NARR designates one affiliate per state to implement these standards and ethical principles via a certification process, which includes training, technical assistance, certification, and ongoing compliance management. Additionally, NARR affiliates serve as advocates for the recovery residence community at large. NARR values promote quality, safety, transparency, education, measurability, resident choice, and fidelity to the model, which has now been recognized and adopted in 41 states across the country.

The West Virginia Alliance of Recovery Residences (WVARR) is NARR's designated affiliate for the state of West Virginia. WVARR was established in August of 2018 by a group of recovery residence operators seeking to improve the quality of recovery housing in West Virginia. WVARR received official affiliation from NARR the following September. Shortly after, work began to establish the organization's framework and develop a foundation for certification. This included board recruitment and training; staff training and recruitment; identifying, assessing, and training the recovery residence community; educating the public and stakeholders all over West Virginia; working with legislators and other state agencies; and intensive and collaborative work with NARR leadership and other state affiliates to ensure the process developed for West Virginia would emphasize integrity and inefficiency.

In October 2019, the West Virginia legislature passed legislation which created a voluntary certification for recovery residences. The legislation indicates that



certification should be based on best-practice standards determined by the National Alliance of Recovery Residences (NARR). WVARR began certifying recovery residences in September of 2020. In 2022, at the time of our original contract, we had 167 residences engaged in the process, with 56 certifications and 21 denials. Now, in 2024, we have 234 residences engaged in the process (40% increase), including 104 certified (86% increase) and 51 denied (143% increase).

In addition to certification, WVARR maintains a process for receiving and investigating complaints and allegations about recovery residences, primarily those from current residents. To date, WVARR has processed and investigated 229 grievances, including 153 new grievances since 2022 (101% increase).

WVARR provides training and technical support to residence operators; hosts monthly open calls for recovery residence operators and staff; educates the public and other stakeholders about the recovery residence community and recovery residence certification; conducted the first-ever statewide assessment of recovery residences; developed processes to collect, monitor, and assess data from and about the recovery residence community, including resident surveys and outcomes; provides guidance and funding recommendations to state agencies; supports the recovery and recovery housing community through advocacy and outreach; and collaborates across diverse sectors and professions to ensure that people with substance use disorders are treated with dignity and respect and are able to access the highest quality care and support possible to achieve and maintain long-term recovery.

WVARR staff facilitates a monthly meeting for Appalachian NARR affiliates and WVARR's executive director facilitates a monthly meeting for all NARR affiliate leaders nationwide to share best practices and develop collaborative solutions. WVARR staff are members of the NARR Advocacy Committee, the NARR DEI Committee, the NARR Affiliate Committee, the NARR Affiliate Leaders Committee, the NARR Conference Planning Committee, the WV Governor's Advisory Council for Substance Use Disorders Community Engagement subcommittee, the Appalachian Recovery Alliance, the WV Association of Addiction and Prevention



Professionals Public Policy Committee, Great Rivers Addiction Recovery, WV Families of Convicted People, the WV Hope in Action Alliance, the WV Human Trafficking Task Force, and are West Virginia certified PRSS Ethics Trainers.

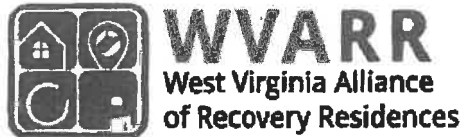
Since 2022, we have been onboarding and overseeing the first-ever collection of resident-centered outcomes, through the ARMS/REC-CAP platform. The evidence-based REC-CAP and corresponding Measure, Plan, Engage tools, developed by the Recovery Outcomes Institute (ROI), are currently migrating into the Behave Health platform, which will offer us the opportunity to provide each recovery residence operator with their own unique operations portal hosted within the WVARR network, provide real-time bed availability data to the public, manage all certifications and certification processes, and track and assess resident outcomes all in one space.

Goals and Measurable Objectives

September 30th, 2024 – September 29th, 2025

The WV Alliance for Recovery Residences will:

- **Maintain a state-recognized nonprofit organization through coordination with the National Alliance of Recovery Residences (NARR).**
- **Maintain a Board of Directors that represents the six different state regions identified by the WV Bureau of Behavioral Health that will guide the organization's operations and fiscal responsibilities.**
- **Maintain an accreditation program for illicit drug and alcohol-free recovery residences, in accord with W.Va. Code 16-59-1, et seq and standards and best practices established by the National Alliance of Recovery Residences (NARR).**
- **Maintain a reporting system for accredited West Virginia recovery residences.**
- **Provide training on best practices established by NARR to stakeholders across the state.**



- Provide a certificate of compliance to each recovery residence that has receives successful certification.
- Maintain a list of certified residences, to be updated quarterly, and shared with the public, the Department, Bureaus, and other stakeholders.
- Develop a statewide advocacy plan to promote safe and high-quality recovery housing.

Service Activities

September 30th, 2024 – September 29th, 2025

The WV Alliance of Recovery Residences will:

- Maintain the organization as an incorporated entity of West Virginia.
- Maintain affiliation and designation with the National Alliance of Recovery Residences (NARR).
- Maintain processes for accreditation, ongoing compliance management, and resident complaints.
- Work with NARR and other NARR affiliates to ensure the organization's activities are aligned with best-practices, integrity, and efficiency.
- Implement and maintain processes for assessing recovery residence capacity and resident outcomes.
- Develop and host statewide trainings and workshops to educate recovery residence operators, recovery residence staff, other stakeholders, and the public about recovery housing best practice standards and ethical principles.
- Develop and implement a legislative advocacy agenda promoting recovery and recovery housing best practices.
- Maintain a public website and social media accounts that include educational information and resources, relevant current events, and a list of certified residences.

Performance Measures



September 30th, 2024 – September 29th, 2025

The WV Alliance of Recovery Residences will:

Maintain documentation related to activities and service areas, including but not limited to:

- **Relevant and available information related to certified recovery residence capacity in the state of West Virginia.**
- **Certification Status Updates, to be sent at least monthly, to include:**
 - **The number of organizations engaged in the certification process.**
 - **The number of organizations receiving certification.**
 - **The number of organizations that have expired, denied, or revoked certification.**
- **All documentation pertaining to requests for reconsideration of certification expirations, denials, or revocations.**
- **Recovery Home Environment Scales (RHES) from all inspected residences.**
- **Training/ Technical Assistance provided to recovery residences operators.**
- **Training/ Technical Assistance provided to community stakeholders.**
- **The number of residence complaints received and investigated, along with the outcomes of investigations and any corresponding reports.**
- **Outcomes data for all certified residences onboarded into the WVARR-approved resident outcomes platform.**
- **Minutes of all Board of Directors meetings, including financials.**
- **Any other information the Department considers relevant or necessary to its operations.**

All information will be made available to the Department upon request.



September 30th, 2024 – September 29th, 2025

Cost increase:

Since our original contract proposal in 2022, we have had a **40% increase** in residences in our process and anticipate \$4.8 million of new capacity in the next 12 months via funding from the WV First Foundation, to be awarded January 2025. We have seen an **86% increase** in certified residences, **143% increase** in denials/revocations. We have also experienced a **101% increase** in grievances and corresponding investigations since 2022.

The price changes indicated below include the staff required to accommodate the increases noted above and include funding to cover the costs of our certification, residence management, and outcomes platform, priced at **\$99,000** for one year with monthly payments.

Quote: \$547,776

-Includes all service activities indicated, 5 full-time staff, and a one-year contract for the certification, residence management, and resident outcome platform, as outlined in the chart below:

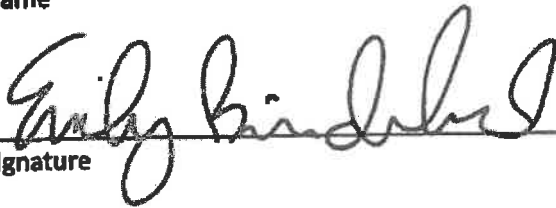


WVARR
West Virginia Alliance
of Recovery Residences

	2024 -2025 Contract Budget
Personnel	\$245,000
Fringe	\$61,423
Supplies	\$7,500
Contracts	\$118,000
Other	\$68,000
Total	\$499,923
Indirect	\$47,853

Emily Birckhead

Name



Signature

Executive Director

Title

9/27/2024

Date



STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR BEHAVIORAL HEALTH

Alex J. Mayer
Cabinet Secretary

Nicholas R. Stuchell
Interim Commissioner

February 4, 2025

*Backdate 1/1/25
Approved
discussed
w/ WVAH
front*

Bryan Rosen, Purchasing Director
Office of Shared Administration
West Virginia Departments of Health, Health Facilities, and Human Services
One Davis Square
Charleston, WV 25301

Re: Justification for Late Issuance of West Virginia Alliance of Recovery Residence (WVARR)
Contract Renewal

Director Rosen,

Please accept this letter as justification to retroactively finalize a contract renewal between the West Virginia Department of Human Services, Bureau for Behavioral Health (BBH) and the West Virginia Alliance of Recovery Residence for administration of the voluntary certification of recovery residences as directed in West Virginia Code §16-59-2. As per that statute "(a) The department shall contract with an entity to serve as the certifying agency for a voluntary certification program for drug-free and alcohol-free recovery residences based upon standards determined by the National Alliance for Recovery Residences (NARR) or a similar entity. The certifying agency shall establish and implement an accreditation program for drug-free and alcohol-free recovery residences that shall maintain nationally recognized standards". There was a previous contract for services that was effective from March 31, 2022 and valid through September 29, 2024 factoring in previous annual renewals. As of September 29, 2024 there was one annual renewal remaining on the original contract (CCT 0506 2848 BHS2200000003) that has not yet been exercised.

Prior to the renewal of the contract the Bureau had entered into discussions with the vendor agency about their desire to expand service provision and quality through subscription to a recovery data platform. The Advanced Recovery Management System (ARMS) enables WVARR to efficiently implement recovery support services that promote resident transition from active addiction to healthy, pro-social networks. Due to significant changes and additional costs included in the request from the provider in their Statement of Work a final determination was not made by the Bureau until after the start date of the renewal. It should be noted that in addition to the data platform, there were discussions related to the increased need for staffing as the number of residences in the state continued to grow. Ultimately, option 2 of the Statement of Work with one new staff member and the data platform subscription was approved but exceeds the 10% threshold for automatic renewal.

To compound the issues within the Bureau for Behavioral Health our primary purchasing staff member left employment to transfer to State Surplus property on July 26, 2024 and despite posting and interviewing multiple rounds we have been unable to find a candidate to accept our purchasing position as a procurement specialist. The Bureau's designated backup for purchasing assistance (this



position is classified as Administrative Services Assistant 1 as the duties are not primarily purchasing but more operational), was placed on MLOA in August and has not yet returned to work. As the Bureau only has 85 budgeted (not filled) positions and our primary focus is on grant subawards and program administration, those were the only staff designated to provide the level of assistance needed to get this contract reviewed, processed and approved.

As a result of the vacancy/absence of other staff, the Bureau's Chief Financial Officer has been tasked with taking on the additional duties but was still primarily charged with performing her day-to-day duties which were significantly increased by the change in all funding and encumbrances for the Bureau as we transitioned from the Department of Health to the Department of Human Services on July 1, 2024 as part of approved legislation. This change created multiple obstacles and significant confusion on several fronts (including some with purchasing) for multiple months, reducing their capacity to focus on learning the processing and procedures to finalize the renewal document.

BBH would like to note that this is a CCT and the Vendor is a Sole Source provider as they are the only agency in the state that does and can meet the requirements of the legislation. Whereas they are legislatively directed to provide these , and BBH is charged with administering a contract with that agency, we respectfully request your consideration and approval to issue the final renewal of this contract at the updated negotiated rate to include both the new data subscription and the additional staffing.

Further, while this is a state legislative mandate, the Bureau has been able to leverage Federal SAMHSA State Opioid Response (SOR) funding to pay for the services. This contract was written in to the final budget and was approved by our Federal Grantor. As such, the funding exists and could be potentially returned unspent if we are not able to expend for this purpose.

I personally accept full responsibility for the Bureau's failure to timely negotiate and process the renewal as I was unable to properly prioritize and navigate the obstacles that occurred. Despite my mistakes, the Departments failure to renew this contract will put the vendor in an unfortunate predicament where they will lose their primary source of funding and not be able to complete their mission. Should you have any questions or concerns please feel free to reach out to me and we can research and figure out how to help.

Thank you in advance for your consideration of this request. Feel free to contact me directly (304) 352-5592.

Sincerely,



Damon Iarossi, Deputy Commissioner
Bureau for Behavioral Health



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 4-23, signed into effect by Governor Morrissey 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: *CCCT 8452243 Renewal*

[Signature]
Agency Head *DAMON IAROCKE BBH*
Deputy Commissioner

[Signature]
Cabinet Secretary/Department Head

[Signature]
Governor's Office Representative

Date

2/5/25

Date

2/27/2025

Date

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e.g. 1606N020Q02

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e.g. 1606N020Q02

"West Virginia Alliance of Recovery Residences INC" 

Federal Organizations

Enter Code or Name  

Status

☒ Active☒ Inactive



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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.

WEST VIRGINIA ALLIANCE OF RECOVERY RESIDENCES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/22/2018		5/22/2018	Domestic	Non-Profit			

Organization Information			
Business Purpose	8139 - Other Services (except Public Administration) - Religious/Grantmaking/Prof/Like Organizations - Business, Professional, Labor, Political and Similar Organizations		Capital Stock
Charter County	Kanawha	Control Number	9AMF3
Charter State	WV	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	1116 SMITH STREET CHARLESTON, WV, 25301
Mailing Address	1116 SMITH STREET CHARLESTON, WV, 25301 USA
Notice of Process Address	EMILY BIRCKHEAD 1116 SMITH STREET CHARLESTON, WV, 25301
Principal Office Address	1116 SMITH STREET SUITE 414 CHARLESTON, WV, 25301 USA
Type	Address

Officers	
Type	Name/Address
Director	EMILY BIRCKHEAD 1116 SMITH STREET CHARLESTON, WV, 25301
Incorporator	MELISSA EAKLE LEASURE 401 10TH STREET, SUITE 500 HUNTINGTON, WV, 25701 USA
President	JIM MCCLANAHAN 421 SCOTT ST. BLUEFIELD, WV, 24701
Vice-President	JONATHAN DOWER 1116 SMITH STREET CHARLESTON, WV, 25301
Type	Name/Address

Date	Amendment
9/6/2019	B4WV Other Change: The Articles of Incorporation are amended to remove the language providing that the corporation will have members.
Date	Amendment

Annual Reports	
Filed For	

2024
2023
2022
2021
2020
2019
Date filed

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

Wednesday, March 12, 2025 — 1:00 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Hustead</u> Date: <u>2/27/25</u> Solicitation No. <u>CCT BHS22*03</u>	Agency: WV OSA Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CCT BHS22*3 PF No.: 941349
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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: _____

Cynthia Hustead