



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

State of West Virginia  
**Master Agreement**

CORRECT ORDER NUMBER MUST  
 APPEAR ON ALL PACKAGES, INVOICES,  
 AND SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

Order Date: 03-26-2024

<b>Order Number:</b>	CMA 0802 5020 DMV2300000006 4	<b>Procurement Folder:</b>	1157937
<b>Document Name:</b>	Secure Paper Printing	<b>Reason for Modification:</b>	Change Order 3 Administrative change order only to correct Requestor ID
<b>Document Description:</b>	Secure Paper Printing		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-04-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-03-31

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000178499	<b>Requestor Name:</b>	John A Springer
RR DONNELLEY & SONS COMPANY 3801 GANTZ RD		<b>Requestor Phone:</b>	(304) 792-7116
GROVE CITY OH 43123 US		<b>Requestor Email:</b>	john.a.springer@wv.gov
<b>Vendor Contact Phone:</b>	614-477-6808	<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div>	
<b>Extension:</b>			
<b>Discount Details:</b>			
<b>#1</b>	No 0.0000 0		
<b>#2</b>	No		
<b>#3</b>	No		
<b>#4</b>	No		

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200 CHARLESTON WV 25304 US	WAREHOUSE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE S.E. SUITE 50 CHARLESTON WV 25304 US

4-1-24 60

Purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
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JE 3/27/24

**PURCHASING DIVISION AUTHORIZATION**  
**DATE:** *Tara H. 4/1/2024*  
**ELECTRONIC SIGNATURE ON FILE**

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
**DATE:** *John L. Gray*  
**ELECTRONIC SIGNATURE ON FILE**

**ENCUMBRANCE CERTIFICATION**  
**DATE:** *Dan L. 4-1-24*  
**ELECTRONIC SIGNATURE ON FILE**

*4/2/2024*

**Extended Description:**

Change Order 3  
Administrative change order only  
to correct Requestor ID

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82121500			PM	201.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Cut Sheet Motor Vehicle Title

**Extended Description:**

CO1 - Unit price: \$0.201 PM to \$201.00 PM

Cut Sheet Motor Vehicle Title

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82121500			PM	164.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Continuous Feed Motor Vehicle Title

**Extended Description:**

CO1 - Unit price: \$0.164000 PM to \$164.00 PM

Continuous Feed Motor Vehicle Title

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82121500			PM	467.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Non-Repairable Title

**Extended Description:**

CO1 - Unit price: \$0.467000 PM to \$467.00 PM

Non-Repairable Title

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82121500			PM	375.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Secure Power of Attorney

**Extended Description:**

CO1 -Unit price: \$0.375000 PM to \$375.00 PM

Secure Power of Attorney

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82121500			PM	92.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** TM-5 Dealer Reassignment

**Extended Description:**

CO1 - Unit price: \$0.092000 PM to \$92.00 PM

TM-5 Dealer Reassignment

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82121500			PM	0.061000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
			Commodity Ln Discontinued		0.00

**Commodity Line Description:** Cut Sheet Motor Vehicle Registration

**Extended Description:**

Line Discontinued - see Commodity Line 8

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82121500			PM	0.020000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
			Commodity Ln Discontinued		0.00

**Commodity Line Description:** Continuous Feed Motor Vehicle Registration

**Extended Description:**

Line Discontinued - See Commodity Line 9

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82121500			PM	61.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Cut Sheet Motor Vehicle Registration

**Extended Description:**

CO1 - Unit price: \$0.61000 PM to \$61.00 PM

Cut Sheet Motor Vehicle Registration

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	82121500			PM	20.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Continuous Feed Motor Vehicle Registration

**Extended Description:**

CO1 - Unit price: \$0.020000 PM to \$20.00 PM

Continuous Feed Motor Vehicle Registration



Lyle, Tara L <tara.l.lyle@wv.gov>

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## Re: Administrative changes

1 message

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**Lyle, Tara L** <tara.l.lyle@wv.gov>  
To: "Davis, Georgina" <georgina.davis@wv.gov>  
Cc: David H Pauline <david.h.pauline@wv.gov>

Wed, Mar 20, 2024 at 11:24 AM

David and Georgina,

Since the department contact will be changing on the face of the contract, we will need to do a formal change order and go through the normal approval/signature processes.

Thanks,  
Tara

On Wed, Mar 20, 2024 at 10:49 AM Davis, Georgina <georgina.davis@wv.gov> wrote:

Hi David  
Including you and Tara in this administrative change.  
Thanks  
Georgie

On Wed, Mar 20, 2024 at 10:46 AM Lisa Comer <lisa.comer@wvoasis.gov> wrote:

Hello Georgina,

Since this is a central document, we request you include the central buyer supervisor for approval as an Administrative change.

Thank you,

**Lisa Comer**

Finance Team

WV Enterprise Resource Planning Board

Phone: 304-935-0487

Email: FinanceTeam@wvOASIS.gov

Web: wvOASIS.gov

**wvOASIS**

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**From:** Davis, Georgina <georgina.davis@wv.gov>  
**Sent:** Wednesday, March 20, 2024 9:57 AM  
**To:** Finance Team <FinanceTeam@wvoasis.gov>  
**Subject:** Administrative changes

Good morning

I have 2 CMA's that I need to correct the requestor ID's on. This is an administrative change only. No other changes are being made.

Can you approve these to final?

CMA DMV23\*06

CMA DMV22\*05

Thanks

--

*Georgie*

Georgina Davis

Division Manager

West Virginia Division of Motor Vehicles

5707 MacCorkle Avenue, S.E. Suite 50

Charleston, WV 25304

(304) 352-5691

[georgina.davis@wv.gov](mailto:georgina.davis@wv.gov)

**CAUTION:** This email originated from outside the organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

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*Georgie*

Georgina Davis

Division Manager

West Virginia Division of Motor Vehicles

5707 MacCorkle Avenue, S.E. Suite 50

Charleston, WV 25304

(304) 352-5691

[georgina.davis@wv.gov](mailto:georgina.davis@wv.gov)

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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.*

#### R. R. DONNELLEY & SONS COMPANY

*see attached*

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/17/2012		7/17/2012	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	3231 - Manufacturing - Printing and Related Support Activities - Printing and Related Support Activities (commercial printing, books)		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>	99VWE
<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

Merger Date	Merged	Merged State	Survived	Survived State
1/29/2013	CASLON INCORPORATED	DE	R. R. DONNELLEY & SONS COMPANY	DE
1/29/2013	CONFORT & COMPANY, INC.	NY	R. R. DONNELLEY & SONS COMPANY	DE
1/29/2013	HERITAGE PRESERVATION CORPORATION	SC	R. R. DONNELLEY & SONS COMPANY	DE
1/29/2013	MOORE NORTH AMERICA FINANCE, INC.	DE	R. R. DONNELLEY & SONS COMPANY	DE
1/29/2013	MOORE WALLACE NORTH AMERICA, INC.	DE	R. R. DONNELLEY & SONS COMPANY	DE
1/29/2013	STRATUS GROUP, INC.	OH	R. R. DONNELLEY & SONS COMPANY	DE
1/15/2015	TOPS PRODUCTS, LLC	DE	R. R. DONNELLEY & SONS COMPANY	DE
1/15/2015	VON HOFFMANN HOLDINGS LLC	DE	R. R. DONNELLEY & SONS COMPANY	DE
2/3/2016	R. R. DONNELLEY RECEIVABLES, INC.	NV	R. R. DONNELLEY & SONS COMPANY	DE
3/3/2016	CHICAGO DELIVERY INC.	IL	R. R. DONNELLEY & SONS COMPANY	DE
3/3/2016	UNITED EXPRESS SYSTEM, INC.	IL	R. R. DONNELLEY & SONS COMPANY	DE
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
3/3/2016	MERGER: MERGING CHICAGO DELIVERY INC., A NON-QUALIFIED IL ORGANIZATION, UNITED EXPRESS SYSTEM, INC., A NON-QUALIFIED IL ORGANIZATION WITH AND INTO R. R. DONNELLEY & SONS COMPANY, A QUALIFIED DE CORPORATION, THE SURVIVOR
2/3/2016	MERGER: MERGING R. R. DONNELLEY RECEIVABLES, INC., A NON-QUALIFIED NV ORGANIZATION WITH AND INTO R. R. DONNELLEY & SONS COMPANY, A QUALIFIED DE CORPORATION, THE SURVIVOR
4/1/2015	CERTIFICATE OF CORRECTION FILED CORRECTING THE RESTATED CERTIFICATE OF INCORPORATION (STOCK VALUES)
1/15/2015	MERGER: MERGING TOPS PRODUCTS, LLC, A NON-QUALIFIED DE ORGANIZATION, VON HOFFMANN HOLDINGS LLC, A NON-QUALIFIED DE ORGANIZATION WITH AND INTO R. R. DONNELLEY & SONS COMPANY, A QUALIFIED DE CORPORATION, THE SURVIVOR
1/29/2013	MERGER: MERGING CASLON INCORPORATED, A NON-QUALIFIED DE ORGANIZATION, CONFORT & COMPANY, INC., A NON-QUALIFIED NY ORGANIZATION, HERITAGE PRESERVATION CORPORATION, A NON-QUALIFIED SC ORGANIZATION, MOORE NORTH AMERICA FINANCE, INC., A NON-QUALIFIED DE ORGANIZATION, MOORE WALLACE NORTH AMERICA, INC., A NON-QUALIFIED DE ORGANIZATION, STRATUS GROUP, INC., A NON-QUALIFIED OH ORGANIZATION WITH AND INTO R.

R. DONNELLEY & SONS COMPANY, A QUALIFIED DE CORPORATION,  
THE SURVIVOR

Date	Amendment
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Annual Reports
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2023
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Date filed
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, March 20, 2024 — 11:53 AM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	7810 SOLUTION CENTER	CHICAGO	IL	606777008	
Payment	POSTAGE BCS	BOSTON	MA	02284 2313	MIKE ROSS
Payment	35 W WACKER DR	CHICAGO	IL	60601	
Ordering	3801 GANTZ RD	GROVE CITY	OH	43123	JEFFREY LAUER
Ordering	PO BOX 312	WINFIELD	WV	25213-0312	MICHAEL ROSS
Ordering	600 RIVER AVENUE	PITTSBURGH	PA	15212	ANN BECKERT
Ordering	10300 EATON PLACE #300	FAIRFAX	VA	22033	CHERYL STEELE
Ordering	1341 G STREET NW 4TH FLR	WASHINGTON	DC	20005	CHERYL STEELE
Payment	PO BOX 312	WINFIELD	WV	25213-0312	MICHAEL ROSS
Payment	PO BOX 905151	CHARLOTTE	NC	282905151	A J SAGEN

First Prev [Next](#) [Last](#)

Save [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#)

Vendor/Customer : 000000178499

RR DONNELLEY & SONS COMPANY

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 04/26/2018

Active To :

Default Record :

Mail Returned :

Active Address : Yes

Address Information

Address ID : AD000006

Country Phone Code : 1

Street 1 : 7810 SOLUTION CENTER

Phone : 000-000-0000

Street 2 :

Phone Extension :

City : CHICAGO

County :

State/Province : IL

County Name :

Zip/Postal Code : 606777008

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTED</u> Date: <u>3/25/24</u>	Agency: Division of Motor Vehicles
Solicitation No. <u>CMA DMV 23*06</u> <u>CO# 3</u>	Procurement Officer Submitting Requisition: Kristy James
	Requisition No. CMA DMV 23*06 CO4 - Administrative Change Only
	PF No.: 1157937

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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

### FOR CHANGE ORDERS/RENEWALS:

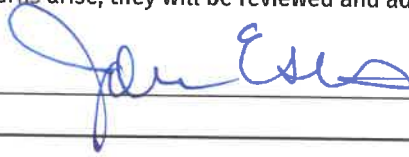
13	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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: \_\_\_\_\_



**REFERENCE:**

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.**
13. **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.
14. **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.**
15. **Office of Technology CIO pre-approval.** See #11.
16. **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.
17. **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.
18. **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.**
19. **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.**
20. **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*. 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&sysparm\\_article=KB0036199&sys\\_kb\\_id=b372dad1b4ac5d40ca4a97ae54bcbb2&spa=1](https://www.fsd.gov/qsafsd_sp?id=kb_article_view&sysparm_article=KB0036199&sys_kb_id=b372dad1b4ac5d40ca4a97ae54bcbb2&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).