



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

State of West Virginia
Contract

Order Date: 04-05-2024

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 0313 0313 DEP2300000006 4 | Procurement Folder: | 1186632 |
| Document Name: | OER-Information System (OERIS) (DEPOER-F23-1) | Reason for Modification: | Change Order #2 Time extension only |
| Document Description: | OER-Information System (OERIS) (DEPOER-F23-1) | | |
| Procurement Type: | Central Sole Source | | |
| Buyer Name: | Joseph E Hager III | | |
| Telephone: | (304) 558-2306 | | |
| Email: | joseph.e.hageriii@wv.gov | | |
| Shipping Method: | Best Way | Effective Start Date: | 2023-06-01 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2025-02-28 |

| VENDOR | | DEPARTMENT CONTACT | |
|---|-----------------------------|---------------------|---------------------------|
| Vendor Customer Code: | VS0000022678 | Requestor Name: | Jessica S Chambers |
| ENFOTECH & CONSULTING INC 1368 HOW LN NORTH BRUNSWICK NJ 08902-1792 US | | Requestor Phone: | (304) 414-1140 |
| Vendor Contact Phone: | 732-839-1688 Extension: 107 | Requestor Email: | jessica.s.chambers@wv.gov |
| 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 |
|---|--|
| ENVIRONMENTAL PROTECTION DIVISION OF LAND RESTORATION 601 57TH ST SE CHARLESTON WV 25304 US | ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US |

4-11-24 GC

Total Order Amount: \$680,280.0

Purchasing Division's File Copy

JA 4-11-24

| | | |
|---|---|---|
| PURCHASING DIVISION AUTHORIZATION DATE: <i>M. [Signature]</i> 4/11/2024 | ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: 4/17/2024 | ENCUMBRANCE CERTIFICATION <i>[Signature]</i> 4-17-24 DATE: |
|---|---|---|

ELECTRONIC SIGNATURE ON FILE

ELECTRONIC SIGNATURE ON FILE

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

CO No 2 is issued to extend the original contract to February 28, 2025 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to complete the project only.

Effective date of change: June 1, 2024

No other changes.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|--------------|
| 1 | 43232802 | 0.00000 | | 0.000000 | \$680,280.00 |
| Service From | Service To | Manufacturer | | Model No | |
| 2024-06-01 | 2025-02-28 | | | | |

Commodity Line Description: OER-Information System

Extended Description:



APPROVED
Harold D. Ward
4/11/24

west virginia department of environmental protection

Office of Environmental Remediation
601 57th Street SE
Charleston, WV 25304
(304) 926-0499

Harold D. Ward, Cabinet Secretary
dep.wv.gov

MEMORANDUM

To: Jessica Chambers Smith
Procurement Manager

From: Curtis Phillips
WVDEP, DLR, OER


Date: March 22, 2024

Subject: Change Order #2 Time extension for CCT DEP230000006 – Office of Environmental Remediation Information System (OERIS)

The WVDEP Office of Environmental Remediation is requesting a change order (no additional cost) to extend the contract period of the above-referenced contract by 9 months, making the new effective date for the contract February 28, 2025.

The time extension was requested due to project delays in completing the Functional Requirements Specifications Document and System Configuration Document, as specified in the contract, for the final design and implementation of the database system release.

If you have any additional questions, please feel free to contact me at Curtis.A.Phillips@wv.gov.


Curtis A. Phillips
Project Manager

March 21, 2024

Mr. Curtis A. Phillips
Project Manager
Office of Environmental Remediation
West Virginia Department of Environmental Protection
2031 Pleasant Valley Road
Fairmont, WV 26554

Subject: OERIS Project Status and Time Extension Request (PO # CCT 0313 0313 DEP2300000006 2)

Dear Curtis:

enfoTech is currently working under a PO # CCT 0313 0313 DEP2300000006 2 to implement an Office of Environmental Remediation Information System (OERIS) for the WVDEP Office of Environmental Remediation (OER). The OERIS will be used by the Brownfield Assistance Program, Licensed Remediation Specialist Program, UECA-LUST Program, Voluntary Remediation Program (VRP) Program, Land Use Covenant Program, and CERCLA/Superfund Program. The current contract/PO has a target completion date of May 31, 2024.

(A) Project Status

The team has completed the Functional Requirement Verification Phase with all program requirements documented and approved. We are currently in the System Configuration Document/Design (SCD) phase and have developed a draft SCD document currently under OER's review. The remaining project work includes the following:

1. Finalize the System Configuration Document (SCD)
2. Based on the OER approved SCD, complete OERIS system configurations
3. Deploy the configured OERIS system for OER to review/comment in the UAT environment
4. Complete user training and user documentation
5. After OER approves the configured OERIS system, begin system production use

(B) Contract Time Extension Request

The Team requests a 9-month time extension for the OERIS project based on the following reasons:

- Additional work not anticipated in the project planning stage
 - Additional time haven been spent to document OER's business processes in the Functional Requirement Verification Phase and work with OER to finalize TO-BE business processes in the Functional Requirement Specification document.

- OER desires to have a dedicated database system that will be separate from the DEP's EPermit system. This requirement results in additional time needed to
 - ✓ Explore various system design and installation scenarios to meet OER's business requirements, and architect a final system design
 - ✓ Create a separate database and external system interfaces such as West Virginia e-Pay, etc.
 - ✓ Prepare a UAT environment for the OERIS system configurations
- Schedule delay due to time constraints with project members and conflict with other work priorities
 - Staff's schedule limitations to meet during the Thanksgiving / Christmas holidays
 - Project delay due to schedule conflict with OER's attendance of USEPA conferences

Both OER and enfoTech have discussed a potential contract time extension. enfoTech agrees to a time extension to February 28, 2025, with no additional cost.

Thank you for evaluating this request.

Sincerely,



Tony C. Jeng
Executive Vice President
TCJ: ss

Enclosure

cc: File – West Virginia DEP, Sony Su



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: Wesley Vandall, Procurement Supervisor
Department of Environmental Protection**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
CCT DEP 23*6 IS&C NUMBER: 2024-2175**

DATE: April 3, 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 for CCT DEP 23*6 time extension to 2/28/2025, the Office of Technology has determined:

X That your request is approved.

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

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

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

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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.

ENFOTECH & CONSULTING, INC.

| Organization Information | | | | | | | | |
|--------------------------|----------------|------------------|-------------|---------|--------|----------|------------------|--------------------|
| Org Type | Effective Date | Established Date | Filing Date | Charter | Class | Sec Type | Termination Date | Termination Reason |
| C Corporation | 12/8/2020 | | 12/8/2020 | Foreign | Profit | | | |

| Organization Information | | |
|---------------------------|---|-----------------------|
| Business Purpose | 5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services | |
| Charter County | Capital Stock | |
| Charter State | NJ | Control Number |
| At Will Term | Excess Acres | |
| At Will Term Years | Member Managed | |
| Authorized Shares | Par Value | |
| | Young Entrepreneur No | |

| Addresses | |
|----------------------------------|---|
| Type | Address |
| Local Office Address | 1368 HOW LANE NORTH BRUNSWICK, NJ, 08902 |
| Mailing Address | 1368 HOW LANE NORTH BRUNSWICK, NJ, 08902 USA |
| Notice of Process Address | ENFOTECH & CONSULTING INC. 1368 HOW LANE NORTH BRUNSWICK, NJ, 08902 |
| Principal Office Address | 1368 HOW LANE NORTH BRUNSWICK, NJ, 08902 USA |
| Type | Address |

| Officers | |
|-----------------------|--|
| Type | Name/Address |
| President | LI-YIN JENG 7 MEETINGHOUSE COURT PRINCETON, NJ, 08540 |
| Secretary | JASON HUANG 1 FINDLAY LANE PRINCETON JUNCTION, NJ, 08550 |
| Vice-President | TONY JENG 7 MEETINGHOUSE COURT PRINCETON, NJ, 08540 |
| Type | Name/Address |

| Annual Reports | |
|-----------------------|--|
| Filed For | |
| 2023 | |
| 2022 | |
| 2021 | |
| Date filed | |

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

Friday, March 1, 2024 — 12:09 PM



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Search

All Words

e.g. 1606N020Q02

Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By





Keyword Search


For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

Any Words 

All Words 

Exact Phrase 

e.g. 123456789, Smith Corp

"Enfotech & Consulting" ×

Classification ∨

Excluded Individual ∨

Excluded Entity ∨

Federal Organizations ∨

Exclusion Type ∧

- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

Exclusion Program ∨

Location ∨

Dates ∨

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|--|---|
| <i>Purchasing Division Use:</i> Buyer: <u><i>J. Maguire</i></u> Date: <u><i>4.11.24</i></u> | Agency: WVDEP |
| Solicitation No. <u><i>CCT DEP 23006</i></u> <u><i>C/O #2</i></u> | Procurement Officer Submitting Requisition: JESSICA CHAMBERS SMITH |
| | Requisition No. CCT DEP2300000006 |
| | PF No.: 1186632 |

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 checked="" 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 checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5 | Maximum budgeted amount in wvOASIS | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input 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"/> |
| 9 | Fleet Management Division 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 |
|-----------|--|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 10 | Insurance requirements | | | | |
| | Commercial General Liability | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Automobile Liability | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Workers' Compensation/Employer's Liability | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Cyber Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Builder's Risk/Installation Floater | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Professional Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Other (specify) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Office of Technology CIO pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Treasurer's Office (banking) pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

FOR CHANGE ORDERS/RENEWALS:

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

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

For Purchasing Division Use Only:

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

Signature: _____

