



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 8

List View

General Information Contact Default Values Discount Document Information Clarification Request

Procurement Folder: 1004415

Procurement Type: Central Master Agreement

Vendor ID: VS0000008582

Legal Name: VERITRACE INC

Alias/DBA:

Total Bid: \$381,223.90

Response Date: 03/10/2022

Response Time: 7:31

Responded By User ID: VeriTrack

First Name: Angie

Last Name: Scantland

Email: ascantland@veritrace.co

Phone: 513-202-0790

SO Doc Code: CRFQ

SO Dept: 0506

SO Doc ID: EHP2200000002

Published Date: 2/25/22

Close Date: 3/10/22

Close Time: 13:30

Status: Closed

Solicitation Description: SECURITY PAPER

Total of Header Attachments: 8

Total of All Attachments: 8



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

State of West Virginia
Solicitation Response

Proc Folder: 1004415
Solicitation Description: SECURITY PAPER
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2022-03-10 13:30	SR 0506 ESR03102200000005518	1

VENDOR
VS0000008582
VERITRACE INC

Solicitation Number: CRFQ 0506 EHP2200000002
Total Bid: 381223.9000000000232830643653 **Response Date:** 2022-03-10 **Response Time:** 07:31:35
Comments:

FOR INFORMATION CONTACT THE BUYER
Crystal G Hustead
(304) 558-2402
crystal.g.hustead@wv.gov

Vendor		
Signature X	FEIN#	DATE

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	60,000 sheets of security paper sent with single ship: Yr 1	60000.000	EA	0.303400	18204.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

60,000 sheets of security paper sent with single shipment

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	90,000 sheets of security paper sent with single ship Yr 1	90000.000	EA	0.284900	25641.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

90,000 sheets of security paper sent with single shipment.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	60,000 sheets of security paper sent with split ship Yr 1	60000.000	EA	0.307900	18474.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

60,000 sheets of security paper sent with split shipments.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	90,000 sheets of security paper sent with split ship Yr 1	90000.000	EA	0.288500	25965.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

90,000 sheets of security paper sent with split shipments.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Cost for Minor Copy Changes as described in 3.1.2 Yr 1	10.00000	EA	300.000000	3000.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

Cost for Minor Copy Changes as described in 3.1.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	60,000 sheets of security paper sent with single ship: Yr 2	60000.000	EA	0.312000	18720.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

60,000 sheets of security paper sent with single shipment

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	90,000 sheets of security paper sent with single ship Yr 2	90000.000	EA	0.293100	26379.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

90,000 sheets of security paper sent with single shipment.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	60,000 sheets of security paper sent with split ship Yr 2	60000.000	EA	0.316700	19002.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

60,000 sheets of security paper sent with split shipments.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	90,000 sheets of security paper sent with split ship Yr 2	90000.000	EA	0.296800	26712.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

90,000 sheets of security paper sent with split shipments.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Cost for Minor Copy Changes as described in 3.1.2 Yr 2	10.00000	EA	309.000000	3090.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

Cost for Minor Copy Changes as described in 3.1.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	60,000 sheets of security paper sent with single ship: Yr 3	60000.000	EA	0.320900	19254.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

60,000 sheets of security paper sent with single shipme

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	90,000 sheets of security paper sent with single ship Yr 3	90000.000	EA	0.301600	27144.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

90,000 sheets of security paper sent with single shipment.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	60,000 sheets of security paper sent with split ship Yr 3	60000.000	EA	0.325800	19548.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

60,000 sheets of security paper sent with split shipments.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	90,000 sheets of security paper sent with split ship Yr 3	90000.000	EA	0.305500	27495.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

90,000 sheets of security paper sent with split shipments.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Cost for Minor Copy Changes as described in 3.1.2 Yr 3	10.00000	EA	318.270000	3182.70

Comm Code	Manufacturer	Specification	Model #
82121500			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

Cost for Minor Copy Changes as described in 3.1.2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	60,000 sheets of security paper sent with single ship: Yr 4	60000.000	EA	0.330100	19806.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

60,000 sheets of security paper sent with single shipment

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	90,000 sheets of security paper sent with single ship Yr 4	90000.000	EA	0.310400	27936.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

90,000 sheets of security paper sent with single shipment.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	60,000 sheets of security paper sent with split ship Yr 4	60000.000	EA	0.335100	20106.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

60,000 sheets of security paper sent with split shipments.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	90,000 sheets of security paper sent with split ship Yr 4	90000.000	EA	0.314300	28287.00

Comm Code	Manufacturer	Specification	Model #
14111544			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

90,000 sheets of security paper sent with split shipments.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	Cost for Minor Copy Changes as described in 3.1.2 Yr 4	10.00000	EA	327.820000	3278.20

Comm Code	Manufacturer	Specification	Model #
82121500			

Commodity Line Comments: INTAGLIO DOCUMENT SEE ATTACHED PRICING LETTER

Extended Description:

Cost for Minor Copy Changes as described in 3.1.2



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

State of West Virginia
Centralized Request for Quote
Office Supplies

Proc Folder: 1004415

Doc Description: SECURITY PAPER

Reason for Modification:

ADDENDUM 2
TO CORRECT QUANTITIES
FOR LINES 6,10,11, AND 12

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2022-02-25	2022-03-10 13:30	CRFQ 0506 EHP2200000002	3

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

Crystal G Hustead
(304) 558-2402
crystal.g.hustead@wv.gov

Vendor
Signature X

FEIN#

DATE

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES, BUREAU FOR PUBLIC HEALTH, VITAL REGISTRATION OFFICE, IS SOLICITING BIDS TO ESTABLISH AN OPEN-END CONTRACT FOR SECURITY FORMS FOR ISSUANCE OF ALL CERTIFIED COPIES OF BIRTH, DEATH, MARRIAGE, AND OTHER MISCELLANEOUS RECORDS FILED WITH THAT OFFICE, IN COMPLIANCE WITH WV 64 CSR 32.15 AND PER THE ATTACHED DOCUMENTS.

QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO CRYSTAL.G.HUSTEAD@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	60,000 sheets of security paper sent with single ship: Yr 1	60000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:

60,000 sheets of security paper sent with single shipment

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	90,000 sheets of security paper sent with single ship Yr 1	90000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:

90,000 sheets of security paper sent with single shipment.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	60,000 sheets of security paper sent with split ship Yr 1	60000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:

60,000 sheets of security paper sent with split shipments.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	90,000 sheets of security paper sent with split ship Yr 1	90000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:

90,000 sheets of security paper sent with split shipments.

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Cost for Minor Copy Changes as described in 3.1.2 Yr 1	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description:

Cost for Minor Copy Changes as described in 3.1.2

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	60,000 sheets of security paper sent with single ship: Yr 2	60000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:

60,000 sheets of security paper sent with single shipment

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON US	WV	HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	90,000 sheets of security paper sent with single ship Yr 2	90000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:

90,000 sheets of security paper sent with single shipment.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON US	WV	HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	60,000 sheets of security paper sent with split ship Yr 2	60000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:

60,000 sheets of security paper sent with split shipments.

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	90,000 sheets of security paper sent with split ship Yr 2	90000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:

90,000 sheets of security paper sent with split shipments.

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Cost for Minor Copy Changes as described in 3.1.2 Yr 2	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description:

Cost for Minor Copy Changes as described in 3.1.2

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	60,000 sheets of security paper sent with single ship: Yr 3	60000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:
60,000 sheets of security paper sent with single shipme

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	90,000 sheets of security paper sent with single ship Yr 3	90000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:
90,000 sheets of security paper sent with single shipment.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	60,000 sheets of security paper sent with split ship Yr 3	60000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:
60,000 sheets of security paper sent with split shipments.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	90,000 sheets of security paper sent with split ship Yr 3	90000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:
90,000 sheets of security paper sent with split shipments.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Cost for Minor Copy Changes as described in 3.1.2 Yr 3	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description:

Cost for Minor Copy Changes as described in 3.1.2

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	60,000 sheets of security paper sent with single ship: Yr 4	60000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:

60,000 sheets of security paper sent with single shipment

INVOICE TO	SHIP TO
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HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	90,000 sheets of security paper sent with single ship Yr 4	90000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:
90,000 sheets of security paper sent with single shipment.

INVOICE TO	SHIP TO
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HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	60,000 sheets of security paper sent with split ship Yr 4	60000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:
60,000 sheets of security paper sent with split shipments.

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	90,000 sheets of security paper sent with split ship Yr 4	90000.00000	EA		

Comm Code	Manufacturer	Specification	Model #
14111544			

Extended Description:

90,000 sheets of security paper sent with split shipments.

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Cost for Minor Copy Changes as described in 3.1.2 Yr 4	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description:

Cost for Minor Copy Changes as described in 3.1.2

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	VENDOR QUESTION DEADLINE	2022-02-24

SOLICITATION NUMBER: CRFQ EHP2200000002

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☒ Correction of error
- ☐ Other

Description of Modification to Solicitation:

1. To correct the quantities for Commodity Lines:

Commodity Line 6-Quantity 60,000
Commodity Line 10-Quantity 10
Commodity Line 11-Quantity 60,000
Commodity Line 12-Quantity 90,000

No other changes

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: EHP2200000002

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

VeriTrace, Inc. _____

Company

Wayne P. Krueger Jr. _____

Authorized Signature

03/08/2022 _____

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012



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

State of West Virginia
Centralized Request for Quote
Office Supplies

Proc Folder: 1004415			Reason for Modification: ADDENDUM 2 TO CORRECT QUANTITIES FOR LINES 6,10,11, AND 12
Doc Description: SECURITY PAPER			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-02-25	2022-03-10 13:30	CRFQ 0506 EHP2200000002	3

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code:
Vendor Name : VeriTrace, Inc.
Address : 9487
Street : Dry Fork Road
City : Harrison
State : Ohio **Country :** USA **Zip :** 45030
Principal Contact : Jim Columbus
Vendor Contact Phone: 815-735-1159 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Crystal G Hustead
(304) 558-2402
crystal.g.hustead@wv.gov

Vendor Signature X *Wayne P. Krueger Jr.* **FEIN#** 47-4878482 **DATE** 03/08/2022

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES, BUREAU FOR PUBLIC HEALTH, VITAL REGISTRATION OFFICE, IS SOLICITING BIDS TO ESTABLISH AN OPEN-END CONTRACT FOR SECURITY FORMS FOR ISSUANCE OF ALL CERTIFIED COPIES OF BIRTH, DEATH, MARRIAGE, AND OTHER MISCELLANEOUS RECORDS FILED WITH THAT OFFICE, IN COMPLIANCE WITH WV 64 CSR 32.15 AND PER THE ATTACHED DOCUMENTS.

QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO CRYSTAL.G.HUSTEAD@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	60,000 sheets of security paper sent with single ship: Yr 1	60000.00000	EA	\$0.3034	\$18,204.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:

60,000 sheets of security paper sent with single shipment

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	90,000 sheets of security paper sent with single ship Yr 1	90000.00000	EA	\$0.2849	\$25,641.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:

90,000 sheets of security paper sent with single shipment.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	60,000 sheets of security paper sent with split ship Yr 1	60000.00000	EA	\$0.3079	\$18,474.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:
60,000 sheets of security paper sent with split shipments.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	90,000 sheets of security paper sent with split ship Yr 1	90000.00000	EA	\$0.2885	\$25,965.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:
90,000 sheets of security paper sent with split shipments.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Cost for Minor Copy Changes as described in 3.1.2 Yr 1	10.00000	EA	\$300.00	\$3,000.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description:

Cost for Minor Copy Changes as described in 3.1.2

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	60,000 sheets of security paper sent with single ship: Yr 2	60000.00000	EA	\$0.3120	\$18,720.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:

60,000 sheets of security paper sent with single shipment

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	90,000 sheets of security paper sent with single ship Yr 2	90000.00000	EA	\$0.2931	\$26,379.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:

90,000 sheets of security paper sent with single shipment.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	60,000 sheets of security paper sent with split ship Yr 2	60000.00000	EA	\$0.3167	\$19,002.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:

60,000 sheets of security paper sent with split shipments.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	90,000 sheets of security paper sent with split ship Yr 2	90000.00000	EA	\$0.2968	\$26,712.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:
90,000 sheets of security paper sent with split shipments.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Cost for Minor Copy Changes as described in 3.1.2 Yr 2	10.00000	EA	\$309.00	\$3,090.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description:
Cost for Minor Copy Changes as described in 3.1.2

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	60,000 sheets of security paper sent with single ship: Yr 3	60000.00000	EA	\$0.3209	\$19,254.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:

60,000 sheets of security paper sent with single shipme

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	90,000 sheets of security paper sent with single ship Yr 3	90000.00000	EA	\$0.3016	\$27,144.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:

90,000 sheets of security paper sent with single shipment.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	60,000 sheets of security paper sent with split ship Yr 3	60000.00000	EA	\$0.3258	\$19,548.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:
60,000 sheets of security paper sent with split shipments.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	90,000 sheets of security paper sent with split ship Yr 3	90000.00000	EA	\$0.3055	\$27,495.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:
90,000 sheets of security paper sent with split shipments.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Cost for Minor Copy Changes as described in 3.1.2 Yr 3	10.00000	EA	\$318.27	\$3,182.70

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description:

Cost for Minor Copy Changes as described in 3.1.2

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	60,000 sheets of security paper sent with single ship: Yr 4	60000.00000	EA	\$0.3301	\$19,806.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:

60,000 sheets of security paper sent with single shipment

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	90,000 sheets of security paper sent with single ship Yr 4	90000.00000	EA	\$0.3104	\$27,936.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:

90,000 sheets of security paper sent with single shipment.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	60,000 sheets of security paper sent with split ship Yr 4	60000.00000	EA	\$0.3351	\$20,106.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:

60,000 sheets of security paper sent with split shipments.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	90,000 sheets of security paper sent with split ship Yr 4	90000.00000	EA	\$0.3143	\$28,287.00

Comm Code	Manufacturer	Specification	Model #
14111544		Intaglio Document	

Extended Description:
90,000 sheets of security paper sent with split shipments.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Cost for Minor Copy Changes as described in 3.1.2 Yr 4	10.00000	EA	\$327.82	\$3,278.20

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description:
Cost for Minor Copy Changes as described in 3.1.2

SCHEDULE OF EVENTS

Line	Event	Event Date
1	VENDOR QUESTION DEADLINE	2022-02-24

	Document Phase	Document Description	Page 12
EHP2200000002	Final	SECURITY PAPER	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

March 8, 2022

Health and Human Resources
Bureau for Public Health Central Finance
Attn: Crystal Hustead
350 Capitol St. Rm 206
Charleston, WV 25301-3717

Dear Ms. Hustead,

VeriTrace considers it a privilege to provide the Great State of West Virginia with pricing. VeriTrace was awarded your last RFP but due to internal issues and contract amounts the State was unable to proceed with the contract. VeriTrace is pleased to participate in an open RFP once again. We are quoting an intaglio document which contains all the specifications listed in your RFP. We would be providing the intaglio plate valued at \$6,000 at no charge. Intaglio is the same process used in the production of currency in the United States and recognized for its superior security. VeriTrace would work with your team to produce a design and certificate we will all be proud to present.

Please feel free to reach out for specifics or if you have any questions.

Best Regards,



James D. Columbus
V.P. Document Security

March 8, 2022

Health and Human Resources
Bureau for Public Health Central Finance
Attn: Crystal Hustead
350 Capitol St. Rm 206
Charleston, WV 25301-3717

Dear Ms. Hustead,

Iowa Department of Public Health
Melissa Bird
321 E. 12th Street
Des Moines, IA 50319
515-281-6762
Melissa.bird@idph.iowa.gov
\$1.27 million 5-year contract

Arizona Department of Health Services
Kristi Kane
1818 West Adams
Phoenix, AZ 85007
602-364-1757
Kristi.kane@azdhs.gov
\$700,000 5-year contract

Oregon Health Authority
Jennifer Woodward
800 NE Oregon St. Suite 225
Portland, OR 97232
971-673-1185
jennifer.a.woodward@state.or.us
\$918,750 5-year contract

Colorado Department of Public Health and Environment
Alex Quintana
4300 Cherry Creek Drive South
Denver, CO 80246
Alex.quintana@state.co.us
\$1.66 million 5-year contract



9487 Dry Fork Road
Harrison, OH 45030 USA
Ph. +1 513.202.0790
Fax +1 513.202.0593
www.VeriTrace.com

Best Regards,

A handwritten signature in black ink, appearing to read "James D. Columbus".

James D. Columbus
V.P. Document Security

March 8, 2022

Health and Human Resources
Bureau for Public Health Central Finance
Attn: Crystal Hustead
350 Capitol St. Rm 206
Charleston, WV 25301-3717

Dear Ms. Hustead,


VeriTrace operates under the ANSI accredited security standards and protocols of NASPO, maintaining a Class II Certification.

The VeriTrace facility has multiple layers of security intended to deter and prevent unauthorized access, and to provide security for our products and employees.

- The exterior of the facility is surrounded by metal fencing with only three controlled access points.
- Directly inside of the perimeter fencing are six light curtain beams that provide full coverage around the facility.
- VeriTrace facility is monitored 24/7.
- All entrances are controlled by a restricted key-card access system.
- All Fire Doors have break-alarms that sound if they are opened either from the inside or outside.
- A total of 26 motion-activated cameras record the exterior and interior of the facility, 24 hours a day.
- Over 30 motion detectors are located throughout the interior of the facility, including the coverage of all exterior windows and doors, as well as the manufacturing and storage areas.
- All VeriTrace motion detectors and perimeter light curtains are monitored by an internationally recognized provider of security solutions and monitoring.
- Duress Buttons, which activate a silent alarm and contact the authorities immediately, are located at all points of entry, in case of unauthorized access.
- VeriTrace also utilizes a controlled access system that allows employees access only into areas of the facility that are required for his/her job. This is accomplished by assigning each employee a unique access card that is required to unlock all doors in the facility. Each employee's movement is also tracked and recorded through the access system.
- Shipping and Receiving docks are on opposite sides of the building to prevent multiple trucks from entering and exiting the same area at one time.
- Loading/Unloading docks are controlled with exterior gates and a Dok-Lok system that prevents a truck from leaving.
- Interior Loading/Unloading areas have controlled access that prevents the exterior and interior doors to be open at the same time.
- All non-employees who enter the building are required to provide a valid driver's license or state issued ID. A photocopy is made and kept on file. Visitors are also required to complete a Visitor Sign-In Sheet, even if he or she is a returning guest.

- All visitors remain with a designated escort if the need arises to be in the production area. While in the production area, no visitor is permitted to view any in-process materials or to stray from the designated path through the plant. VeriTrace employees maintain the security culture.
- All VeriTrace employees undergo a criminal background check, as well as pre-employment drug testing.
- A picture of every employee, along with a copy of his/her fingerprints are kept on file.
- All employees are required to sign a Non-Disclosure Agreement preventing them from discussing any customer or project information with non-approved persons, including other VeriTrace employees
- Every employee undergoes extensive security training, reviewed annually, based on the requirements of NASPO, to ensure that VeriTrace continues to maintain the appropriate security culture essential to the protection of our customers, and their products.
- No backpacks, purses, cellphones, cameras or other recording devices are allowed in the production area.
- VeriTrace implements strict inventory control of both raw materials and finished product.
- All raw materials are stored within VeriTrace's secure material storage area until needed for production. At that time, only an employee with access to that area moves the materials for production.
- All printing plates are made in-house, under strict security controls, in order to provide another level of protection for our customers and their products.
- Any inks not commercially available are mixed in-house by appropriate personnel.
- All raw materials consumed in production are recorded real time via VeriTrace's ERP Manufacturing System.
- All unused material is returned to secure storage and quantities verified immediately following production completion.
- All work-in-progress material is securely stored when not active in production, including end-of-day.
- All secure production waste is stored in VeriTrace's secure Shred Room until destroyed. Secure waste is either shredded on-site and then recycled or escorted to an off-site incineration facility where the incineration is witnessed by appropriate VeriTrace personnel.
- All Finished Goods are stored within VeriTrace's 18,000 cubic ft Class 5 vault. VeriTrace's vault is a dual-access entry requiring both an alarm code and lock combination. No single employee has the ability to disarm and unlock the vault. Finished Goods remain in the vault until shipment.

Best Regards,



James D. Columbus
V.P. Document Security

March 8, 2022

Health and Human Resources
Bureau for Public Health Central Finance
Attn: Crystal Hustead
350 Capitol St. Rm 206
Charleston, WV 25301-3717

Dear Ms. Hustead,

VeriTrace is a NASPO member with an overall rating and certification of 2. The physical portion of the building was the first in North America to hold a NASPO 1 security certification. Intaglio vital records are our core business and not just an extension to our current offerings. VeriTrace currently produces for 20 full State contracts and over 400 County offices. In addition, we produced all the death and birth records for Quebec over the last 5 years. VeriTrace is proficient in the production of vital records. VeriTrace is highly qualified to provide your documents and has proven itself to be a viable provider and leader in the production of vital records. VeriTrace currently produces 98% of intaglio high security documents in the United States.

We have strict guidelines regarding security and chain of custody protocols. All our raw material vendors are vetted and have been approved for the transfer of secure materials. All our plates from A to Z are produced and manufactured in house within our secure facility. Those plates, films and artwork are stored in our class 5 currency vault. The vault is 18,000 cubic square feet and requires two persons disarming and entry procedures. It is monitored 24/7 days a week. Our plate room is separated from the production facility with limited access and is also monitored 24/7. Our security plan has been submitted with the bid.

We establish direct lines of communication with our management team and the authorized state officials. Mr. Columbus, our V.P. of Document Sales, has been providing vital records for 37 years and your documents in some capacity for 25 of that. He will be your direct contact person. Mr. Brian D'Angelo with 11 years' experience will handle the job details and specifications. Mrs. Angela Scantland, our customer service representative, will handle the shipping and handling requirements and Mr. Wayne Krueger, our General Manager, will be available for any production questions. All these individuals can be reached at one time by sending an email to orders@VeriTrace.com. Mr. Columbus is available 24 hours a day 7 days a week at 815 735-1159.

Bob Hakman 30 years printing experience, President and Owner

Wayne Krueger – 10 years, Plant Manager

Jim Columbus – 37 years Banknote experience, intaglio and security printing

Angie Scantland – 11 years in intaglio print finishing and Customer Service

Brian D'Angelo – 13 years security printing, Security Manager and Customer Service

Patricia Dehne – 10 years security printing, Secretary and Accounting

Vic Crainich – 1-year security printing, 20 years Accounting

Tommie Etter – 10 years in security printing finishing department
Ryan Barnett – 10 years in Intaglio printing, Press Lead
Sean Yokum – 7 years in Intaglio printing, Pressman
Brian Kraft – 15 years in security printing, Press Lead
Mike Kline – 20 years in security printing, Offset Pressman
Ron Ancell – 15 years in security printing, Press operator
Rebecca Ingram – 6 years in security printing, finishing department
Dennis Bolton – 30 years in security printing, Plating Manager
Fred Thiess – 10 years in security printing, plate producer
Doug Parthemore – 15 years in security printing, Design Art
Maria Krueger – 2 years in security printing, Finishing Department
Bud Brockman – 20 years in security printing, finishing/press departments
Grace Upchurch – 20 years in security printing, finishing department
Kay Wilson – 10 years in security printing, finishing department

Best Regards,



James D. Columbus
V.P. Document Security

CERTIFICATION OF VITAL RECORD

02 "V" Latent Image

04 Certification of Vital Record
Outline Text & State Name
(Optional)

02 "R" Latent Image



VERITRACE™

SECURITY FEATURES

(See Reverse For Definitions)



NASPO
CERTIFIED SECURE

Security Printer

01 Engraved Intaglio Printing

- 01 Engraved Intaglio Printing
- 02 Engraved Intaglio Latent Images ("V" and "R")
- 03 Engraved "Vital Record" Micro-Print Line
- 04 Engraved State Name & Certification Of Vital Record Outline Text
- 05 Engraved State/County /Departmental Seals
- 06 "Void" Copy Background
- 07 Prismatic Print
- 08 Screened State/County /Departmental Seal
- 09 Erasure Sensitive Inks
- 10 Sequential Control Numbering & Barcoding
- 11 Watermark Paper
- 12 Security Fibers
- 13 Optically Dead, Chemically Sensitive Security Paper
- 14 Paper Treated With Laser Toner Retention

08 Screened State/County
& Departmental Seal

10 Sequential Control
Numbering

123456

10 Sequential
Barcoding



VT39876522

PRINTED IN THE USA

05 State/County/
Departmental Seal

03 Engraved
Micro-Print Line

INSIST ON WORKING WITH A NASPO CERTIFIED SECURITY PRINTER



The North American Security Products Organization (NASPO) is a non-profit member-supported organization that certifies that providers of security documents, labels, cards, packaging, materials and technology, operate under an agreed-upon set of operational standards and security protocols.

NASPO is an American National Standards Institute (ANSI) accredited "SDO" (Standards Development Organization). For additional information visit www.naspo.info or email your question to info@naspo.info.

VITAL RECORD SECURITY FEATURE DEFINITIONS

01 Engraved Intaglio Printing

Fine line border printed via intaglio process as used in currency and other high security printing through the use of steel engraved plates. Intaglio printing has a recognizable raised, tactile property that cannot be replicated by any other printing method or electronically reproduced by photocopiers or scanners.

02 Engraved Intaglio Latent Images ("V" and "R")

The letters "V" (Vital) and "R" (Record) are hidden in the corners of the top border. These are part of the engraving and are viewed when laying the document flat at eye level in natural light.

03 Engraved "Vital Record" Micro-Print Line

Also forming part of the engraving is a continuous, repeated micro-line of the legend VITAL RECORD along the interior of the bottom border. This micro-line is only legible under a magnifying glass and will appear as a straight blurred line when copied.

04 Engraved CERTIFICATION OF VITAL RECORD Outlined Text and State Name (optional)

As an integral part of the engraved border this outline text enhances document recognition and authenticity.

05 Engraved State/County/Departmental Seals

State Seals, County Seals and Departmental Seals can be included as an integral part of the engraved border. The raised feel of these seals assist in document recognition and authenticity. These are recommended in preference to embossed seals that are easily replicable.

06 "Void" Copy Background

The hidden word "VOID" forms part of the anti-photocopy background. When color copied, the word "VOID" pops thereby deterring the forger from attempting to use copied documents as counterfeits.

07 Prismatic Print

By dividing the press inking fountain by color, the printer can create a background of varying colors which merge gradually from one to another. Color copiers and scanners have difficulty resolving these subtle color migrations.

08 Screened State/County/Departmental Seal

The State, County or Departmental name is imprinted as a screened image on the face of the document.

09 Erasure Sensitive Inks

The erasable ink is sensitive to mechanical abrasion. Attempts to mechanically remove data will remove the printed ink also, thereby evidencing tampering of the document.

10 Sequential Control Numbering & Barcoding

Each document is sequentially numbered or sequentially bar-coded for inventory/audit and issuing/tracking purposes.

11 Watermark Security Paper

Paper with two tone Fourdrinier security watermark depicting "Stars & Stripes" flag and the words "OFFICIAL VITAL RECORD" in repeated and continuous format running diagonally down the sheet left to right.

12 Security Fibers

Security fibers are difficult to reproduce. The security fibers are embedded in the paper during the manufacturing process and fluoresce under ultraviolet light.

13 Optically Dead, Chemically Sensitive Security Paper

Optically dead security paper permits the inclusion of ultraviolet (black light) reactive security features. In addition, the paper is sensitized to those families of chemical agents such as: oxidants (i.e. bleach), solvents (i.e. Acetone), alcohol (i.e. methanol), and acids/bases (i.e. sulfuric acid) which are commonly used by forgers to alter personalized information. Use of these agents will cause noticeable stains to appear the instant anyone attempts to alter the document.

14 Paper Treated With Laser Toner Retention

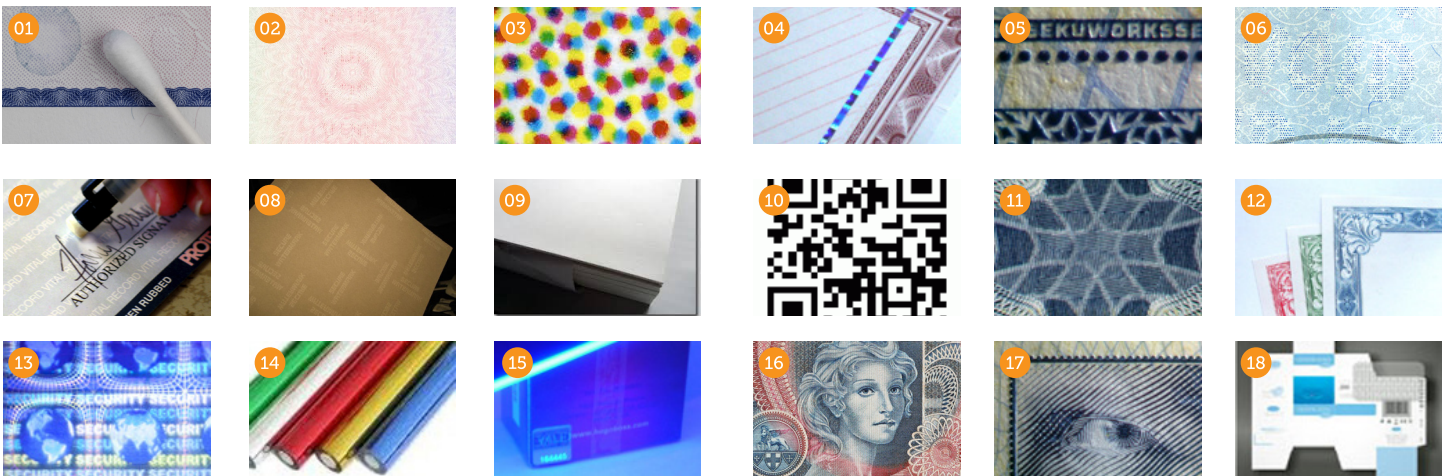
Paper is surface treated to significantly enhance toner adhesion during laser printing. The heat from the laser printer activates a chemical reaction that fuses the toner to the paper. This feature protects documents against fraudulent alteration by frustrating attempts to remove or scrape the printed area.

GOVERNMENT VITAL RECORDS

VITAL RECORDS WHEN YOU NEED THEM

VeriTrace, Inc. is a leading innovator in enhancing the security of your documents, while taking into consideration the cost and budget restraints placed on states & counties. Our team of designers are experts in designing and updating the overt and covert security features in your document, and can generally provide a proof within 24 hours. Because we do everything in-house, from design to plate making to storage & shipping, we can provide documents to meet your standard and emergency needs. We take pride in knowing that we can, and have, responded with the quality and services you deserve and expect in a time-frame never before seen in this market.

OUR CAPABILITIES



- | | | |
|--------------------------------|--------------------------|----------------------|
| 01 Chemically Sensitive Papers | 07 Eraser Sensitive Inks | 13 Holograms |
| 02 Prismatic Print | 08 Watermark Papers | 14 Foils |
| 03 Screens & Halftones | 09 Optically Dead Papers | 15 Invisible Inks |
| 04 Threads | 10 Coding | 16 Intaglio Printing |
| 05 Micro Text | 11 Latent Images | 17 Micro Lines |
| 06 Anti-copy Void Features | 12 Substrates | 18 Hidden Images |



WE ARE THE
INDUSTRY LEADER
IN VITAL DOCUMENTS

ABOUT VERITRACE

VeriTrace is a security printer and integrator of anti-counterfeit, authentication and asset protection technologies. We are committed to designing, testing and producing security labels, tapes, seals, markers and documents that address customer needs and exceed expectations.

OUR COMMITMENT

VeriTrace offers an ever expanding line of anti-counterfeit and tamper indicating security solutions. We offer a multitude of technology options that have been field tested & can be customized to meet your specific needs.

We are here for you in those emergency situations. Our team offers the fastest overt & covert intaglio design to print turnarounds in the industry. We assure that you will get the documents you need when you need them.

- Labels & Seals
- Tapes
- Documents
- Tax Stamps
- Visas
- Vital Records
- MCOs
- Stocks and Bonds
- Secure Stationery
- Diplomas
- Transcripts
- QR Verification
- QR Track & Trace Software
- Measure, Manage & Track Software
- Marketing Support Software



CONTACT US TODAY
TO DISCUSS YOUR
OBJECTIVES.

 jcolumbus@veritrace.com