



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

State of West Virginia Delivery Order

Order Date: 01-19-2024

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:	CDO 0803 0081 DOT2400000030 2	Procurement Folder:	1357424
Document Name:	Deighton Professional Service - TAMP	Reason for Modification:	Change Order No. 1 To Update Commodity Lines for Revised SOW
Document Description:	Deighton Professional Service - TAMP (81240083) CO 1		
Procurement Type:	Central Delivery Order		
Buyer Name:	John W Estep		
Telephone:	304-558-2566		
Email:	john.w.estep@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0803 DOT2400000009 2
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000233045	Requestor Name:	Sidney Oliver
DEIGHTON ASSOCIATES LTD 1555 WENTWORTH ST UNIT 200		Requestor Phone:	304-414-7119
WHITBY ON L1N 9T6 CA		Requestor Email:	jr.oliver@wv.gov
Vendor Contact Phone:	9056656605	Extension:	132
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

24
 FILE LOCATION _____

INVOICE TO	SHIP TO
INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US	INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US

Purchasing Division's File Copy

Total Order Amount:	\$365,200.00
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JE 1/25/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara H 1/26/24*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Sanjay 1-26-24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1

To update CDO for the revised SOW - Dated 12/5/23 (attached): Decrease amount of Line 3 and add Line 5

Service Dates: January 15, 2024 to January 14, 2025

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	200.00000	HOUR	\$285.0000	\$57,000.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Deighton Professional Services - Project Mgt Rate - Sr. Rate

Extended Description:

Deighton Professional Services - Project Mgt Rate - Sr. Rate

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	300.00000	HOUR	\$285.0000	\$85,500.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Deighton Prof Svcs -dTIMS Software Dev. Personnel - Sr. Rate

Extended Description:

Deighton Prof Svcs -dTIMS Software Dev. Personnel - Sr. Rate

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	500.00000	HOUR	\$285.0000	\$142,500.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Deighton Prof Svcs - Project Delivery Personnel - Sr. Rate

Extended Description:

Deighton Prof Svcs - Project Delivery Personnel - Sr. Rate

Revised # of Hours: Decrease to 500

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112200	0.00000		\$0.0000	\$14,200.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-01-15	2025-01-14				

Commodity Line Description: Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip)-Sr. Rate

Extended Description:

Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip)-Sr. Rate

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81112200	300.00000	HOUR	\$220.0000	\$66,000.00
Service From	Service To	Manufacturer		Model No	Delivery Date

Commodity Line Description: Deighton Prof Svcs - Project Delivery Personnel - Jr. Rate

Extended Description:

Deighton Prof Svcs - Project Delivery Personnel - Jr. Rate



West Virginia 2023 TAMP Services Agreement



Scope & Cost Proposal

2022-064

12/05/2023

Confidentiality Statement

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If a public request is made to obtain Deighton's proposal, further to the omission of Deighton's confidential information, Deighton requests the opportunity to provide a redacted version where all commercially sensitive information will be removed in order to protect Deighton's intellectual property throughout our processes, methodologies, and standards, along with our software logic and architecture.

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Website: www.deighton.com

Contents

Executive Summary..... 5

Scope of Work - Updates to the dTIMS BA PMS and BMS (TAMP Assistance)..... 5

- 1.1 Project Initiation 5
- 1.2 PMS & BMS Model Validation, Calibration Enhancements 5
- 1.3 PMS/BMS Data Cleanup and LRS Integration for PMS/BMS 5
- 1.4 LRTP Assistance..... 6
- 1.5 Documentation 6
- 1.6 Project Management/Oversight 6
- 1.7 Pricing Table..... 6



Executive Summary

The purpose of this Scope of Work is to continue to offer support services for the West Virginia Department of Transportation (WVDOT) Transportation Asset Management Plan (TAMP). The overall scope of work is based on a time and materials delivery order and as such, the services are more loosely defined. The intent of this proposal is to provide an upset limit for the services by role as identified in the Contract Master Agreement (CMA). Referring to the CMA, Year 1 rates are used. The scope of this proposal is to cover the period **from December 1st, 2023, to December 31st, 2024, ONLY**. If additional services are required over and above the upset limit provided in this proposal within the timeframe indicated above, then a change order will be required. Additional proposals will be provided for TAMP assistance for other time periods within the timeframe of the CMA.

Scope of Work - Updates to the dTIMS BA PMS and BMS (TAMP Assistance)

Deighton will work with WVDOT to ensure the existing Pavement Management System (PMS) and Bridge Management System (BMS) in dTIMS BA remain current and adhering to any new FHWA or WVDOT regulations. The task outlined above focuses on the upkeep of the TAI data. This task focuses on the upkeep of the PMS and BMS analysis models and related TAMP reports.

1.1 Project Initiation

During this task, Deighton will initiate the project by drafting the work plan, budget, and schedule, as well as clarifying roles, expectations, decision making and communication protocols. Deighton, in concert with WVDOT, will develop goals and objectives and refine the project scope and TAMP Implementation Work Plan, as necessary, to address comments and issues discussed at the kick-off meeting and/or identified during this task.

1.2 PMS & BMS Model Validation, Calibration Enhancements

This task will include the steps for validation and calibration of the Bridge Management System (BMS) and Pavement Management System (PMS) as completed for the Complete TAMP in Part 2. During this task a series of meetings will be held to discuss details regarding the model validation of the BMS/PMS utilizing the Deighton dTIMS software.

1.3 PMS/BMS Data Cleanup and LRS Integration for PMS/BMS

This task will allow Deighton to work with WVDOT to clean up the PMS and BMS data schema to streamline data storage. This will be required to facilitate the LRS and data integration to WVDOT's Esri Roads & Highways implementation. This integration will allow the Linear Referencing System (LRS) and related data to be pulled from Roads & Highways into the PMS and BMS on an as needed or scheduled basis.

1.4 Budget Scenario Support

This task provides assistance to WVDOT for the running/creation of several budget scenarios from the PMS and BMS to generate a long-term forecast for inclusion in the transportation plan.

1.5 Documentation

This task provides assistance to WVDOT for the creation/modification of the PMS and BMS configuration document. This document captures and records the configuration setup of the PMS and BMS at a point in time for future reference.

1.6 Project Management/Oversight

This task will allow Deighton's project manager to coordinate and manage the delivery of all aspects of the project between WVDOT and Deighton. Doing so will require a host of ongoing coordination and management activities that cannot be ascribed to specific tasks of work. These project management activities are necessary to be consistent with both Deighton's internal quality control and management systems and your own expectations for quality and delivery. Deighton will perform the following ongoing project management tasks: documentation/ document control, maintaining the project schedule and budget, consultant oversight, progress reporting, calls/meetings, communications, invoicing, and other QA/QC activities. Project Management will be required for the duration of this effort.

1.7 Pricing Table

The proposed pricing table is below. For each monthly invoice, a backup report will be provided outlining the staff, hours spent, detailed description of work performed and the task the work was performed against.

Prior to any work being performed, Deighton will communicate the scope and the estimated level of effort with the WVDOT PM or primary contact. Work will commence only upon written approval from WVDOT.

Billable Role	Category	Rate	Qty	Total
Project Management	Jr	\$220.00	0	\$0.00
	Sr	\$285.00	200	\$57,000.00
dTIMS Product Management Personnel	Jr	\$220.00	0	\$0.00
	Sr	\$285.00	0	\$0.00
dTIMS Software Development Personnel	Jr	\$220.00	0	\$0.00
	Sr	\$285.00	300	\$85,500.00
dTIMS Project Delivery Personnel	Jr	\$220.00	300	\$66,000.00
	Sr	\$285.00	500	\$142,500.00
dTIMS Training Personnel	Jr	\$220.00	0	\$0.00
	Sr	\$285.00	0	\$0.00
dTIMS Support Personnel	Jr	\$220.00	0	\$0.00
	Sr	\$285.00	0	\$0.00
On-Site Support Costs (3-day) trip	Jr	\$11,600.00	0	\$0.00
	Sr	\$14,200.00	1	\$14,200.00
			Total	\$365,200.00

--- End of Document ---



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

State of West Virginia
Master Agreement

Order Date: 10-25-2023

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

Order Number:	CMA 0803 0081 DOT2400000009 2	Procurement Folder:	1290722
Document Name:	Deighton Professional Services	Reason for Modification:	Change Order No. 1 - administrative change order to add a page from the vendor's quote that inadvertently missed and add a new commodity line.
Document Description:	Deighton Professional Services (81240030)		
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-10-15
Free on Board:		Effective End Date:	2024-10-14

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000233045	Requestor Name:	Kristine E James
DEIGHTON ASSOCIATES LTD 1555 WENTWORTH ST UNIT 200		Requestor Phone:	304-414-7104
WHITBY ON L1N 9T6 CA		Requestor Email:	kristy.e.james@wv.gov
Vendor Contact Phone:	9056656605	Extension:	132
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US	INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US

Total Order Amount: Open End

PURCHASING DIVISION AUTHORIZATION
 SIGNED BY : Tara Lyle
 DATE: 2023-10-23
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 SIGNED BY : John S Gray
 DATE: 2023-10-25
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 SIGNED BY : Beverly A Toler
 DATE: 2023-10-25
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1 - Administrative change order to add a missing page (page 21) from the vendor's quote that was inadvertently missed on the purchase order and add a commodity line to aide in payment for lump sum fixed fee delivery orders, payment milestone will be established which are based upon specific deliverables.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81112200			HOUR	220.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Professional Services - Project Mgt Rate - Jr. Rate

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81112200			HOUR	220.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Prof Svcs - dTIMS Prod Mgmt Personnel - Jr. Rate

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81112200			HOUR	220.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Prof Svcs -dTIMS Software Dev. Personnel - Jr. Rate

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81112200			HOUR	220.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Prof Svcs - Project Delivery Personnel - Jr. Rate

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81112200			HOUR	220.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Prof Svcs - Training Personnel - Jr. Rate

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81112200			HOUR	220.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Prof Svcs - Support Personnel - Jr. Rate

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	81112200			HOUR	325.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Prof Svcs -Senior External SME (as required)

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	81112200				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip)-Jr. Rate

Extended Description:

Year 1 - Jr. Rate - \$11,600.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	81112200			HOUR	285.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Professional Services - Project Mgt Rate - Sr. Rate

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	81112200			HOUR	285.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Prof Svcs - dTIMS Prod Mgmt Personnel - Sr. Rate

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	81112200			HOUR	285.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Prof Svcs -dTIMS Software Dev. Personnel - Sr. Rate

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	81112200			HOUR	285.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Prof Svcs - Project Delivery Personnel - Sr. Rate

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	81112200			HOUR	285.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Prof Svcs - Training Personnel - Sr. Rate

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	81112200			HOUR	285.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Prof Svcs - Support Personnel - Sr. Rate

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	81112200				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip)-Sr. Rate

Extended Description:

On-Site Support Costs (3-day trip) Sr. Rate - \$14,200.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	81112200				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Lump Sum Fixed Fee Delivery Orders

Extended Description:

Added on Change Order No. 1 - payment for lump sum fixed fee delivery orders, payment milestone will be established which are based upon specific deliverables.

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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.

DEIGHTON ASSOCIATES LTD.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/13/1992		5/13/1992	Foreign	Profit			

Organization Information			
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services		Capital Stock 0.0000
Charter County	Foreign Country		Control Number 0
Charter State	ONT		Excess Acres 0
At Will Term			Member Managed × Close
At Will Term Years			P Hi, I'm SOLO I'm here to help you launch your new
Authorized Shares	0		Ent LLC.

Addresses	
Type	Address
Local Office Address	1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6
Mailing Address	1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6 CAN
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6 CAN
Type	Address

Officers	
Type	Name/Address
Director	ROB PIANE 1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6
President	VICKI DEIGHTON 1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6
Type	Name/Address

Annual Reports	
Filed For	
2023	<div style="text-align: right; margin-bottom: 5px;">× Close</div> <p>Hi, I'm SOLO I'm here to help you launch your new LLC.</p>
2022	
2021	
2020	
2019	
2018	

2017x
2017
2016
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2000
1999
Date filed

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

Thursday, January 25, 2024 — 9:18 AM

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X Close

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Search

Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

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Entity Information

All Entity Information

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- Any Words
- All Words
- Exact Phrase

Entity

Entity Name

No results found

CAGE / NCAGE

Location

Status

- Active
- Inactive

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>1/25/24</u> Solicitation No. <u>CDO DOT24*30</u>	Agency: WVDOH Procurement Officer Submitting Requisition: Dusty Smith Requisition No. CDO DOT240000030 CO#1 PF No.: 1357424
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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 (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"/>

	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 type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: _____

