



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

State of West Virginia  
**Contract**

Order Date: 05-16-2022

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 0403 0403 DBS2100000001 2	<b>Procurement Folder:</b>	825748
<b>Document Name:</b>	Library Automation System with Support Services and Hosting	<b>Reason for Modification:</b>	
<b>Document Description:</b>	Library Automation System with Support Services and Hosting	CO#1 issued to capture the Notice to Proceed date and establish the effective dates of the contract.	
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Joseph E Hager III		
<b>Telephone:</b>	(304) 558-2306		
<b>Email:</b>	joseph.e.hageriii@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-12-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2026-11-30

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	VS0000038018	<b>Requestor Name:</b>	Tabitha J Crist	
Keystone Systems, Inc. 8016 Glenwood Ave #200		<b>Requestor Phone:</b>	(304) 822-4810	
Raleigh NC 27612		<b>Requestor Email:</b>	tabitha.crist@k12.wv.us	
US		<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-size: 18pt; font-weight: bold;">FILE LOCATION _____</div>		
<b>Vendor Contact Phone:</b>	919-782-1143			<b>Extension:</b>
<b>Discount Details:</b>				
<b>#1</b>	No	0.0000	0	
<b>#2</b>	Not Entered			
<b>#3</b>	Not Entered			
<b>#4</b>	Not Entered			

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST	CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST
ROMNEY WV 26757-1894	ROMNEY WV 26757-1894
US	US

<b>Total Order Amount:</b>	\$74,920.00
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Purchasing Division's File Copy

ENTERED

<b>PURCHASING DIVISION AUTHORIZATION</b> <i>Linda Harper</i> DATE: 5/19/2022 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> <i>John &amp; Gray</i> DATE: ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> <i>[Signature]</i> DATE: 5/25/2022 ELECTRONIC SIGNATURE ON FILE
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5/24/2022

**Extended Description:**

Change Order 01  
To Issue Notice to Proceed

Change Order 01 issued to establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Notice to Proceed Date: August 2, 2021

Effective Contract Dates For Hosting, Maintenance, and Support: December 1, 2021 through November 30, 2026

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43232609	0.00000		0.000000	\$74,920.00
Service From	Service To	Manufacturer	Model No		
2021-12-01	2026-11-30				

**Commodity Line Description:** Library software

**Extended Description:**

Library software - vendor should enter their total lump sum price from the Exhibit A Pricing Page into the wvOasis Commodity Line.



1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305  
wvde.us

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## MEMORANDUM

TO: Josh Hager, Senior Buyer, DOA, Central Purchasing Division  
From: Michelle Childers, Coordinator, WVDE, Office of Internal Operations - *M. Childers*  
Date: May 13, 2022  
Subject: CCT DBS2100000001 – CO #1  
WVSDB: Library Automation System with Support Services & Hosting

CCT DBS21\*01 was awarded July 28, 2021. At the time of award, Paul Rollins was the Procurement Officer for WVSDB. Paul left his position on August 17, 2021 and was replaced by Tabitha Crist August 23, 2021. Because of this, the Notice to Proceed was not officially submitted by change order to the Purchasing Division and instead was verbally communicated to the vendor on August 3, 2021. Therefore, WVSDB respectfully requests to capture the Notice to Proceed start date as August 3, 2021.

The Vendor, Keystone Systems, Inc., had 120 days to complete new system implementation and data conversion from legacy system. The new library automation system has been functional since November 30, 2021. WVSDB requests that Change Order #1 also capture the effective contract start date of December 1, 2021. This contract includes five years of hosting, maintenance, and support.

Please contact me with any additional questions or concerns.

Thank you,  
Michelle Childers  
304-558-2686 ext. 53408  
Michelle.Childers@k12.wv.us