



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

## State of West Virginia Delivery Order

Order Date: 03-12-2025

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:	CDO 0803 0081 DOT2400000030 8	Change Order No:	2	Procurement Folder:	1357424
Document Name:	Deighton Professional Service - TAMP			Reason for Modification: Change Order 3 To reallocate hours for CLs 1, 2 & 5; extend end date to complete work	
Document Description:	Deighton Professional Service - TAMP (81240083) CO 3				
Procurement Type:	Central Delivery Order				
Buyer Name:	John W Estep				
Telephone:	304-558-2566				
Email:	john.w.estep@wv.gov				
Shipping Method:	Best Way			Master Agreement Number:	CMA 0803 DOT2400000009 8
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000233045	Requestor Name:	Sidney Oliver
DEIGHTON ASSOCIATES LTD		Requestor Phone:	304-414-7119
1555 WENTWORTH ST UNIT 200		Requestor Email:	jr.oliver@wv.gov
WHITBY	ON	<b>2025</b> FILE LOCATION _____	
CA			
Vendor Contact Phone:	9056656605		
Extension:	132		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720  CHARLESTON WV 25305  US	INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720  CHARLESTON WV 25305  US

Purchasing Division's File Copy

Total Order Amount: \$365,199.00

PURCHASING DIVISION AUTHORIZATION  
DATE: *3-31-25*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *4-1-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 3

To update CDO per the vendor change request form, dated 2/20/25 (attached):

- Increase amount of Line 1: add 20 hours
- Decrease amount of Line 2: decrease 250 hours
- Increase amount of Line 5: add 297.95 hours
- Extend end date to August 31, 2025

Total CDO amount has decreased from \$365,200.00 to \$365,199.00.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	208.00000	HOUR	\$285.0000	\$59,280.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Deighton Professional Services - Project Mgt Rate - Sr. Rate**Extended Description:**Deighton Professional Services - Project Mgt Rate - Sr. Rate  
Increase 20 hours, new total 208 hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	50.00000	HOUR	\$285.0000	\$14,250.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Deighton Prof Svcs -dTIMS Software Dev. Personnel - Sr. Rate**Extended Description:**Deighton Prof Svcs -dTIMS Software Dev. Personnel - Sr. Rate  
Decrease 250 hours, new total 50 hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	460.00000	HOUR	\$285.0000	\$131,100.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Deighton Prof Svcs - Project Delivery Personnel - Sr. Rate**Extended Description:**Deighton Prof Svcs - Project Delivery Personnel - Sr. Rate  
Decrease 40 hours, new total 460 hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112200	0.00000		\$0.0000	\$28,400.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-01-15	2025-01-14				

**Commodity Line Description:** Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip)-Sr. Rate**Extended Description:**Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip)-Sr. Rate  
Add 1 additional @ rate \$11,200, new total \$28,400

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81112200	548.04090	HOUR	\$220.0000	\$120,569.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Deighton Prof Svcs - Project Delivery Personnel - Jr. Rate

**Extended Description:**

Deighton Prof Svcs - Project Delivery Personnel - Jr. Rate  
Increase 297.95 hours, new total 548.0409 hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81112200	0.00000		\$0.0000	\$11,600.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-01-15	2025-01-14				

**Commodity Line Description:** Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip)-Jr. Rate

**Extended Description:**

Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip)-Jr. Rate



<b>Change Request Title:</b> WV TAMP 4 Billing - Hours Reallocation Within Roles & Contract Extension									
<b>Project:</b> 2023-035a TAMP 4	<b>Date:</b> 2025-02-20								
<b>Change Requestor:</b> Nilotpal Chatterjee	<b>Change No:</b> 2023-035a CR2 V3								
<b>Change Category (Check all that apply):</b> <table border="0"><tr><td><input checked="" type="checkbox"/> Duration/Schedule</td><td><input type="checkbox"/> Cost</td><td><input type="checkbox"/> Scope</td><td><input type="checkbox"/> Requirements/Deliverables</td></tr><tr><td><input type="checkbox"/> Testing/Quality</td><td><input checked="" type="checkbox"/> Resources</td><td><input type="checkbox"/> Product</td><td><input type="checkbox"/> Processes</td></tr></table>		<input checked="" type="checkbox"/> Duration/Schedule	<input type="checkbox"/> Cost	<input type="checkbox"/> Scope	<input type="checkbox"/> Requirements/Deliverables	<input type="checkbox"/> Testing/Quality	<input checked="" type="checkbox"/> Resources	<input type="checkbox"/> Product	<input type="checkbox"/> Processes
<input checked="" type="checkbox"/> Duration/Schedule	<input type="checkbox"/> Cost	<input type="checkbox"/> Scope	<input type="checkbox"/> Requirements/Deliverables						
<input type="checkbox"/> Testing/Quality	<input checked="" type="checkbox"/> Resources	<input type="checkbox"/> Product	<input type="checkbox"/> Processes						
<b>Does this Change Affect (Check all that apply):</b> <table border="0"><tr><td><input type="checkbox"/> Corrective Action</td><td><input type="checkbox"/> Preventative Action</td><td><input type="checkbox"/> Defect Repair</td><td><input type="checkbox"/> Updates</td></tr><tr><td colspan="4"><input checked="" type="checkbox"/> Other</td></tr></table>		<input type="checkbox"/> Corrective Action	<input type="checkbox"/> Preventative Action	<input type="checkbox"/> Defect Repair	<input type="checkbox"/> Updates	<input checked="" type="checkbox"/> Other			
<input type="checkbox"/> Corrective Action	<input type="checkbox"/> Preventative Action	<input type="checkbox"/> Defect Repair	<input type="checkbox"/> Updates						
<input checked="" type="checkbox"/> Other									
<b>Describe the Change Being Requested:</b> <p>Requesting to move 250 hours from <i>Software Dev Personnel – Senior</i> role and add 298 hours(297.95 to be exact) to the <i>Project Delivery Personnel – Junior</i> role and 20 hours to the <i>Project Mgt – Senior</i> role. The roles have different rates:</p> <p><i>Software Dev Personnel – Senior</i> role is \$285/hr. <i>Project Delivery Personnel – Junior</i> role is \$220/hr. <i>Project Mgt – Senior</i> role is \$285/hr</p> <p>250hrs of <i>Software Dev Personnel – Senior</i> role = <b>\$71,250</b></p> <p>297.95hrs of <i>Project Delivery Personnel – Junior</i> role = \$65,549 20hrs of <i>Project Mgt – Senior</i> role = \$5,700 Total = <b>\$71,250</b></p> <p><b>NOTE: the change in cost is a decrease of \$1.00, with moving hours from one role to another.</b></p> <p><b>I also request the contract be extended till August 31, 2025.</b></p>									

**Describe the Reason for the Change:**

Hours Reallocation -> Currently looking at the hours at the end of January 2025 below are the remaining hours for each of the roles. As the contract is being extended till August 31, 2025, more hours are required for the Project Delivery Personnel – Junior role and The Project Management – Senior role. There is currently lots of remaining hours remaining for the Software Dev Personnel – Senior roles which we won't be able to utilize fully.

Role	Remaining Hours
DPS - Project Mgt Rate - Sr. Rate	13.5hrs
DPS - dTIMS Software Dev. Personnel - Sr. Rate	300hrs
DPS - Project Delivery Personnel - Sr. Rate	170hrs
DPS - Project Delivery Personnel - Jr. Rate	-97.5hrs

Contract Extension -> The contract initially was set to expire on January 14, 2025. With the approved V2 of this change request the contract was extended till March 31, 2025. Upon completion of the scoped work by March 31<sup>st</sup> there will still be a lot of budgets remaining in this contract. So during the onsite visit in February 2024 the Deighton and WV management decided to extend the contract to August 31, 2025. Therefore suggesting the contract extension to be till August 31<sup>st</sup>, 2025.

**Describe all Alternatives Considered:**

Hours Reallocation -> An alternative would be to have the senior resource execute the rest of the project. But we don't have enough Senior resources to carry this out. The junior resources have been working on this project already and capable of executing the rest.

**Describe any Technical Changes Required to Implement this Change:**

N/A

**Describe Risks to be Considered for this Change:**

No risks.

**Estimate Resources and Costs Needed to Implement this Change:**

No additional cost to implement this change.

**Describe the Implications to Quality:**

No implication of quality. The scope and the resources involved stay the same.


**Deighton Disposition:**

☐ Approve

☐ Reject

☐ Defer

**Justification of Approval, Rejection, or Deferral:**

Client Approval:			
Name	Disposition	Date	
	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer	03/07/2025	
	<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer		

Change Approver (Board Approval)		
Name	Signature	Date

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.*

DEIGHTON ASSOCIATES LTD.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	5/13/1992		5/13/1992	Foreign	Profit			

Organization Information			
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services		Capital Stock 0.0000
Charter County	Foreign Country		Control Number 0
Charter State	ONT		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
Local Office Address	1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6
Mailing Address	1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6 CAN
Notice of Process Address	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
Principal Office Address	1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6 CAN
Type	Address

Officers	
Type	Name/Address
Director	ROB PIANE 1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6
President	VICKI DEIGHTON 1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	



2018
2017x
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
2007
2004
2003
2002
2001
2000
1999
Date filed

File Your Current Year Annual Report Online Here

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

Friday, March 28, 2025 — 7:53 AM

© 2025 State of West Virginia

Search

All Words



e.g. 1606N026Q02



**Please Sign In:** You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

[Sign In](#)

Filter By

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility /

### 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

Deighton Associates LTD



Entity ^

Location ^

Status ^

☒ Active☒ Inactive

## No matches found

**We couldn't find a match for your search criteria.**

Please try another search or go back to previous results.

[Go Back](#)

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>3/20/25</u> Solicitation No. <u>CDO DOT24*30</u> <u>Co # 3</u>	Agency: WVDOT - Division of Highways Procurement Officer Submitting Requisition: Kristy James Requisition No. CDO DOT24*30 PF No.: 1357424
---	---

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### FOR CHANGE ORDERS/RENEWALS:

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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: \_\_\_\_\_

