



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: 04-08-2024

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:	CMA 1600 1600 SOS2400000004 2	Procurement Folder:	1279312
Document Name:	Hosting of the SVRS & Campaign Finance System	Reason for Modification:	Change Order #1 To renew contract
Document Description:	Hosting: Statewide Voter Reg & Campaign Finance System		
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-09-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-06-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VC0000113233	Requestor Name:	Richard C Stricklen
CIVIX 400 INTERNATIONAL PARKWAY		Requestor Phone:	304-356-2685
HEATHROW FL 32746-5037 US		Requestor Email:	rstricklen@wvsos.com
Vendor Contact Phone:	6143389113 Extension:	<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Discount Details:			
Discount Allowed	Discount Percentage Discount Days		
#1 No	0.0000 0		
#2 No			
#3 No			
#4 No			

INVOICE TO	SHIP TO
CFO SECRETARY OF STATE BLDG 1 STE 157K 1900 KANAWHA BLVD E CHARLESTON WV 25305-0770 US	SUPPLY CLERK SECRETARY OF STATE BLDG 1 STE 157K 1900 KANAWHA BLVD E CHARLESTON WV 25305-0770 US

4-11-24 6C

Total Order Amount:	Open End
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Purchasing Division's File Copy

TW 4/11/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark [Signature] - 4/11/24*
 ELECTRONIC SIGNATURE ON FILE

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

4/17/2024

ENCUMBRANCE CERTIFICATION
 DATE: *[Signature] 4/17/24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order #1 - is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date: 7/1/2024 - 6/30/2025

Renewals Remaining: Two (2)

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.
No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81112200			EA	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Voter Registration and Election Management Hosting

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81112200			EA	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Campaign Finance Hosting

Extended Description:



Secretary of State
State Capitol Building
Charleston, WV 25305

Mac Warner
Secretary of State
State of West Virginia

Telephone: (304) 558-6000
Toll Free: 1-866-SOS-VOTE
Fax: (304) 558-0900
www.wvsos.gov

March 28, 2024

Civix
3300 W Esplande Ave Ste 400
Metairie, LA, 70002

RE: Change Order No. 1- Renewal of CMA SOS2400000004 SVRS-Campaign Finance Hosting

The West Virginia Secretary of State is offering to exercise the 1st renewal year of the original contract CMA SOS2400000004 SVRS-Campaign Finance Hosting. This letter constitutes the contract will be renewed under the same terms and conditions, and pricing as per the original contract.

Effective dates of the renewal are July 1, 2024- June 30, 2025

Renewals remaining: 2

If you agree to these changes, please sign & date below and return.

Please let us know if you have any questions.

Best Regards,

Richard Stricklen
Procurement Officer
West Virginia Secretary of State

Civix agrees to renew the subject contract for the period stated above.

DocuSigned by:

Phillip Braithwaite

AAAC4AAEF32841C
Name/Signature

4/5/2024

Date

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Business Organization Detail

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PCC TECHNOLOGY INC. *X SEC DBA*

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/4/2015		12/4/2015	Foreign	Profit			

Organization Information		
Business Purpose	5419 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Other Professional/Scientific/Technical Services (marketing research, public opinion polling, photographic, translation & interpretation, veterinary services)	
Capital Stock		
Charter County	Control Number	
Charter State	DE	Excess Acres
At Will Term	Member Managed	
At Will Term Years	Par Value	
Authorized Shares	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	100 NORTHFIELD DRIVE STE 300A WINDSOR, CT, 06095
Mailing Address	SUITE 440 400 INTERNATIONAL PARKWAY LAKE MARY, FL, 32746 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	400 INTERNATIONAL PARKWAY SUITE 440 LAKE MARY, FL, 32746 USA
Type	Address

Officers	
Type	Name/Address
Director	JAMES C SNYDER 8888 KEYSTONE CROSSING SUITE 600 INDIANAPOLIS, IN, 46240
Director	MICHAEL A FOISY 8888 KEYSTONE CROSSING SUITE 600 INDIANAPOLIS, IN, 46240
President	TOMMY WAYNE AMBURGEY JR. (CEO) 3300 W ESPLANADE AVE STE 400 METAIRIE, LA, 70002
Secretary	JAMES C SNYDER 8888 KEYSTONE CROSSING SUITE 600 INDIANAPOLIS, IA, 46240
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CIVIX	TRADENAME	4/5/2022	
DBA Name	Description	Effective Date	Termination Date

Annual Reports
Filed For
2023
2022
2021
2020
2019
2018
2017x
2017
Date filed

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

Monday, April 8, 2024 — 9:29 AM

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e.g. 1606N020Q02

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- All Words 
- Exact Phrase 

e.g. 123456789, Smith Corp

Classification ▼

Excluded Individual ▼

Excluded Entity ▲

Entity Name

CIVIX ×

Unique Entity ID

e.g. HTYR9YJHK65L ▼

CAGE / NCAGE

Federal Organizations ▼

Exclusion Type ▼

Exclusion Program ▼

Location ▼

Dates ▼

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>TW-09</u> Date: <u>4/11/24</u> Solicitation No. <u>CMA SOS24'004</u>	Agency: West Virginia Secretary of State Procurement Officer Submitting Requisition: Richard Stricklen Requisition No. CMA SOS2400004 PF No.: <u>1279312</u>
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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"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input checked="" 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: _____

