



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: 06-22-2022

Order Number:	CMA 0210 4429 ISC2100000001 4	Procurement Folder:	712460
Document Name:	CO#3: e-Discovery Software as a Service (OT22141)	Reason for Modification:	Change Order 3 is issued to renew contract for one (1) year.
Document Description:	CO#3: e-Discovery Software as a Service (OT22141)		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-07-10
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-07-09

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000020805	Requestor Name:	Andrew C Lore
CASEPOINT LLC		Requestor Phone:	(304) 957-8267
7900 TYSONS ONE PL STE 680		Requestor Email:	andrew.c.lore@wv.gov
MCLEAN VA 22102-5971			
US			
Vendor Contact Phone:	443-506-8219 Extension:		
Discount Details:			
Discount Allowed	Discount Percentage	Discount Days	
#1 No	0.0000	0	
#2 No			
#3 No			
#4 No			

**22**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION	IS&C - CHIEF FINANCIAL OFFICER
OFFICE OF TECHNOLOGY	DEPARTMENT OF ADMINISTRATION
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR	BLDG 5, 10TH FLOOR
CHARLESTON WV 25305	1900 KANAWHA BLVD E
US	CHARLESTON WV 25305
	US

*Handwritten:* 6/23/2022

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

**ENTERED**

*Handwritten:* JH 6/22/2022

PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mark Atty - 6/22/2022*  
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION  
 DATE: *Melissa Stiles*  
**JUN 27 2022**  
 ELECTRONIC SIGNATURE ON FILE

*Handwritten:* 6/26/2022

**Extended Description:**

Change Order 3

Change Order 3 is issued to renew contract for one (1) year according to all terms and conditions, pricing, and specifications contained in the Original Contract and subsequent Change Orders not modified herein.

Effective Dates: 07/10/2022- 07/09/2023

Renewals Remaining: 1

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	43231511				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2020-07-10	2023-07-09			

**Commodity Line Description:** Contract Services: e-Discovery System

**Extended Description:**

Please see the attached Exhibit A Pricing Page for pricing information.



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

May 31, 2022

Amy Hilbert, Executive Vice President  
Casepoint LLC  
7900 Tysons One Pl Suite 680  
Tysons, VA 22102  
[ahilbert@casepoint.com](mailto:ahilbert@casepoint.com)

Subject: Renewal of agreement CMA ISC21\*01, e-Discovery Renewal

Dear Mr./Ms. Hilbert:

Provisions were included, in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are July 10, 2022 through July 09, 2023. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please contact me if you have any questions.

Sincerely,

Andrew Lore  
WVOT Procurement Manager/ISMII  
1900 Kanawha Blvd. E., Bldg. 5, 10<sup>th</sup> Floor  
Charleston, WV 25305  
304-957-8267

We agree to renew the contract for the period as stated above under the same terms, conditions and pricing as in the original purchase order and any change orders thereto.

Amy Hilbert  
Name/Signature

06/13/2022  
Date



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

Mark D. Scott  
Cabinet Secretary

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Chief Information Officer

**TO:** Jessica Hovanec  
Senior Buyer, Purchasing Division

**FROM:** Andrew Lore *AL*  
WVOT Procurement Manager/ISMII, West Virginia Office of Technology

**SUBJECT:** CMA ISC21\*01 Change Order 3 – e-Discovery Renewal

**DATE:** June 13, 2022

The WVOT is requesting Change Order 3 to CMA ISC21\*01. This Change Order is to renew the contract under the same pricing, specifications, and terms found in the Original Contract and subsequent Change Orders.

Attached are the Vendor's Memo, CIO Approval, and other relevant documentation.

Please let me know if you need anything further to support this request.