



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

State of West Virginia
Contract

Order Date: 08-13-2022

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 0209 4307 FAR2200000001 2	Procurement Folder:	874129
Document Name:	Lease Management Software - FAR	Reason for Modification:	Change Order No. 1 is issued to renew the original contract
Document Description:	Cloud-Based Track/Manage Software		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-09-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-09-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000018765 VERTOSOFT LLC 1602 VILLAGE MARKET BLVD SE STE 215 LEESBURG VA 20175-4721 US Vendor Contact Phone: 703-568-4703 Extension:	Requestor Name: Stephanie R Bailes Requestor Phone: (304) 558-4083 Requestor Email: stephanie.r.bailes@wv.gov <div style="text-align: center; font-size: 2em; font-weight: bold;">23</div> FILE LOCATION _____																				
Discount Details: <table border="1" style="width: 100%;"> <thead> <tr> <th>#</th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>	#	Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			
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#4	Not Entered																				

INVOICE TO	SHIP TO
ACCOUNTING SECTION DEPARTMENT OF ADMINISTRATION 2019 WASHINGTON ST E PO BOX 50121 CHARLESTON WV 25305-0121 US	FINANCIAL ACCOUNTING AND REPORTING SECTION DEPARTMENT OF ADMINISTRATION BLDG 17 2101 WASHINGTON ST E CHARLESTON WV 25305-1510 US

8/17/2022

Purchasing Division's file copy

Total Order Amount: \$36,000.00

ENTERED

MKP 08/16/2022

PURCHASING DIVISION AUTHORIZATION <i>Tarafe 8/16/2022</i> DATE: ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> DATE: ELECTRONIC SIGNATURE ON FILE
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8/19/2022

Extended Description:

Change Order

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 of renewal September 15, 2022 through September 14, 2023

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43231500	0.00000		0.000000	\$21,000.00
Service From	Service To	Manufacturer		Model No	
2021-09-15	2022-09-14	VISUAL LEASE			

Commodity Line Description: Implementation/Installation & First Year Maintenance/Support

Extended Description:

Implementation and Installation to Acceptance and First Year Maintenance Support Warranty/Hosting

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43231500	0.00000		0.000000	\$15,000.00
Service From	Service To	Manufacturer		Model No	
2022-09-15	2023-09-14	VISUAL LEASE			

Commodity Line Description: Implementation/Installation & Second Year Maintenance/Suppor

Extended Description:

Implementation and Installation to Acceptance and Second Year Maintenance Support Warranty/Hosting



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FINANCE DIVISION

MARK D. SCOTT
CABINET SECRETARY

DAVID MULLINS
ACTING FINANCE DIRECTOR

August 4, 2022

Mr. Chet Hayes, CFO
Vertosoft LLC
1602 Village Market Blvd. STE 215
Leesburg, VA 20175-4721

RE: CCT FAR2200000001 - Vertosoft Cloud-Based Track/Manage Lease Management Software

Dear Mr. Hayes:

The Finance Division is offering to renew Centralized Contract (CCT) FAR2200000001 under the same terms and conditions, pricing, and specifications as the current contract and all subsequent change orders. The renewal dates are **September 15, 2022 through September 14, 2023**. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please let me know if you have questions.

Very truly yours,

Stephanie Bailes, CPA
Director, Financial Accounting and Reporting

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

David Ball	<i>David Ball</i>	8/11/2022
_____ Name/Signature	_____	_____
Senior Director		
_____ Title		



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: LeAnne Neccuzi, Administrative Services Specialist
Department of Administration**

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

A handwritten signature in black ink, appearing to read "JDS", written over the printed name of Joshua D. Spence.

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
IS&C NUMBER: 2022-9121**

DATE: August 10, 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 for Vertosoft Lease Management Software Renewal (CCT FAR2200000001), 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@wy.gov.