



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

State of West Virginia  
**Contract**

Order Date: 08-01-2022

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 0506 2981 BPH2100000003 3	<b>Procurement Folder:</b>	751672
<b>Document Name:</b>	Change Order 1	<b>Reason for Modification:</b>	Change Order 1 To Renew Contract
<b>Document Description:</b>	EMERGENCY MEDICAL SERVICES DATA SYSTEM		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Crystal G Hustead		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.hustead@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-01-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-01-14

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	VS0000007390	<b>Requestor Name:</b>	Courtney M Buskirk		
IMAGETREND INC		<b>Requestor Phone:</b>	304-352-4853		
20855 Kensington Blvd		<b>Requestor Email:</b>	courtney.m.buskirk@wv.gov		
Lakeville	MN	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
US	55044-7486				
<b>Vendor Contact Phone:</b>	9524691589			<b>Extension:</b>	
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - OFFICE OF EMERGENCY MEDICAL SERVICES 350 CAPITOL ST, RM 425 CHARLESTON WV 25301-3714 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - OFFICE OF EMERGENCY MEDICAL SERVICES 350 CAPITOL ST, RM 425 CHARLESTON WV 25301-3714 US

<b>Total Order Amount:</b>	\$582,825.00
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Purchasing Division's File Copy

ENTERED

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tanya H 8/9/2022</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray 8/10/2022</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>8/10/2022</i> ELECTRONIC SIGNATURE ON FILE
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**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 1/15/2022 through 1/14/2023.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101500	0.00000		0.000000	\$303,850.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-01-15	2022-01-14				

**Commodity Line Description:** Emergency Medical Services Data System - YEAR ONE

**Extended Description:**

Maintain and Manage WV EMS DATA System - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101500	0.00000		0.000000	\$278,975.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-01-15	2023-01-14				

**Commodity Line Description:** Emergency Medical Services Data System - YEAR TWO

**Extended Description:**

Maintain and Manage WV EMS DATA System - Year 2



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:** Courtney M. Buskirk  
BPH Purchasing, Procurement Associate

**Date:** July 15, 2022

**Re:** Late Justification for CCT BPH2100000003 CO1 Renewal ImageTrend

To Whom It May Concern:

We are being asked to justify the late submission of the above referenced Centralized Contract. The renewal was placed on hold until the new fiscal year due to funds not being available. This reason, along with the overwhelming need to prioritize COVID-19 purchases has caused the late submission of the new document. 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,

Courtney M. Buskirk  
BPH Purchasing  
Bureau for Public Health



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bureau for Public Health  
Office of Emergency Medical Services

Bill J. Crouch  
Cabinet Secretary


Ayne Amjad, MD, MPH  
Commissioner & State Health Officer

Dear Courtney Buskirk,

WV Office of Emergency Medical Services would like to extend the Contract, CCT 0506 2981 BPH2100000003 1, for an additional year for the dates 1/15/2022 - 1/14/2023.

Please contact Jason Rucker at [Jason.a.Rucker@wv.gov](mailto:Jason.a.Rucker@wv.gov) or [Justin.I.Doughty@wv.gov](mailto:Justin.I.Doughty@wv.gov) if you have any questions

Sincerely,



Russel Crane  
Acting Director, WWOEMS  
DHHR, BPH

# IMAGETREND<sup>®</sup>

February 24, 2022

*Sent via Email only*

Courtney M. Buskirk  
West Virginia Office of Emergency Medical Services  
350 Capital Street  
Charleston, WV 25301

RE: Contract #CCT 0506 2981 BPH2100000003 1  
Renewal Term 01-15-2022 through 01-14-2023

Dear Courtney,

ImageTrend requests the above referenced contract be renewed with an effective date of January 15, 2022 for the term period of one year.

Sincerely,



Michael J. McBrady  
Chief Executive Officer

Agree to renew.





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: Ron Courtney, Procurement Associate**  
**Department of Health and Human Resources**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT**  
**HR003188 CCT BPH21\*003 IS&C NUMBER: 2022-9099**

**DATE: July 26, 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 2022-9099 (HR003188) EMS Emergency Medical Services Data System 1yr Contract Renewal, 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).