



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

State of West Virginia  
**Contract**

Order Date: 12-21-2021

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

<b>Order Number:</b>	CCT 0511 2754 CSE2100000002 4	<b>Procurement Folder:</b>	751534
<b>Document Name:</b>	Change order 1	<b>Reason for Modification:</b>	Change Order 1: to renew contract under the same terms and conditions. Effective: April 1, 2022 through March 31, 2023
<b>Document Description:</b>	65 Licenses for Research and Locate Tool		
<b>Procurement Type:</b>	Central Contract - Fixed Amt	<b>Renewal remaining:</b>	2
<b>Buyer Name:</b>	Crystal G Hustead		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.hustead@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-04-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-03-31

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000184365	<b>Requestor Name:</b>	Virginia G Hill
THOMSON REUTERS WEST PO BOX 6292		<b>Requestor Phone:</b>	(304) 558-3780
CAROL STREAM IL 601976292 US		<b>Requestor Email:</b>	virginia.g.hill@wv.gov
<b>Vendor Contact Phone:</b>	800-328-4880 Extension:	<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-size: 24pt; font-weight: bold;">FILE LOCATION _____</div>	
<b>Discount Details:</b>			
	<b>Discount Allowed    Discount Percentage    Discount Days</b>		
#1	No                      0.0000                      0		
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US

12-27-21 BHT

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$114,004.80
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ENTERED

CH 12/27/21

<b>PURCHASING DIVISION AUTHORIZATION</b> <i>Lunda Harper</i> DATE: 12/27/2021 <b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> <i>John S. Gray</i> DATE: <b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ENCUMBRANCE CERTIFICATION</b> <i>Beverly Tolson</i> DATE: 1-6-2022 <b>ELECTRONIC SIGNATURE ON FILE</b>
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1/5/2022

**Extended Description:**

Change order 1

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 of renewal: April 1, 2022 through March 31, 2023

Renewals remaining: 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	Quantity	Unit	Unit Price	Total Price
1	93131703	12.00000	MO	4680.000000	\$56,160.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-04-01	2022-03-31				

**Commodity Line Description:** Sixty-Five (65) Real-Time Web-Based Research and Locate Tool

**Extended Description:**

PLEASE SEE EXHIBIT A PRICING PAGE.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93131703	12.00000	MO	4820.400000	\$57,844.80
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-04-01	2023-03-31				

**Commodity Line Description:** Sixty-Five (65) Real-Time Web-Based Research and Locate Tool

**Extended Description:**

Flat rate monthly fee for a web based research and locate tool for the statewide child support offices  
optional renewal year 1



THOMSON REUTERS

**John S. Nelson**  
Director, Procurement and Proposal Management  
Commercial Excellence

610 Opperman Drive, Office D6-N1900  
Eagan, MN 55123  
Tel: (763) 326-4505  
E-Mail: john.s.nelson@tr.com

November 23, 2021

Virginia G. Hill  
West Virginia Department of Health and Human Resources  
Bureau of Child Support Enforcement (BCSE)  
350 Capitol Street, Room 147  
Charleston, WV 25301-3703

RE: ACT CSE21\*2 (CLEAR Contract) – Exercise of Renewal Option

Dear Ms. Hill:

Per your request, this letter serves to acknowledge the agreement of West Publishing Corporation (dba, West, a Thomson Reuters business) to renew the above-referenced CLEAR contract at the rates set forth in the contract (attached is a copy of our price page incorporated into the contract):

- **Renewal Term:** Option Year 1
- **Option Year 1 Rate:** \$4,820.40 per month or \$57,844.80/year

All other terms and conditions of the above-referenced contract remain the same.

If I can be of any further assistance with the renewal, please do not hesitate to contact me. Please note that I am the authorized signatory for the company.

We truly value the Bureau of Child Support Enforcement as a customer.

Sincerely,

A handwritten signature in black ink that reads "John Nelson".

John S. Nelson  
Director of Procurement and Proposal Management

*Kimberly S. Jobe*  
*ok to renew*

# Price Quote

Price Quote

In response to CRFQ 0511 CSE210000001, we propose to provide WV Child Support with continued access to a comprehensive collection of content, features, and services that will meet the needs of WV Child Support's users.

Our proposed pricing for West Virginia Department of Health and Human Resources, Bureau of Child Support Enforcement is shown in the table below and is consistent with the pricing on the RFQ Price Sheet. Please note that the per-seat rate in our offer represents 35% savings over the rate for the current contract.

Please note that we have accommodated the RFQ Price Sheet by providing per-seat pricing for the combined offer of CLEAR and RTIA; however, per-seat pricing is not a valid price model for CLEAR subscriptions. Our offer is contingent on the total number of users, and the per-seat rates are provided for evaluation purposes only and cannot be used to extrapolate for a different number of users. If the number of users requiring access were to change, we would re-quote for the revised number. This price model is consistent with the current CLEAR contract.

<b>Proposed Content:</b>		
▪ CLEAR for Government Fraud		
▪ Real-Time Incarceration and Arrest Records		
<b>User Limit:</b> Up to 65 Authorized Agency Users		
Period of Performance	Fixed Monthly Charge	Annual Cost
Base Year	\$4,680.00	\$56,160.00
Option Year 1	\$4,820.40	\$57,844.80
Option Year 2	\$4,964.70	\$59,576.40
Option Year 3	\$5,113.55	\$61,362.60
<b>Total Bid Amount</b>		<b>\$234,943.80</b>

## Pricing Terms and Conditions

The following terms and conditions apply to any contract between Thomson Reuters (West Publishing Corporation, hereinafter "West") and West Virginia Department of Health and Human Resources, Bureau of Child Support Enforcement (hereinafter, "agency") resulting from this quote (hereinafter "contract").

- **Contract Term**—The proposed contract term is for one year (Base Year).
- **Renewal Option**—Any contract resulting from this proposal may be renewed for three (3) additional one-year periods/years (Option Years 1–3), subject to available funding.
- **Authorized Users**—Only users authorized to use CLEAR by the agency may access and use CLEAR under the terms of the fixed-rate agreement, and such use must be solely for purposes directly related to the agency's research and work. The following divisions of the agency are included in this proposal: West Virginia Department of Health and Human Resources, Bureau of Child Support Enforcement (Account #).



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bureau for Child Support Enforcement  
350 Capitol Street, Room 147  
Charleston, WV 25301  
T-304-558-0909 F-304-558-2445

Bill J. Crouch  
Cabinet Secretary

Garrett M. Jacobs  
Commissioner

Date: November 24, 2021

To: Purchasing

From: Virginia Hill

*Virginia Hill*

*Kimberly S. Jobe  
ok to renew*

Reference: CCT CSE21\*2 renewal

The West Virginia Bureau for Child Support Enforcement is respectfully requesting permission to renew the current contract CCT CSE21\*2 with Thomson Reuters West for period of 4/1/22-3/31/23 under same terms, pricing, and conditions as the original contract. This solicitation is for services using a locate tool. Our Agency needs a locate tool in order to try to locate individuals for receiving and/or disbursing money out for child support. The locate tool also helps with locating businesses on returned letters as a method of receiving child support. The Bureau would like to continue the services with Thomson Reuters West as their performance has been excellent. There are two (2) renewals remaining.

The yearly cost for the first renewal is \$57,844.80.

Thank you.



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY  
State Capitol  
Charleston, West Virginia 25305

Mark D. Scott  
Cabinet Secretary

Joshua D. Spence  
Chief Information Officer

**M E M O R A N D U M**

**TO: Ron Courtney, Procurement Associate  
Department of Health and Human Resources**

**FROM: Joshua D. Spence, Chief Information Officer  
Office of Technology**

A handwritten signature in blue ink, appearing to read "J. Spence", written over the printed name of the sender.

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
HR002498; IS&C NUMBER: 2021-8206**

**DATE: December 14, 2021**

West Virginia Code §5A-6-4(a)(3) permits the Chief Technology Officer to “evaluate the economic justification, system design and suitability of information equipment and related services, and review and make recommendations on the purchase, lease or acquisition of information equipment and contracts for related services by the state spending units.”

West Virginia Code §5A-6-4c requires that the Chief Technology Officer review and approve “a major information technology project.”

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 ‘major 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 Technology 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 renew for one (1) year contract for services using a locate tool. Locate tool is to try to locate individuals for receiving and/or sending money out for child support. Our agency also needs a locate tool in order to locate businesses for updated addresses for returned letters as a method for receiving child support. Having real-time data is critical in helping to keep records up to date and a more reliable method in helping to increase child support being received and helps to decrease the amount of returned checks for the child support collected and disbursed/refunded, 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](mailto:Consulting.Services@wv.gov).

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: West Publishing Corporation

Authorized Signature: [Signature] Date: 11/23/2021

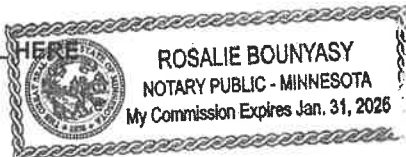
State of Minnesota

County of Dakota, to-wit:

Taken, subscribed, and sworn to before me this 23 day of November, 2021.

My Commission expires Jan 31, 2025

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]