



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

State of West Virginia  
**Contract**

Order Date: 03-01-2024

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 0511 2520 HHR2300000001 4	Procurement Folder:	1206810
Document Name:	CO 2	Reason for Modification:	CO 2 To add Ultra Adoption Package at no cost. No other changes.
Document Description:	GENIUS REGISTRATION-MANAGEMENT SOFTWARE		
Procurement Type:	Central Sole Source		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402	Effective Start Date:	2023-04-19
Email:	crystal.g.hustead@wv.gov	Effective End Date:	2024-06-30
Shipping Method:	Best Way		
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000195577			Requestor Name:	Robert L Price
BLACKBOARD INC				Requestor Phone:	(304) 957-0218
11720 PLAZA AMERICA DR 11TH FL				Requestor Email:	robert.l.price@wv.gov
RESTON	VA	20190			
US					
Vendor Contact Phone:	2023039333	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

**24**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF HUMAN RESOURCES MGMT ONE DAVIS SQUARE, STE 400 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF HUMAN RESOURCES MGMT ONE DAVIS SQUARE, STE 400 CHARLESTON WV 25301 US

3-6-2466

Total Order Amount:	\$74,053.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya 3/6/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Dan Gay 3-15-24</i> ELECTRONIC SIGNATURE ON FILE
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*3/15/2024*

**Extended Description:**

Change Order 2

Change Order No. 2 is issued to add the Ultra Adoption Package Services at no cost.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43232500	0.00000		0.000000	\$0.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-07-01	2024-02-09				

**Commodity Line Description:** Registration & Management - Entitlements for Period 1

**Extended Description:**

Registration Management - Entitles for Period 1  
Band: 5,001 - 10,000 users

Product Code - AS-GENIUS

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43232500	0.00000		0.000000	\$10,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-04-19	2023-06-30				

**Commodity Line Description:** Registration & Management IMPL  
Period 1

**Extended Description:**

Product Code - AS-GENIUS-IMPL

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	43232500	0.00000		0.000000	\$14,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-04-19	2023-06-30				

**Commodity Line Description:** Registration & Mgmt CUST IMPL  
Period 1

**Extended Description:**

Registration & Management - CUST IMPL

Product Code - AS-GENIUS-CUSTIMPL

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	43232500	0.00000		0.000000	\$50,053.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-07-01	2024-06-30				

**Commodity Line Description:** Registration & Management Entitlement for Period 2

**Extended Description:**

Registration & Management - Entitlements for Period 2  
Band: 5001 - 10,000  
Product Code AS-Genius

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	43232500	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer	Model No		
2024-03-01	2024-06-30				

**Commodity Line Description:** CO 2 - Ultra Adoption Services

**Extended Description:**

CO 2 to add the Ultra Adoption Services at no cost.



This Blackboard Order Form ('Order Form') by and between **Blackboard Inc.** ('Blackboard') and **West Virginia Dept of Health & Human Resources** ('Customer') details the terms of Customer's use of the products and services set forth below ('Product and Pricing Summary'). This Order Form shall become effective on the Effective Date. This Order Form, together with the Blackboard Master Agreement located at <http://agreements.blackboard.com/bbinc/blackboard-new-master-agreement-all-products.aspx> and incorporated by this reference, form the entire agreement between the parties in respect to the products and services set forth in the Product and Pricing Summary.

Notwithstanding anything to the contrary in any purchase order or other document provided by the Customer, any product or service provided by Blackboard to the Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Blackboard Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Blackboard, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

**A. Software & Services Product and Pricing Summary**

Period Number	Total
Period 1	\$0.00
<b>Contract Total</b>	<b>\$0.00</b>

Period 1				
Qty	Product Code	Product Name	Dates	Net Total (USD)
1	ES-UA-PLAN	LEARN ULTRA ADOPT PLANNING	12 Month(s)	\$0.00
1	ES-UA-LM	LEARN ULTRA ADOPT TRNG MTRLS	12 Month(s)	\$0.00
1	ES-UA-TRN4	LEARN ULTRA ADOPT TEACHING	12 Month(s)	\$0.00
1	ES-UA-HRS	ULTRA ADOPTION TIMEBOX	12 Month(s)	\$0.00
<b>Period 1 Total</b>				<b>\$0.00</b>

**B. Terms**

1. The Initial Term of this Order Form shall include all Periods included in the Software & Services Product and Pricing Summary above.
2. Effective Date: Effective upon signature

**C. Payment Terms**

1. All initial and subsequent payments shall be due NET30. Unless otherwise stated, all prices are in United States currency.
2. Sales Tax: If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

**D. Special Provisions**


The attached Statement of work is incorporated herein by this reference.



Sales Approved: Kevin O'Keefe  
Initial: 

Sales Approved:  
Initial:

Customer: West Virginia Dept of Health & Human Resources  
Signature:  
  
Name: *Kristin M Childers*  
Title: *Tech Support Manager*  
Date: *2/27/2024*

Blackboard Inc.  
Signature:  
  
Name: Michael Pohorylo  
Title: Deputy General Counsel  
Date: 16-Feb-2024

Blackboard does not require a PO for the purchase or payment of the products on this Order Form. If your organization requires a PO in addition to this signed contract, please provide all known information here. If a PO will be issued after signature, indicate 'Pending' in the PO Number field.  
PO Number: \_\_\_\_\_ PO Amount: \_\_\_\_\_  
Attach PO or send PO to [Operations@blackboard.com](mailto:Operations@blackboard.com)(Optional):  
Attach Tax Exemption (Optional): \_\_\_\_\_

Invoicing  
Send Invoices via email to:  
1. Name: \_\_\_\_\_ Email: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Email: \_\_\_\_\_  
3. Name: \_\_\_\_\_ Email: \_\_\_\_\_

OK  
*Ally Greenhore*



## Statement of Work

Customer Name	West Virginia Dept of Health & Human Resources
Account Executive	Tim Egan
Prepared by	Shannon Creighton

### 1. Engagement Summary

The client has requested support from Anthology in order to:

- Move to Blackboard Learn Ultra

The client has requested that Anthology provide consultants (each a "Consultant") to perform services in connection with this project.

#### **The Ultra Adoption Package**

- Ultra Adoption Planning
- Ultra Adoption Training Materials
- Ultra Adoption Learn Teaching Readiness
- Ultra Adoption Timebox

### 2. General Scope of Ultra Adoption Services

#### **Ultra Adoption Planning**

##### **Scope**

Adopting, implementing, and updating technologies is a multi-phased approach, requiring careful planning, scoping, and forethought. The Ultra Adoption Planning service is designed to help clients transition from Original to Ultra courses and plan for ongoing adoption of Blackboard Learn. This planning service provides the necessary goal setting, subject matter expertise, planning, and change management guidance to ensure the successful implementation of Blackboard Learn. In addition, this service helps to ensure a smooth, well-organized path for change management leading to deeper adoption and higher faculty and learner engagement.

Through a series of discovery and analysis meetings with the client, an Educational Consultant will cover topics such as, but not limited to, the following:



- Establish goals for the service, conduct a stakeholder analysis and provide a learning environment demonstration
- Review the current system configuration, evaluate course readiness, review instructor scenarios
- Design roll-out, cohorts, and/or phases and timeliness
- Plan for user support, communication, and mitigate risks
- Create a professional development plan for instructional staff

#### **Artifacts**

- Meeting agendas and recordings if applicable
- Notes and documents shared during the planning service
- Executive Overview Report

#### **Client Assumptions and Requirements**

- Active and timely participation from client-side stakeholders such as Leadership, Core Team, Instructional Designers, Course Developers, Trainers, Faculty, IT and Support Staff.

### **Ultra Adoption Training Materials**

#### **Scope**

The Ultra Adoption Training Materials package is designed to support the client's training team through their Blackboard Learn Ultra implementation. The materials include multi-modal training materials and resources for local delivery and offers suggestions for activities and services to support the client's academic community in its Ultra Adoption. Module topics are set to ensure comprehensive coverage of the chosen module. The client will be introduced to the materials in a synchronous onboarding session with an Educational Consultant.

#### **Artifacts**

- Learn Training Courses
  - Student Orientation
  - Learn Ultra Teaching Essentials
- Learn Workshops
  - Getting Started with Learn Ultra
  - Apps for Learn
  - Using Blackboard for Blended Learning

### **Ultra Adoption Learn Teaching Readiness**

#### **Scope**

The Ultra Adoption Learn Teaching Readiness training provides hands-on instruction to prepare staff for teaching in Learn Ultra. A variety of activities and best-practice discussions provide a thorough understanding of how to manage teaching tasks efficiently and create dynamic learning environments for students. Working with an Educational Consultant, clients will choose from the topics below to ensure an





engaging experience for participants based on institutional training and implementation needs. Clients will choose four different modules or repeat some modules for different groups. Each module is delivered in a 2-hour remote session. The workshop consists of **four 2-hour sessions**. The modules:

- Getting Started with Learn Ultra
  - Objectives
    - Navigate through the Blackboard Learn Ultra environment.
    - Identify key features of the Blackboard Learn Ultra interface.
    - Understand how consistent course navigation can support student learning.
  - Sample Topics
    - What is Blackboard Learn Ultra?
    - Explore Base Navigation outside of course
    - Discuss Profile, privacy, and notifications
    - Review Activity Stream and filter functionality
    - Discuss course messaging
    - Explore the course structure
    - Determine attendance
    - Discuss a high-level overview of adding course content items and tools
- Creating Dynamic Content
  - Objectives
    - Recognize the importance of good course planning and implement rudimentary planning in course design.
    - Identify best practices for online content.
    - Demonstrate a wide range of tools that can be used to create online content.
    - Understand the importance of and need for accessibility in digital content.
  - Sample Topics
    - Make a plan
    - Organize and structure content
    - Create course content utilizing various content types
    - Identify common accessibility components
    - Evaluate your course
- Communicating with Students
  - Objectives
    - Understand how Blackboard Learn Ultra supports students in managing their time effectively.
    - Understand how instructors can facilitate community building.
    - Support students by creating opportunities for communication.
  - Sample Topics
    - Review Activity Stream
    - Create spontaneous conversation
    - Create discussions to develop connections
    - Explore discussion settings
    - Filter for Grading and Engagement
    - Provide group communication through discussions
    - Explore communication using journals



- **Assessing Student Learning**
  - Objectives
    - Examine various components for effectively assessing student learning.
    - Create assignments and tests in Blackboard Learn Ultra.
    - Explore grading workflows for various assignment types.
  - Sample Topics
    - Explore various assessment types
    - Generate a variety of tests and assignments
    - Create a rubric for use with assessments
    - Consider automated scoring and instructor-graded options
    - Determine accommodations for specific students
    - View a student submission workflow
    - Review a sample instructor-grading workflow
    - Discuss options for submitting evidence from external sources
- **Collaborative and Personalized Learning**
  - Objectives
    - Identify opportunities for personalized and collaborative learning.
    - Understand the administrative and instructional uses of groups.
    - Engage students in active learning through customized learning paths and group activities.
    - Differentiate learning based on the use of release conditions for coursework
    - Assign and assess collaborative efforts.
  - Sample Topics
    - Overview of collaborative opportunities
    - Create various group types for both instructional and administrative purposes
    - Create and assess group assignments and discussions
    - Review the grading flow for group and collaborative projects
    - Set release conditions to open content based on specific criteria
    - Present customized content based on learner preference
    - Enable Progress Tracking to provide visual cues to students
- **Gradebook Management**
  - Objectives
    - Understand the grading workflows in Blackboard Learn Ultra.
    - Configure and adjust the gradebook to accommodate student understanding and various course modalities.
    - Identify tools within the gradebook to fit the grading strategy for the course.
    - Utilize the gradebook to monitor students and increase instructor efficiency.
  - Sample Topics
    - Organize the gradebook
    - Create columns for circumstances such as participation, hands-on activities, etc.
    - Set up the overall grade
    - Customize calculated columns to align with grading strategy
    - Manage categories for weighting of grades and gradebook navigation
    - Develop a grading schema to fit academic standards



- Explore automatic zeros feature
  - Navigate the student view of the gradebook
  - Monitor and retain students using the gradebook
- Empowering Instructors with the AI Design Assistant
  - Objectives
    - Understand the role of the AI Design Assistant and how it can assist in the development of online courses.
    - Identify the workflow from the AI Design Assistant suggestions to the final course content.
    - Incorporate Unsplash images to enhance visual appeal and engagement
    - Build and streamline course structure using AI Design Assistant.
    - Create rubrics to assess student performance and learning outcomes utilizing the AI Design Assistant
    - Explore the different methods using AI Design Assistant to build tailored gradable events and question banks.
  - Sample Topics
    - Understand the AI Design Assistant
    - Create Auto-Generated Course Structure
    - Add Unsplash images that align with course content
    - Develop an AI generated rubrics for use with assessments
    - Evaluate and adopt AI test questions generated from an Ultra document
    - Create and evaluate Question Banks generated by the AI Design Assistant
- Putting it All Together
  - Objectives
    - Recognize the design strategies that support impactful student learning.
    - Develop empathy with the student experience.
    - Consider additional options that contribute to a well-rounded course experience
    - Review key course components from the Exemplary Course Rubric.
    - Share and showcase colleague course designs.
  - Sample Topics
    - Review the workflow of students and instructors
    - Envision an empathetic course design
    - Discuss additional options for building an engaging learning experience
    - Share strategies for enriching and enhancing online courses
    - Review the exemplary course rubric, and self-assess against rubric indicators
    - Group share: course review, instructional strategies, and workflows
- Transitioning Original Courses to Ultra Courses
  - Objectives
    - Understand the differences between Original and Ultra Courses.
    - Examine features unique or common to Original and Ultra Courses
    - Understand value of course preparation for conversion.
  - Sample Topics
    - Prepare an Original Course to be transitioned to Ultra Course



- Convert Blogs
- Assignments
- Discussions
- Repurpose Wiki activities
- Update Tests, Pools, Question Banks
- Reorganize course content
- Item to document conversions
- Ultra Preview Prompt (Convert Wizard)
- Review Conversion Analysis
- Perform quality assurance check
- Make modifications to Ultra Course

### **Artifacts**

- Recording of each workshop

### **Client Assumptions and Requirements (if any)**

Workshop limited to 20 people to ensure hands-on, active participation.

### **Ultra Adoption Timebox (20 Hours)**

#### **Scope**

The Ultra Adoption Timebox includes access to an Education Consultant for up to 20 hours who can provide help and mentoring in a wide range of areas to support institutions move to Learn Ultra courses. Below are some common ways you can take advantage of this support:

- Guidance for System Administrators
  - Base Navigation
    - Base Navigation Overview
    - Branding the environment
    - Setup Institution Page with modules
    - Base Navigation Settings
  - Roles
    - Customize User Information
    - Discuss Custom Institution Roles
    - Discuss Custom System Roles
  - System Configuration
    - Review Current Configurations
    - LTI Overview Discussion
    - High Level Institutional Hierarchy Discussion
    - Notifications Settings
    - Messages Settings
    - Terms Management
  - Content Collection
    - Institution Content



- Master Courses Content
- Ultra Course Settings
  - Course settings
  - Progress tracking
  - Activity reports
  - Exempt grades
- Office hours
- Faculty support

At initiation, the Project Manager will work with the client to build out a workplan identifying work packages and agreed deliverables for the timebox effort. The “Timebox” will run no longer than 12 months from the contact date.

#### **Artifacts**

- Agenda and actions from meetings
- Virtual meeting recordings (as appropriate)

### **3. Client Responsibilities**

Anthology’s services model assumes active participation from the client team. The client is responsible for staffing resources on the project that have the necessary functional and technical knowledge to successfully execute required tasks. The client will staff the resources set forth below. This includes a client representative to be the primary point of contact for the Anthology Project Manager. The nominated client representative shall have full authority to make all decisions regarding

project scope, overall timeline, and related project costs, as well as ensuring the necessary client project personnel, resources, etc. are available to successfully complete the project(s). Client shall cooperate with all of Anthology’s reasonable requests regarding scheduling services, reviewing reports, and completing services. If Anthology is unable to complete a service because Client fails or refuses to cooperate with Anthology, including, but not limited to, failing to provide necessary information, resources, and access, Client shall be responsible for all the fees due under this SOW, regardless of whether all the services identified above are developed and delivered to Client.

### **4. Project Management**

Project Management facilitates communication within Anthology and with the customer related to this engagement, and coordinates Anthology’s activities for this engagement. The goal of Project Management is that project objectives and milestones are met in a timely and cost-effective manner.

To achieve these outcomes, Anthology will appoint a Project Manager who will be responsible for the overall engagement delivery, documentation, status reporting, and resource management.



## 5. Project Timeline

The project plan will be drafted, agreed to, and tracked with the Customer during or after the planning phase. Timing and dependencies are identified as outputs from planning sessions and a formal plan will be drafted and tracked in partnership with the Customer Representative or Project Lead.

## 6. Resource Requirements

In order to complete this project, Anthology proposes the following projected staffing model. The staffing model may vary as dictated by individual clients and project needs.

### Anthology Team

Where applicable Anthology will provide the following team:

Role	Activities and Responsibilities
Director	Responsible for general oversight and project quality. Serves as a client escalation point and co-ordinates additional input from specialists and subject matter experts.
Project Manager	Responsible for management of project tasks, schedule, and resources
Educational Consultant	Delivers trainings, implementation workshops, course design sessions

### Client Team

Where applicable the client will provide the following team:

Role	Activities and Responsibilities
Project Owner/Executive Sponsor	The Project Owner provides strategic direction and executive sponsorship of the engagement.
Technology Leaders	Responsible for managing client project team, managing progress against project team goals, and gaining Executive buy-in
Instructional Designers	Subject Matter Expertise on current and future course development plans, input on system configuration, participate in training
LMS System Administrator	Responsible for making configuration changes and administration



Training Staff	Responsible for working with Anthology to craft a training plan and aligning appropriate participants to training
Other Stakeholders as agreed to between the Anthology Project Manager and Client Project Team	Responsible for activities as determined by the project leads.

## 7. Professional Fees, Expenses and Terms

### **Firm-Fixed Price Services**

The costs for services to be provided on a Firm-Fixed Price basis are detailed below:

Service Name	Product Code	Term of Service	Fees
Ultra Adoption Planning	ES-UA-PLAN	One time	\$0
Ultra Adoption Training Materials	ES-UA-LM	One time	\$0
Ultra Adoption Learn Teaching Readiness	ES-UA-TRN4	One time	\$0
Ultra Adoption Timebox	ES-UA-HRS	One time	\$0
<b>Total</b>			\$0

### **Travel Expenses related to services**

Anthology will invoice the customer for the actual travel-related costs if incurred as part of this engagement. Travel costs are not included in the fees shown in this agreement. Anthology will make reasonable efforts to manage travel costs without compromising project objectives.

***There is no travel associated with this engagement.***

## 8. General Engagement Assumptions

Anthology's approach, timeline, team structure, and professional fees are based on the assumptions below. Variance from these assumptions will be considered a request to change the scope of services performed under this SOW subject to the Anthology services schedule between Customer and Anthology and may affect the actual schedule and cost of the project.

- This agreement covers only the activities as described.
- All services must be used within one (1) year of contract signing.



- Staffing and scheduling for project roles/positions will begin once the Statement of Work is signed.
- Payment for any software licenses is not contingent on or related to payment or performance for professional services.
- The Customer will provide Anthology with access to the appropriate physical and technical environments in the timeframes confirmed with Anthology Project Manager to successfully complete the effort outlined in this document.
- Any scheduling estimates are based on the assumption that the Customer will respond to any decision required from the Customer within 5 business days.
- The Customer will complete a review of all submitted draft working products, or set of working products, in five business days unless otherwise agreed to in writing.
- The Customer shall assign a representative to be the primary point of contact for the Anthology Project Manager. This representative shall have full authority to make all decisions regarding project scope, overall timeline, and related projects costs, as well as ensuring the necessary customer project personnel, resources, etc. are available to complete the project(s).
- Quality involvement and working products from the Customer are critical to the project. The Customer's representative shall be responsible for coordinating all meetings that involve Customer and third-party contractor staff members, working products, and information requests within the agreed upon timeframes.
- The Customer is responsible for providing subject matter experts to assist in identifying business rules, resolving process discrepancies, and answering ad hoc questions. The subject matter expert will be made available as needed during the course of the engagement and will be responsible for soliciting input from additional Customer personnel as needed.
- The Customer must facilitate the hardware and software configuration and environment(s) that can support the functional/technical services included in this proposal.
- All interfacing systems in the environment(s) designated for functional testing will be available.
- Third-party products and services, except as expressly noted above, Customer will separately procure and provide all third-party products and services in a timely manner to support the Services as defined in this Statement of Work. Anthology is not responsible for making changes to the configuration or data contained or used in third-party systems, including but not limited to the Customer's Student Information System.
- Except as otherwise stated in this Agreement with regard to the services performed hereunder, Anthology reserves the right to change the services it offers to its customers generally and related rates at any time.
- If applicable all reasonable travel, meals and lodging expenses shall be billable at cost and all such expenses shall be borne solely by Customer.
- Following delivery of services under this agreement, the Project Manager will commence close out activities and close the services project no later than 4 weeks following the date of final delivery of the services, unless the parties otherwise agree in writing signed by all parties.

## **APPENDIX A**





## TRAINING SERVICES

The following assumptions / requirements apply to training services to be provided by Anthology.

- Onsite/synchronous remote class size is restricted to a maximum of 20 participants to maintain an effective instructor-student ratio.
- Onsite Training events are only for Customer's on-campus, internal use. Training events may not be video recorded.
- Remote Synchronous events may be recorded. The recordings are intended for participants who attended the training and need review or for those who missed the training but were part of the 20-person roster. Recordings are not for wide distribution or consumption. They must not be posted on a public website or even made available to the clients' larger teacher population. They may not be sold or otherwise distributed for the purpose of profit and remain the intellectual property of Anthology.
- The Customer requirements that apply to the training services are set forth herein. All training services must be used within one (1) year of purchase.
- While on Customer's premises, Anthology's employees and subcontractors will comply with all reasonable security practices and procedures generally prescribed by Customer, to the extent that such practices and procedures have been notified to Anthology in writing in advance. Anthology's employees and subcontractors will not be required to sign any waivers, releases or other documents relating to ownership of intellectual property or changes, modifications, amendments, or waivers to any previously agreed to contract provision in order to gain access to Customer's premises in connection with the Professional Services and any such waivers, releases, or other documents shall be invalid and shall have no effect. Customer shall be responsible for all costs associated with Anthology's compliance with Customer's security practices and procedures.
- All computers must meet the Blackboard Learn supported browser and operating system requirements.
- Each participant must possess basic Web navigation and file management skills, internet access, and an email address.



Sherril A. Young, D.O., MBA, FAAFP  
DH Cabinet Secretary



Michael J. Caruso  
DHF Cabinet Secretary




Cynthia A. Persily, Ph.D.  
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA  
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES  
OFFICE OF SHARED ADMINISTRATION

DATE: February 28, 2024

TO: Crystal Husted, Senior Buyer  
DOA Purchasing

FROM:   
Althea Greenhowe, Procurement Specialist, Senior  
Office of Shared Administration Purchasing

RE: CCT 0511 2520 HHR23\*1

Please accept this justification memo for the Change Order to the above referenced contract. The vendor will be providing the Ultra Adoption Package to the already provided services at no cost to upgrade to Blackboard Learn Ultra.

If you have any questions, please feel free to contact me.

Thanks.





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: Ron Courtney, Procurement Associate  
Department of Health, Health Facilities, and Human Services**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
HR005170 CCT 0511 2520 HHR23\*1 IS&C NUMBER: 2024-8339**

**DATE: March 1, 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 add Ultra Adoption Package for Blackboard Inc and Genius Registration Management Software, the Office of Technology has determined:

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](mailto:Consulting.Services@wv.gov).

"BLACKBOARD INC" ×

Classification ∨

Excluded Individual ∨

Excluded Entity ∨

Federal Organizations ∨

Exclusion Type ∨

Exclusion Program ∨

Location ∨

Dates ∨

Reset



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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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#### BLACKBOARD INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	4/22/2004		4/22/2004	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	6117 - Educational Services - Educational Services - Educational Support Services		<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>	65929
<b>Charter State</b>	DE	<b>Excess Acres</b>	
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address

<b>Local Office Address</b>	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Mailing Address</b>	11720 PLAZA AMERICA DR., 11TH FLOOR RESTON, VA, 20190
<b>Notice of Process Address</b>	CORPORATE CREATIONS NETWORK INC. 126 EAST BURKE STREET MARTINSBURG, WV, 25401
<b>Principal Office Address</b>	11720 PLAZA AMERICA DR., 11TH FLOOR RESTON, VA, 20190
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	JIM MILTON 11720 PLAZA AMERICA DR., 11TH FLOOR RESTON, VA, 20190
<b>President</b>	JIM MILTON 11720 PLAZA AMERICA DR., 11TH FLOOR RESTON, VA, 20190
<b>Treasurer</b>	RAMONA DESANTIS 11720 PLAZA AMERICA DR., 11TH FLOOR RESTON, VA, 20190
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>
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Wednesday, February 28, 2024 — 8:41 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>3/5/24</u>  Solicitation No. <u>CCT HHR23*01</u>	Agency: Office of Shared Administration  Procurement Officer Submitting Requisition: Althea Greenhowe  Requisition No. CCT 0511 HHR23*1  PF No.: 1206810
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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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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: \_\_\_\_\_

*Cynthia Husted*

## REFERENCE:

### **FOR ALL SOLICITATION TYPES:**

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOIs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html).
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/TCP.pdf](http://www.state.wv.us/admin/purchase/TCP.pdf). **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**
11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**
12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**

## **FOR CHANGE ORDERS/RENEWALS:**

1. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
2. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in *wvOASIS*. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
3. **Office of Technology CIO pre-approval.** See #11.
4. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
5. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.
6. **Secretary of State verification.** Unless a waiver is obtained from the Secretary of State's Office, every vendor organized as a business entity must have a certificate of authority and be in good standing with the Secretary of State's Office. To search for a business with the Secretary of State's Office, visit <http://apps.sos.wv.gov/business/corporations>. Any vendor that cannot be found or shows a status of "revoked" or "dissolved" is not eligible for award until the issue is resolved. Agencies must verify this compliance manually prior to award and include a copy of the relevant record in the agency file. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. E. Secretary of State.**
7. **State debarment verification.** Pursuant to *West Virginia Code* §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period. A list of vendors debarred by the West Virginia Purchasing Division can be seen online at [www.state.wv.us/admin/purchase/debar.html](http://www.state.wv.us/admin/purchase/debar.html). **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. D. State Debarment.**
8. **Federal debarment verification.** Vendors must verify that a vendor is not debarred by the federal government prior to awarding a contract by visiting [Sam.gov](http://www.sam.gov). Instructions for manually checking a vendor's federal debarment status can be found online at [https://www.fsd.gov/qsafsd\\_sp?id=kb\\_article\\_view&svsparm\\_article=KB0036199&sys\\_kb\\_id=b372dadb1b4ac5d40ca4a97ae54bcbb2&spa=1](https://www.fsd.gov/qsafsd_sp?id=kb_article_view&svsparm_article=KB0036199&sys_kb_id=b372dadb1b4ac5d40ca4a97ae54bcbb2&spa=1). **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. C. Federal Debarment.**

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Questions regarding this *Compliance Verification Checklist for Requisition Submission* may be directed to your assigned Purchasing Division buyer. If you're unsure who your buyer is, see the Agency-Buyer assignments published online at [www.state.wv.us/admin/purchase/byrassign.pdf](http://www.state.wv.us/admin/purchase/byrassign.pdf).