



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

State of West Virginia
Contract

Order Date: 03-21-2024

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:	CCT 0323 9612 WWV2400000002 2	Procurement Folder:	1190761
Document Name:	HIGHQ CASE MANAGEMENT SYSTEM	Reason for Modification:	Change Order #1 to add year 2 pricing effective dates 03/29/24 thru 03/28/25 No other Changes
Document Description:	HIGHQ CASE MANAGEMENT SYSTEM		
Procurement Type:	Central Sole Source		
Buyer Name:	Toby L Welch		
Telephone:	(304) 558-8802		
Email:	toby.l.welch@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-03-29
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-28

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000184365	Requestor Name:	Debra K Morgan
THOMSON REUTERS WEST PO BOX 6292		Requestor Phone:	(304) 558-2631
CAROL STREAM IL 601976292 US		Requestor Email:	debra.k.morgan@wv.gov
Vendor Contact Phone:	800-328-4880		
Extension:			
Discount Details:		<div style="font-size: 48px; 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 Not Entered			
#3 Not Entered			
#4 Not Entered			

INVOICE TO	SHIP TO
FISCAL AND ADMINISTRATIVE MANAGEMENT - 5301 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD, EAST BLDG 3, 3RD FLOOR, SUITE 300 CHARLESTON WV 25305 US	WORKFORCE KANAWHA CITY 5707 MACCORKLE AVE SE SUITE 500 CHARLESTON WV 25304 US

3-21-24 GC

Total Order Amount:	\$99,438.00
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Purchasing Division's File Copy

[Signature] 3/21/2024

PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>Mark [Signature]</i> 3/21/2024	DATE: <i>John S. Gray</i>	DATE: <i>Dan [Signature]</i> 3-28-24
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

3/27/2024

Extended Description:

Change Order No. 1 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.

Effective Dates: 3/29/24 - 3/28/25

Renewals remaining: 2

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	94101600	12.00000	MO	3605.000000	\$43,260.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: West Proflex

Extended Description:

Monthly subscription for the material shown on Q-03606798 attached herein TO BE BILLED MONTHLY

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	94101600	1.00000	EA	6000.000000	\$6,000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: High Q Platform Setup

Extended Description:

Platform Setup per Quote Q-03606767

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	94101600	1.00000	EA	1380.000000	\$1,380.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: HQ Doc Auto Author Remote Training

Extended Description:

HQ doc auto author remote training per Quote Q-03606767

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	94101600	1.00000	EA	3375.000000	\$3,375.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: HighQ Consultancy

Extended Description:

HighQ Consultancy
per Quote Q-03606767

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	94101600	12.00000	MO	3785.250000	\$45,423.00
Service From	Service To	Manufacturer	Model No		
2024-03-29	2025-03-28				

Commodity Line Description: West Proflex

Extended Description:

Monthly subscription for the material shown on Q-03606798 attached herein TO BE BILLED MONTHLY



Russell L. Fry, Acting Executive Director

March 4, 2024

John Perry
Thomson Reuters
PO BOX 6292
Carol Stream, IL 601976292

RE: CCT WWV 24*02

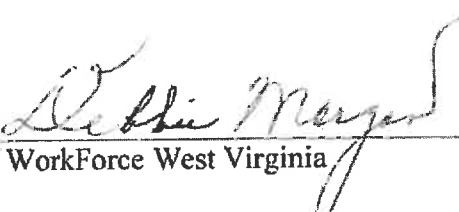
John,

Please sign and return to me via email no later than Thursday, March 14, 2024 indicating that Thomson Reuters agrees to add second year services as shown on your Order ID: Q-03606798 at a monthly rate of \$3785.25 for twelve (12) months.

Upon my receipt of this signed letter a change order will be processed to add the additional twelve (12) months of service at the updated rate. The current services will expire on March 28, 2024.

If you have questions, please feel free to reach out to me at debra.k.morgan@wv.gov or 304-352-3879.

Thank you.


WorkForce West Virginia Date 3-3-24

DocuSigned by:

Thomson Reuters Date 3/19/2024

An agency of the Department of Commerce
An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

www.workforcewv.org

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STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet
Secretary

Heather D. Abbott
Chief Information
Officer

**TO: Debra Morgan, Administrative Services Manager I
Workforce West Virginia**

**FROM: Heather D. Abbott, Chief Information Officer
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
CCT WWV24*02 IS&C NUMBER: 2024-2155**

DATE: March 14, 2024

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

After conducting a review of your request to renew CCT WWV24*02 for second year services, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at Consulting.Services@wv.gov.

Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	PO Box 417175	Boston	MA	02241-7175	
Payment	PO BOX 64833	ST PAUL	MN	55164-0833	
Billing	610 Opperman Dr	Eagan	MN	55123-1340	
Payment	610 Opperman Dr	Eagan	MN	55123-1340	
Payment	PO BOX 6292	CAROL STREAM	IL	601976292	CUST
Ordering	PO BOX 6292	CAROL STREAM	IL	601976292	CUST

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000184365
THOMSON REUTERS WEST

Active From : 03/04/2015

Active To :

Address Type : Payment

Default Record :

Division/Department :

Mail Returned :

Additional Address Info. :

Active Address : Yes

Prevent New Spending :

Default Currency : USD - US Dollar

Address Information

Address ID : AD000003

Country Phone Code : 1

Street 1 : PO Box 417175

Phone : 999-999-9999

Street 2 :

Phone Extension :

City : Boston

County :

State/Province : MA

County Name :

Zip/Postal Code : 02241-7175

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

Top

Modify Existing Record Add New Address

Master Address

Master Contacts

Languages

Vendor Transaction History

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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.

WEST PUBLISHING CORPORATION

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	6/15/1995		6/15/1995	Foreign	Profit		12/21/2012	Revoked (Failure to File Annual Report)	

Organization Information		
Business Purpose	Capital Stock	0.0000
Charter County	Control Number	0
Charter State MN	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
Mailing Address	610 OPPERMAN DRIVE EAGAN, MN, 55123 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302 USA
Principal Office Address	610 OPPERMAN DR. EAGAN, MN, 55123 USA
Type	Address

Officers	
Type	Name/Address
President	PETER WARWICK 610 OPPERMAN DRIVE EAGAN, MN, 55123 USA
Secretary	MARC ELLIOT GOLD ONE STATION PLACE STAMFORD, CT, 06920 USA
Vice-President	MARC GOLD ONE STATION PLACE STAMFORD, CT, 06920 USA
Type	Name/Address

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X Close

DBA			
DBA Name	Description	Effective Date	Termination Date
ODEN	TRADENAME	7/18/2007	12/21/2012
DBA Name	Description	Effective Date	Termination Date

Subsidiaries	
Name	Address
	THOMSON LEGAL & REGULATORY, INC. 620 OPPERMAN DR. EAGAN, MN, 55123 USA
Name	Address

Date	Amendment
2/25/1998	AMENDMENT FILED TO ARTICLES.
1/28/1997	MERGER; MERGING BANKS BALDWIN LAW PUBLISHING COMPANY A NON QUAL OH CORP WITH AND INTO WEST PUBLISHING CORPORATION, A QUAL DE CORP, THE SURVIVOR, FILED 01/23/1997.
1/27/1997	MERGER; MERGING NGL CORPORATION, A NON QUAL WI CORP WITH AND INTO WEST PUBLISHING CORP, A QUAL MN CORP, THE SURVIVOR. FILED 1/23/1997.
1/26/1997	MERGER; MERGING FOUNDATION PRESS, INC., A NON QUAL DE CORP WITH AND INTO WEST PUBLISHING CORP, A QUAL MN CORP THE SURVIVOR. FILED 1/23/1997
1/25/1997	MERGER; MERGING CHENA SOFTWARE, INC., A NON QUAL PA CORP WITH AND INTO WEST PUBLISHING CORP, A QUAL MN CORP, THE SURVIVOR FILED 1/23/1997.
1/24/1997	MERGER; MERGING TAILORED SOLUTIONS, INC. A NON QUAL CA CORP WITH AND INTO WEST PUBLISHING CORP, A QUAL MN CORP, THE SURVIVOR. FILED 1/23/1997.
1/23/1997	MERGER; MERGING WEST PROFESSIONAL TRAINING PROGRAMS, INC. A QUAL MN CORP WITH AND INTO WEST PUBLISHING CORPORATION, A QUAL MN CORP, THE SURVIVOR.
Date	Amendment

Annual Reports	
Filed For	Date filed
2012	
2011	
2010	
2009	
2008	
2007	
2005	
2004	
2003	
2002	
2001	
2000	
1999	
Filed For	Date filed

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

Thursday, March 21, 2024 — 2:18 PM

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Search

All Words e.g. 1606N020Q02

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Select Domain Entity Information



- All Entity Information
- Entities
- Disaster Response Registry
- Responsibility / Qualification
- Exclusions

Filter By






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

"WEST PUBLISHING CORPORATION" 

- Entity 
- Location 
- Status 
- Active
- Inactive

Reset 



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10-Brandon Barr</u> Date: <u>3/21/2024</u>	Agency: WorkForce West Virginia
Solicitation No. <u>CCT WV24*02</u>	Procurement Officer Submitting Requisition: Debbie Morgan
	Requisition No. WVW 24*02 Change Order #01
	PF No.: 1190761

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

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

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 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: _____

3/21/2024