



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

# State of West Virginia Contract

Order Date: 03-25-2025

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 0702 7812 TAX1800000001 20	Procurement Folder:	290212
Document Name:	Remittance Processing System	Reason for Modification:	Change Order 13 contract renewal Year 8.
Document Description:	Remittance Processing System		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2017-09-29
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-06-07

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000198702 FAIRFAX IMAGING INC 550 N REO ST STE 202  TAMPA FL 33609 US Vendor Contact Phone: 703-802-1220 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: Nora M Adams Requestor Phone: 304-558-8699 Requestor Email: nora.m.adams@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
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748  CHARLESTON WV 25339-1748 US	REVENUE DIVISION TAX DIVISION OF REVENUE CENTER  1001 LEE ST E, STE 2 CHARLESTON WV 25301-1725 US

CR 3-31-25

Total Order Amount: \$2,362,592.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  DATE: <i>JA 3.28.25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>[Signature]</i> DATE: <i>4/2/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> DATE: <i>4-2-25</i> ELECTRONIC SIGNATURE ON FILE
--------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------



**Extended Description:**

Change Order No. 13 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. 1 renewal year remains

Effective date of renewal: June 8, 2025 through June 7, 2026

Change in contract value is as follows:

Original Contract Total:	\$1,545,742.00
Change Order No. 01:	\$ 1,200.00
Change Order No. 02:	\$ 0.00
Change Order No. 03:	\$ 128,000.00
Change Order No. 04:	\$ 30,000.00
Change Order No. 05:	\$ 75,342.00
Change Order No. 06:	\$ 57,680.00
Change Order No. 07:	\$ 78,475.00
Change Order No. 08:	\$ 81,746.00
Change Order No. 09:	\$ 2,388.00
Change Order No. 10:	\$ 85,160.00
Change order No. 11:	\$ 88,726.00
Change Order No. 12:	\$ 91,797.00
Change Order No. 13:	\$ 96,336.00

New Contract Total \$ 2,362,592.00

i  
All provisions of the original contract and subsequent change orders herein remain

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43211700	1.00000	LS	594520.000000	\$594,520.00
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Computer data input devices

**Extended Description:**

Integrated, imaged-based remittance processing and data capture system as described in the specifications including hardware and software.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	86132100	1.00000	LS	875880.000000	\$875,880.00
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Installation and Training

**Extended Description:**

Installation and training as described in the specifications.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112201	1.00000	LS	75342.000000	\$75,342.00
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** 1st Year Maintenance & Support

**Extended Description:**



Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	43211700	1.00000	LS	1200.000000	\$1,200.00
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Ethernet Cards for IBML scanners

**Extended Description:**

Ethernet Cards for IBML scanners

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81110000	1.00000	LS	128000.000000	\$128,000.00
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Computer services

**Extended Description:**

Forms programmed and configured to be processed for 2018 Annual changes. Scope includes, Configuration of form recognition, configuration for form data capture, form workflow, and output generation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81110000	1.00000	LS	30000.000000	\$30,000.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** Computer services

**Extended Description:**

Add the 2019 Business Registration Forms.

There will be no vendor version of these forms.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81112201	1.00000	LS	75342.000000	\$75,342.00
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** 2nd Year Maintenance & Support

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	81110000	1.00000	LS	57680.000000	\$57,680.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** Computer services

**Extended Description:**

Add the 2019 Annual Changes.

Breakdown of cost is as follows: Change order total is \$119,600 minus 20 percent for FreeForm and \$38,000 for Agency doing the IFP conversion. New total for this change order is \$57,680.00

Cost of Changes: \$119,600

Less 20 percent due to FreeForm \$23,920

Less



Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	81112201	1.00000	LS	78475.000000	\$78,475.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		

**Commodity Line Description:** 3rd Year Maintenance & Support

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	81112201	1.00000	LS	81746.000000	\$81,746.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		

**Commodity Line Description:** 4th Year Maintenance & Support

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	43230000	2.00000	EA	995.000000	\$1,990.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		

**Commodity Line Description:** IBML Off Line Admin License

**Extended Description:**

IBML Off Line Admin License

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	81111503	2.00000	EA	199.000000	\$398.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		

**Commodity Line Description:** Annual Maintenance

**Extended Description:**

Annual Maintenance

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	81112201	1.00000	LS	85160.000000	\$85,160.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		

**Commodity Line Description:** 5th Year Maintenance & Support

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	81112201	1.00000	LS	88726.000000	\$88,726.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		

**Commodity Line Description:** 6th Year Maintenance & Support

**Extended Description:**



Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	81112201	1.00000	LS	91797.000000	\$91,797.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 7th Year Maintenance & Support

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	81112201	1.00000	LS	96336.000000	\$96,336.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 8th Year Maintenance & Support

Extended Description:





Larry Pack  
Secretary of Revenue

STATE TAX DEPARTMENT

Matthew Irby  
State Tax Commissioner

January 13, 2025

Fairfax Imaging Inc.  
Attn: Michael D. Minter  
2005 Pan Am Circle, Suite 110  
Tampa, FL 33607

Dear Mr. Minter

The West Virginia State Tax Division would like to "renew" their contract with Fairfax Imaging Inc. for an additional year. If you agree and approve, the date of service for this renewal will be June 8, 2025 through June 7, 2026.

Please sign below in acceptance of the renewal of this contract for one year at the same terms and conditions as the original contract. Pricing for Year 7 shall be as follows: Hardware (image trac 6400 Scanner): \$58,487.00; Software (Quick Modules 5.0): \$37,849.00 for a total of \$96,336.00.

Upon acceptance, please return documents via email to [nora.m.adams@wv.gov](mailto:nora.m.adams@wv.gov) or via U.S. Mail at WV State Tax Division, Attn: Operations Division PO Box 11748, Charleston WV 25301-1748.

If you have any questions or need additional information, please contact me at (304) 558-8699.

Sincerely,

*Nora Adams*

Nora Adams, Procurement Specialist  
Operations Division

Accepted by: MICHAEL D. MINTER

Company Name: FAIRFAX IMAGING, INC. (DBA FAIRFAX SOFTWARE)

Signature: Michael D. Minter

Title: VP, SALES & MARKETING

Date: 1-13-2025



**Year 7 Maintenance & Support**

ImageTrac 6400 Scanners -	\$55,050.00
<i>Quick</i> Modules 5.0 Software -	<u>\$36,747.00</u>
Item Number 9 Total -	\$92,449.00

**Year 8 Maintenance & Support**

ImageTrac 6400 Scanners -	\$58,487.00
<i>Quick</i> Modules 5.0 Software -	<u>\$37,849.00</u>
Item Number 10 Total -	\$96,336.00

**Year 9 Maintenance & Support**

ImageTrac 6400 Scanners •	\$61,411.00
<i>Quick</i> Modules 5.0 Software -	<u>\$38,985.00</u>
Item Number 11 Total -	\$100,396.00

**Payment Milestones**

The following payment plan is submitted in support of the project. All travel expenses are included in the below pricing. Per the Addendum 1 - RFP Questions and Answers, Fairfax Imaging has shown a 20% retainage amount for each milestone. Payment of the retainage will be upon Final System Acceptance by WV Tax.

<b>Deliverable Milestone</b>	<b>Amount</b>	<b>20% Retainage</b>	<b>Total Payment Due At Milestone Completion</b>
Phase 1 – Hardware & Software Installation 100%	\$ 594,520.00	\$ 118,904.00	\$ 475,616.00
Phase 1 – Service 50%	\$ 437,940.00	\$ 87,558.00	\$ 350,352.00
Phase 2 – Service 25%	\$ 218,970.00	\$ 43,794.00	\$ 175,176.00
Phase 3 – Service 25%	\$ 218,970.00	\$ 43,794.00	\$ 175,176.00
Retainage – Final System Acceptance			\$ 294,080.00
Total Amounts	\$ 1,470,400.00	\$ 294,080.00	\$ 1,470,400.00

A ninety (90) day warranty is provided with the System for Hardware and Software. The warranty of the Hardware and Software will begin upon installation. Upon expiration of the warranty period, First Year Maintenance and Support will begin.



## REQUEST FOR PROPOSAL

### (WV TAX Department – Remittance Processing)

#### Attachment C: Cost Sheet

Cost information below as detailed in the request for Proposal and submitted in a separate sealed envelope. Cost should be clearly marked

Contract Items					
Item Number	Description	Unit of Measure	Quantity	Unit Cost	Extended Cost
1	Equipment (Hardware/Software	Lump Sum	1	\$ 594,520.00	\$ 594,520.00
2	Installation & Training	Lump Sum	1	\$ 875,880.00	\$ 875,880.00
3	1 <sup>st</sup> Year Maintenance & Support	Year	1	\$ 75,342.00	\$ 75,342.00
Contract Items					
4	Year 2 Maintenance & Support	Year	1	\$ 75,342.00	\$ 75,342.00
5	Year 3 Maintenance & Support	Year	1	\$ 78,475.00	\$ 78,475.00
6	Year 4 Maintenance & Support	Year	1	\$ 81,746.00	\$ 81,746.00
7	Year 5 Maintenance & Support	Year	1	\$ 85,160.00	\$ 85,160.00
8	Year 6 Maintenance & Support	Year	1	\$ 88,726.00	\$ 88,726.00
9	Year 7 Maintenance & Support	Year	1	\$ 92,448.00	\$ 92,448.00
10	Year 8 Maintenance & Support	Year	1	\$ 96,336.00	\$ 96,336.00
11	Year 9 Maintenance & Support	Year	1	\$ 100,395.00	\$ 100,395.00
Total Bid Amount					\$2,244,370.00



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 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.

*Tax 18401 Fairfax Imaging Remittance Processing*

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

*[Signature]*  
Agency Head

*2/3/2025*  
Date

*[Signature]*  
Cabinet Secretary/Department Head

*2-27-25*  
Date

Governor's Office Representative

Date



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>3/28/28</u> Solicitation No. <u>TAX18*01</u> <u>CO# 13</u>	Agency: WV State Tax Department Procurement Officer Submitting Requisition: Nora Adams Requisition No. TAX18*01 CO 13 PF No.: 9290242 <u>290212</u>
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_



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Business Organization Detail

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FAIRFAX IMAGING, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	4/5/2013		4/5/2013	Foreign	Profit			

Organization Information		
Business Purpose	5415 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Computer Systems Design and Related Services (design, programming, facilities mgmt)	
Charter County	Capital Stock	
Charter State	Control Number	99ZW0
At Will Term	Excess Acres	
At Will Term Years	Member Managed	
Authorized Shares	Par Value	
	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	2005 PAN AM CIR DR STE 110 TAMPA, FL, 33607
Mailing Address	550 N. REO STREET SUITE 202 TAMPA, FL, 33609 USA
Notice of Process Address	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
Principal Office Address	550 N. REO STREET SUITE 202 TAMPA, FL, 33609 USA
Type	Address

Officers	
Type	Name/Address
Director	STEVE CHAHAL 550 N. REO STREET SUITE 202 TAMPA, FL, 33609
President	STEVE CHAHAL 550 N. REO STREET SUITE 202 TAMPA, FL, 33609
Secretary	STEVE CHAHAL 550 N. REO STREET SUITE 202 TAMPA, FL, 33609
Treasurer	STEVE CHAHAL 550 N. REO STREET SUITE 202 TAMPA, FL, 33609
Type	Name/Address

DBA			Hi, I'm SOLO! I can help you file your Annual Report.
DBA Name	Description	Effective Date	
FAIRFAX SOFTWARE	TRADENAME	3/9/2020	
DBA Name	Description	Effective Date	



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

Wednesday, March 26, 2025 — 1:24 PM


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