



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

# State of West Virginia Master Agreement

Order Date: 01-17-2024

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:	CMA 0212 0212 LAR20 11	Procurement Folder:	824933
Document Name:	CO#10 LAR20: SWC for Microsoft Licensing & Services	Reason for Modification:	Change Order 10 is issued to extend contract until 02/29/2024 to align with NASPO Contract. No Other Changes.
Document Description:	NASPO Master Agreement No. ADSPO16-130651		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-01-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-02-29

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000117794 SHI INTERNATIONAL CORP 290 DAVIDSON AVE  SOMERSET NJ 08873 US <b>Vendor Contact Phone:</b> 304-541-4288 <b>Extension:</b>	<b>Requestor Name:</b> Andrew C Lore <b>Requestor Phone:</b> (304) 957-8267 <b>Requestor Email:</b> andrew.c.lore@wv.gov																				
<b>Discount Details:</b> <table border="1"> <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>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US

1-24-24

Total Order Amount: \_\_\_\_\_ Open End

Purchasing Division's File Copy

MA 01/17/2024

PURCHASING DIVISION AUTHORIZATION  
 DATE: *[Signature]* 1/18/24  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *[Signature]*  
 ELECTRONIC SIGNATURE ON FILE

1/29/2024

ENCUMBRANCE CERTIFICATION  
 DATE: *[Signature]* 1-30-24  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

CMA COOPERATIVE AWARD (NASPO)

LAR20 - STATEWIDE CONTRACT COOPERATIVE AWARD FOR MICROSOFT LICENSING AND SERVICES

Change Order #10

Change Order No. 10 Is issued to incorporate Amendment #14 extending the Contract end date from December 31, 2023 to February 29, 2024 to align with the NASPO Master Agreement No. ADSPO-130651, per the attached documents.

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

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43230000			EA	0.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Microsoft Licensing and Services

**Extended Description:**

See attached documentation



**SHI International Corp.**

290 Davidson Avenue

Somerset, NJ 08873

888-764-8888

**SHI.com**

January 16, 2024

West Virginia Governor's Office of Technology  
1900 Kanawha Blvd, East  
Building 5, 10th Floor  
Charleston, WV 25305

RE: Microsoft – LAR20 Contract Extension

Dear WVOT,

The following documents pertain to your current contract for LAR20 which is based on NASPO SVAR Master Agreement #ADSP016-130651. The NASPO SVAR contract has been extended until 2/29/24 and supporting documentation is attached and can be found at the following url:

<https://www.naspovaluepoint.org/portfolio/software-var-2016-2024/>


SHI is requesting the State of West Virginia process a Change Order to the LAR20 contract to reflect the new expiration date.

Should you have any questions, please feel free to reach out to me at the below contact info and thank you for working with SHI to provide the State of West Virginia's Microsoft Licensing.

Very Respectfully,

A handwritten signature in black ink that reads 'Cara Ross'.

Cara Ross  
SHI – Microsoft Account Executive  
Phone: 614-537-0973  
Email: Cara\_Ross@shi.com

	<b>Contract Amendment</b>		Arizona Department of Administration State Procurement Office 100 N. 15 <sup>th</sup> Avenue, Suite 402 Phoenix, AZ 85007
	ADSP016-130651	Amendment Fourteen (14)	
	Software Value-Added Reseller NASPO Master Contract		

<p><b>CONTRACTOR:</b>                  SHI International Corp.                  290 Davidson Ave.                  Somerset, NJ 08873</p> <p><b>CONTACT:</b> Alison Turner  <b>PHONE:</b> 425-974-5997  <b>EMAIL:</b> <a href="mailto:alison.turner@shi.com">alison.turner@shi.com</a></p>	<p><b>STATE AGENCY:</b>                  AZ Department of Administration (ADOA)                  State Procurement Office                  100 N. 15<sup>th</sup> Ave., Ste. 305                  Phoenix, AZ 85007</p> <p><b>CONTACT:</b> Eric Bell  <b>PHONE:</b> (602) 542-8921  <b>EMAIL:</b> <a href="mailto:eric.bell@azdoa.gov">eric.bell@azdoa.gov</a></p>
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**Software Value Added Reseller (SVAR) NASPO Master Contract**

Pursuant to R2-7-E303, Competition Impracticable Procurements, and NASPO Master Agreement Section 4: Lead State (ARIZONA) Terms and Conditions, Paragraph 5, Contract Changes, 5.1 Amendments, the above referenced contract shall be amended as follow:

1. The term of this contract is hereby extended through February 29, 2024.

**ALL OTHER REQUIREMENTS, SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED**

*\* Please ensure all required Certificate Of Insurance are updated and submitted to the State Procurement Office.*

This Contract Amendment is not binding against the State of Arizona unless signed by an <u>authorized representative</u> of the Contractor and then accepted in writing by an authorized representative of the State.			
Contractor hereby acknowledges receipt and understanding of the above amendment.		The above referenced contract amendment is hereby executed this date by the State.	
DocuSigned by:  12/21/2023 <small>FA418E789ED9404</small>	Date	 12/27/2023	Date
Signature		Signature	
kristina Mann, Sr. Manager - Contracts Printed/Typed Name and Title		Eric Bell - Statewide Procurement Manager Printed/Typed Name and Title	

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>02</u> Date: <u>11/17/2024</u>  Solicitation No. <u>CO #10</u>	Agency: WWOT  Procurement Officer Submitting Requisition: Andrew Lore  Requisition No. CO#10 CMA LAR20  PF No.: 824933
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

#	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions <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 type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_

