



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

State of West Virginia
Contract

Order Date: 05-19-2022

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 0702 7812 TAX1800000001 12	Procurement Folder:	290212
Document Name:	Remittance Processing System	Reason for Modification:	Change Order No. 10 issued to renew the original contract as attached.
Document Description:	Remittance Processing System		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2017-09-29
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-06-07

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000198702	Requestor Name:	Vickie J Marcum
FAIRFAX IMAGING INC		Requestor Phone:	(304) 558-0761
PO BOX 628267		Requestor Email:	vickie.j.marcum@wv.gov
ORLANDO	FL		
US			
Vendor Contact Phone:	703-802-1220	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

22
 FILE LOCATION _____

INVOICE TO	SHIP TO
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748 CHARLESTON WV 25339-1748 US	REVENUE DIVISION TAX DIVISION OF REVENUE CENTER 1001 LEE ST E, STE 2 CHARLESTON WV 25301-1725 US

5-31-22 BAT

Purchasing Division's File Copy

Total Order Amount:	\$2,085,733.00
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ENTERED

PURCHASING DIVISION AUTHORIZATION <i>Linda Harper</i> DATE: 5-27-2022 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: 5/31/2022 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Beverly Folen</i> DATE: 6-1-2022 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 10 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 of renewal: June 8, 2022 through June 7, 2023

Change in contract value is as follows:

Original Contract Total:	\$1,545,742.00
Change Order No. 01:	\$ 1,200.00
Change Order No. 02:	\$ 0.00
Change Order No. 03:	\$ 128,000.00
Change Order No. 04:	\$ 30,000.00
Change Order No. 05:	\$ 75,342.00
Change Order No. 06:	\$ 57,680.00
Change Order No. 07:	\$ 78,475.00
Change Order No. 08:	\$ 81,746.00
Change Order No. 09:	\$ 2,388.00
Change Order No. 10:	\$ 85,160.00

New Contract Total	\$2,085,733.00
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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	43211700	1.00000	LS	594520.000000	\$594,520.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Computer data input devices

Extended Description:

Integrated, imaged-based remittance processing and data capture system as described in the specifications including hardware and software.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	86132100	1.00000	LS	875880.000000	\$875,880.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Installation and Training

Extended Description:

Installation and training as described in the specifications.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112201	1.00000	LS	75342.000000	\$75,342.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 1st Year Maintenance & Support

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	43211700	1.00000	LS	1200.000000	\$1,200.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Ethernet Cards for IBML scanners

Extended Description:

Ethernet Cards for IBML scanners

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81110000	1.00000	LS	128000.000000	\$128,000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Computer services

Extended Description:

Forms programmed and configured to be processed for 2018 Annual changes. Scope includes, Configuration of form recognition, configuration for form data capture, form workflow, and output generation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81110000	1.00000	LS	30000.000000	\$30,000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Computer services

Extended Description:

Add the 2019 Business Registration Forms.

There will be no vendor version of these forms.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81112201	1.00000	LS	75342.000000	\$75,342.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 2nd Year Maintenance & Support

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	81110000	1.00000	LS	57680.000000	\$57,680.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Computer services

Extended Description:

Add the 2019 Annual Changes.

Breakdown of cost is as follows: Change order total is \$119,600 minus 20 percent for FreeForm and \$38,000 for Agency doing the IFP conversion. New total for this change order is \$57,680.00

Cost of Changes: \$119,600

Less 20 percent due to FreeForm \$23,920

Less

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	81112201	1.00000	LS	78475.000000	\$78,475.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 3rd Year Maintenance & Support

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	81112201	1.00000	LS	81746.000000	\$81,746.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 4th Year Maintenance & Support

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	43230000	2.00000	EA	995.000000	\$1,990.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: IBML Off Line Admin License

Extended Description:

IBML Off Line Admin License

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	81111503	2.00000	EA	199.000000	\$398.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Annual Maintenance

Extended Description:

Annual Maintenance

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	81112201	1.00000	LS	85160.000000	\$85,160.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 5th Year Maintenance & Support

Extended Description:



Dave Hardy
Secretary of Revenue

STATE TAX DEPARTMENT

Matthew Irby
Tax Commissioner

To: Josh Spence, Chief Technology Officer
Office of Technology

Mike Sheets, Purchasing Director
WV Purchasing Division

From: Vickie Marcum, Purchasing Manager
WV Tax Department

Vickie Marcum

Date: May 5, 2022

Re: CCT TAX18.1 Change Order #10

The West Virginia Tax Department is seeking approval to renew CCT TAX18.1. This contract is for the renewal of the Proprietary Remittance Processing System, consisting of an ImageTrac 6400 scanner with Quick Modules 5.0 software. The cost for Year 5 Maintenance & Support is \$85,160.00 as defined in the original contract supporting documentation.

This system is used by the Revenue Division in depositing all General Revenue funds that are used to run the State of West Virginia. Failure to process this renewal would leave the system without maintenance and support and ultimately, leave the state vulnerable financial issues.

If you should have any questions or need additional information, please contact Vickie Marcum at 304-558-0761.



Dave Hardy
Secretary of Revenue

Matthew Irby
State Tax Commissioner

STATE TAX DEPARTMENT

April 28, 2022

Fairfax Imaging, Inc.
Attn: Michael D. Minter
2005 Pan Am Circle, Suite 110
Tampa, FL 33607

RE: Renewal of CCT TAX18*1

Dear Mr. Minter,

The West Virginia State Tax Department, Revenue Division, would like to "renew" their contract with Fairfax Imaging, Inc., for an additional year. If agreed and approved, the dates of services for this renewal will be June 8, 2022 through June 7, 2023.

Please sign below in acceptance of the renewal of this contract for one (1) year at the same terms and conditions as the original contract. Pricing for Year 5 shall be as follows: Hardware (*ImageTrac 6400 Scanner*): \$50,523.00; Software (*Quick Modules 5.0*): \$34,637.00 for a total of \$85,160.00.

Upon acceptance, please return this letter to me via email to Vickie.J.Marcum@wv.gov or via U.S. Mail at: WV State Tax Department, Attn: Operations Division, P.O. Box 11748, Charleston, WV 25339-1748.

If you have any questions or need additional information, please contact me at (304) 558-0761.

Sincerely,

Vickie Marcum, Purchasing Manager
Operations Division

Accepted by:

Company Name: FAIRFAX IMAGING, INC.

Signature: Michael D. Minter

Title: VP, SALES & MARKETING

Date: 5-5-2022

REQUEST FOR PROPOSAL
(WV TAX Department – Remittance Processing)

Attachment C: Cost Sheet

Cost information below as detailed in the Request for Proposal and submitted in a separate sealed envelope. Cost should be clearly marked.

Item Number	Description	Unit of Measure	Quantity	Unit Cost	Extended Cost
1	Equipment (Hardware/Software)	Lump Sum	1	\$ 594,520.00	\$ 594,520.00
2	Installation & Training	Lump Sum	1	\$ 875,880.00	\$ 875,880.00
3	1st Year Maintenance & Support	Year	1	\$ 75,342.00	\$ 75,342.00
4	Year 2 Maintenance & Support	Year	1	\$ 75,342.00	\$ 75,342.00
5	Year 3 Maintenance & Support	Year	1	\$ 78,475.00	\$ 78,475.00
6	Year 4 Maintenance & Support	Year	1	\$ 81,746.00	\$ 81,746.00
7	Year 5 Maintenance & Support	Year	1	\$ 85,160.00	\$ 85,160.00
8	Year 6 Maintenance & Support	Year	1	\$ 88,726.00	\$ 88,726.00
9	Year 7 Maintenance & Support	Year	1	\$ 92,448.00	\$ 92,448.00
10	Year 8 Maintenance & Support	Year	1	\$ 96,336.00	\$ 96,336.00
11	Year 9 Maintenance & Support	Year	1	\$ 100,395.00	\$ 100,395.00
Total Bid Amount					\$ 2,244,370.00



Item 2 of Cost Sheet: Installation and Training

Total Item Number 2 - \$875,880.00

The Installation and Training line item of *Attachment C: Cost Sheet* consists of all Professional Services tasks and related deliverables, including travel costs for the analysis, design, configuration, installation, testing, documentation, and training as fully described within Fairfax Imaging Technical Proposal.

Fairfax Imaging, as the Prime Vendor will provide the services necessary to fully implement the proposed solution of all hardware and software purchased in the phases outlined to satisfaction of WV Tax. Our experienced team of professionals will provide the following services.

- Project Management and related tasks
- All Deliverables and Tasks as detailed in Technical Proposal by Fairfax Imaging
- Installation
 - ImageTrac 6400 scanners
 - *Quick Modules* Licensed Software into all three environments
- Configuration of all components
 - ImageTrac 6400
 - *Quick Modules* Software
- Testing of all components (ImageTrac and *Quick Modules*)
 - Unit, Integration and User Acceptance Testing (UAT)
- Training of all components (ImageTrac and *Quick Modules*)
 - User, Supervisor/Administrative and Technical/Support
- Documentation for all components (ImageTrac and *Quick Modules*)
- Production Support during transition of each phase
- Maintenance/Support during warranty period
- Travel Cost



Item 3 of Cost Sheet: First Year Maintenance and Support

The First Year Maintenance and Support line item of *Attachment C: Cost Sheet* consists of:

First Year Maintenance & Support

ImageTrac 6400 Scanners -	\$43,644.00
Quick Modules 5.0 Software -	<u>\$31,698.00</u>
Item Number 3 Total -	\$75,342.00

Items 4 thru 11 of Cost Sheet: Year 2 through Year 9 Maintenance and Support

Line items 4 through 11 of the *Attachment C: Cost Sheet* consists of

Year 2 Maintenance & Support

ImageTrac 6400 Scanners -	\$43,644.00
Quick Modules 5.0 Software -	<u>\$31,698.00</u>
Item Number 4 Total -	\$75,342.00

Year 3 Maintenance & Support

ImageTrac 6400 Scanners -	\$45,826.00
Quick Modules 5.0 Software -	<u>\$32,649.00</u>
Item Number 5 Total -	\$78,475.00

Year 4 Maintenance & Support

ImageTrac 6400 Scanners -	\$48,188.00
Quick Modules 5.0 Software -	<u>\$33,628.00</u>
Item Number 6 Total -	\$81,746.00

Year 5 Maintenance & Support

ImageTrac 6400 Scanners -	\$50,523.00
Quick Modules 5.0 Software -	<u>\$34,637.00</u>
Item Number 7 Total -	\$85,160.00

CO#10

Year 6 Maintenance & Support

ImageTrac 6400 Scanners -	\$53,050.00
Quick Modules 5.0 Software -	<u>\$35,676.00</u>
Item Number 8 Total -	\$88,726.00

Year 7 Maintenance & Support

ImageTrac 6400 Scanners -	\$55,050.00
Quick Modules 5.0 Software -	<u>\$36,747.00</u>
Item Number 9 Total -	\$92,449.00

Year 8 Maintenance & Support

ImageTrac 6400 Scanners -	\$58,487.00
Quick Modules 5.0 Software -	<u>\$37,849.00</u>
Item Number 10 Total -	\$96,336.00

Year 9 Maintenance & Support

ImageTrac 6400 Scanners -	\$61,411.00
Quick Modules 5.0 Software -	<u>\$38,985.00</u>
Item Number 11 Total -	\$100,396.00

Payment Milestones

The following payment plan is submitted in support of the project. All travel expenses are included in the below pricing. Per the Addendum 1 – RFP Questions and Answers, Fairfax Imaging has shown a 20% retainage amount for each milestone. Payment of the retainage will be upon Final System Acceptance by WV Tax.

Deliverable Milestone	Amount	20% Retainage	Total Payment Due at Milestone Completion
Phase 1 - Hardware & Software Installation 100%	\$ 594,520.00	\$ 118,904.00	\$ 475,616.00
Phase 1 - Services 50%	\$ 437,940.00	\$ 87,588.00	\$ 350,352.00
Phase 2 - Services 25%	\$ 218,970.00	\$ 43,794.00	\$ 175,176.00
Phase 3 - Services 25%	\$ 218,970.00	\$ 43,794.00	\$ 175,176.00
Retainage - Final System Acceptance			\$ 294,080.00
Total Amounts	\$ 1,470,400.00	\$ 294,080.00	\$ 1,470,400.00

A ninety (90) day warranty is provided with the System for Hardware and Software. The warranty of the Hardware and Software will begin upon installation. Upon expiration of the warranty period, First Year Maintenance and Support will begin.



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

MEMORANDUM

**TO: Vickie Marcum, Purchasing Manager
State Tax Department**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
CCT TAX18.1 Change Order #10 IS&C NUMBER: 2022-7043**

DATE: May 12, 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 the contract for the Proprietary Remittance Processing System, 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.