



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

State of West Virginia  
**Contract**

Order Date: 04-28-2022

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 0506 2897 WIC2100000001 5	Procurement Folder:	837959
Document Name:	CO 1 - PACIFY APP - BREASTFEEDING APPLICATION PROGRAM	Reason for Modification:	CO 1 is issued to renew the contract from 4/1/2022 to 3/31/2023.
Document Description:	CO 1 - PACIFY APP - BREASTFEEDING APPLICATION PROGRAM		
Procurement Type:	Central Sole Source	Renewals Remaining:	2
Buyer Name:	Crystal G Husted	No other changes:	
Telephone:	(304) 558-2402		
Email:	crystal.g.husted@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-03-31

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	VC0000083641	Requestor Name:	Billie S Hancock	
PACIFY HEALTH LLC 1726 CONNECTICUT AVE NW STE 400		Requestor Phone:	304-356-4097	
WASHINGTON DC 20009		Requestor Email:	billie.s.hancock@wv.gov	
US		<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-size: 18pt; font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	972-786-4862			Extension:
Discount Details:				

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 519 CHARLESTON WV 25301-3717 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 519 CHARLESTON WV 25301-3717 US

*MAS 05-12-22*

*Purchasing Division's File Copy*

Total Order Amount:	\$787,200.00
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**ENTERED**

*CH 5/16/22*

PURCHASING DIVISION AUTHORIZATION <i>Linda Harper</i> DATE: 5-11-2022 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gron</i> DATE: ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Beverly Toler</i> DATE: 5-18-2022 ELECTRONIC SIGNATURE ON FILE
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*5/18/2022*

**Extended Description:**

Change Order 1

Change Order No. 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: 4/1/2022 to 3/31/2023

Renewals Remaining: 2

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	93141612	12.00000	MO	32000.000000	\$384,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-04-01	2022-03-31				

**Commodity Line Description:** Statewide Monthly WV Breast Feeding Program

**Extended Description:**

Statewide Monthly Program Licensure - West Virginia

\*Services include unlimited participant licenses, unlimited peer counselor licenses, custom push notification design and deliver, monthly data analysis and reporting, technical support, 8 in-person trainings, follow-up webinars, and custom marketing material as per attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93141612	12.00000	MO	33600.000000	\$403,200.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-04-01	2023-03-31				

**Commodity Line Description:** Statewide Monthly WV Breast Feeding Program

**Extended Description:**

Statewide Monthly Program Licensure - West Virginia

\*Services include unlimited participant licenses, unlimited peer counselor licenses, custom push notification design and deliver, monthly data analysis and reporting, technical support, 8 in-person trainings, follow-up webinars, and custom marketing material as per attached documentation.



Pacify Health, LLC  
1726 Connecticut Ave. NW, Suite 400  
Washington, D.C., 20009

To whom it may concern:

This document is meant to serve as an official renewal letter for the current partnership between Pacify Health, LLC and the West Virginia Department of Health and Human Resources.

Pacify Health, LLC agrees to renew under the same terms, conditions, and pricing as established under the original contract, including any authorized change orders, for the first one-year optional renewal period of April 1, 2022 - March 31, 2023.

The quote provided in the original contract has the option year 1 costs listed as \$403,200.00 which is the base year price with a 5% annual increase to account for general market inflation rates. Therefore, the total monthly cost for option year 1 of the contract will be \$33,600.00.

Katelyn McAdams

**Name**

Executive Director of Government and Public Health Programs

**Title**

Katelyn McAdams

**Signature**

2/11/2022

**Date**

Agree to renew.

Althea Greenhouse



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health  
Commissioner's Office

Bill J. Crouch  
Cabinet Secretary

Ayne Amjad, MD, MPH  
Commissioner & State Health Officer

MEMORANDUM

**To:** DHHR – Purchasing  
**From:** Billie S. Hancock  
BPH Purchasing, Procurement Supervisor  
**Date:** May 9, 2022  
**Re:** Late Justification for CCT WIC2100000001 CO1

*OK  
Linda Harper  
5-11-2022*

To Whom It May Concern:

We are being asked to justify the late submission of the above referenced change order for the renewal of the subject contract. The documents for the renewal were submitted in a timely manner by both the program office and BPH Central Finance, however, obtaining the needed documents from both the vendor and MIS/OT took longer than expected. There were also funding and budget issues that had to be corrected for the renewal to be correctly entered into the wvOasis system. Those reasons along with the overwhelming need to prioritize COVID-19 purchases has caused the late submission of CCT WIC2100000001 CO1. I apologize for the inconvenience and I understand that we must ensure that these documents, and all other documents, are provided for approval in a timely manner as to alleviate this issue occurring in the future.

We respectfully ask for your consideration of this request.

Sincerely,

Billie S. Hancock  
BPH Purchasing  
Bureau for Public Health

Ok  
*Althea Greenhour*



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health  
Office of Nutrition Services

Bill J. Crouch  
Cabinet Secretary

Ayne Amjad, MD, MPH  
Commissioner & State Health Officer

MEMORANDUM

**TO:** Bryan Rosen  
Director of Purchasing, DHHR

**THROUGH:** Lesley Walizer  
Purchasing Director, BPH – Central Finance

**FROM:** Heidi Staats  
Director, Office of Nutrition Services – WIC Program

**DATE:** February 24, 2022

**RE:** CCT WIC21\*1 – Request to Renew for Year 2 (1<sup>st</sup> Allowable Renewal)

Please accept this memorandum as the Office of Nutrition Services' request to renew the Master Contract under CCT WIC2100000001. The ONS is also requesting approval from MIS for all 3 allowable renewals under this Master Contract through final expiration of March 31, 2025.

This Master Contract was originally completed as a one-year contract (April 1, 2021 – March 31, 2022) with 3 one-year renewals. The current contract is expiring on March 31, 2022, and the Office is now requesting a renewal from the Vendor for the 2<sup>nd</sup> year of services. The 2<sup>nd</sup> year of services is for the timeframe of April 1, 2022, through March 31, 2023.

The Vendor has agreed to renew the current contract under the same terms, conditions, and prices for the current contract, as well as any other future renewals on this contract.

All programs and projects under the WIC Program are 100% federally funded by the United States Department of Agriculture Food and Nutrition Service. Funding is available for this purchase at the optional year 1 total cost of \$403,200.00 per the approved quote provided with the initial contract.

Your consideration of our request is appreciated. If there are any questions or need additional information, please contact Melinda Westfall, Assistant WIC Director, by phone at 304-558-0030 or by email at [Melinda.S.Westfall@wv.gov](mailto:Melinda.S.Westfall@wv.gov).

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: Alicia Sodder, Administrative Services Manager 1  
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  
HR002784; IS&C NUMBER: 2022-8048**

**DATE: March 21, 2022**

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 CCT WIC21\*1 and all remaining renewals, 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).