




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

State of West Virginia
Delivery Order

Order Date: 09-29-2022

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:	CDO 0511 3818 HHR1800000020 12	Procurement Folder:	440110
Document Name:	CO 1	Reason for Modification:	
Document Description:	CO 1 - cancellation of remaining balance	CO 1 - To cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.	
Procurement Type:	Central Delivery Order		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0511 HHR1500000007 12
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000174277 NORTHWOODS CONSULTING PARTNERS INC 5200 RINGS RD DUBLIN OH 43017 US Vendor Contact Phone: 614-781-7800 Extension: Discount Details: <table border="1"> <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>No</td> <td></td> <td>0</td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td>0</td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td>0</td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No		0	#3	No		0	#4	No		0	Requestor Name: Stephanie F Petry Requestor Phone: (304) 356-4011 Requestor Email: stephanie.f.pettry@wv.gov <div style="text-align: center;">  </div>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No		0																		
#3	No		0																		
#4	No		0																		

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Purchasing Division's File Copy

Total Order Amount:	\$645,381.20
----------------------------	--------------

ENTERED

CH 10/3/22

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tamara 10/3/2022*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *10/03/2022*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 1 is issued to cancel the remaining balance per the attached vendor cancellation letter.

Original Contract Total: \$1,057,862.00
 Change Order 1 Cancellation: (\$412,480.80)
 New Contract Total: \$645,381.20

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101508	2.00000	HOUR	\$269.0000	\$538.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2018-05-01	2018-10-31	NORTHWOODS	PS-DIS-H1		

Commodity Line Description: Professional Services: Discovery

Extended Description:

To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Discovery and Business Process Analysis Services (Item 4.3.6.10 of the CRFQ)
 Year 1 Rate of \$250.00 per hour (Line #IV.3 from the Appendix C: Contract Price List)
 Optional Renewal Year 2 Rate of \$259.00 per hour (Line #IV.18)
 Optional Renewal Year 3 Rate of \$269.00 per hour (Line #IV.33)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	16.00000	HOUR	\$269.0000	\$4,304.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2018-04-27	2019-04-26	NORHTWOODS	PS-PMT-H1		

Commodity Line Description: Professional Services: Project Management

Extended Description:

To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Project Management Services (Item 4.3.6.12 of the CRFQ)
 Year 1 Rate of \$250.00 per hour (Line #IV.5 from the Appendix C: Contract Price List)
 Optional Renewal Year 2 Rate of \$259.00 per hour (Line #IV.20)
 Optional Renewal Year 3 Rate of \$269.00 per hour (Line #IV.35)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81112200	0.00000	HOUR	\$248.0000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2019-01-01	2019-02-28	NORHTWOODS	PS-INS-H1		

Commodity Line Description: Professional Services: Software Installation

Extended Description:

To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Software Installation and Configuration Services (Item 4.3.6.14 of the CRFQ)
 Year 1 Rate of \$230.00 per hour (Line #IV.7 from the Appendix C: Contract Price List)
 Optional Renewal Year 2 Rate of \$239.00 per hour (Line #IV.22)
 Optional Renewal Year 3 Rate of \$248.00 per hour (Line #IV.37)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81112200	0.00000	HOURL	\$269.0000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2018-07-01	2018-12-31	NORHTWOODS	PS-INT-H1		

Commodity Line Description: Professional Services: Integration

Extended Description:

To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

System Integration Services (Item 4.3.6.15 of the CRFQ)

Year 1 Rate of \$250.00 per hour (Line #IV.8 from the Appendix C: Contract Price List)

Optional Renewal Year 2 Rate of \$259.00 per hour (Line #IV.23)

Optional Renewal Year 3 Rate of \$269.00 per hour (Line #IV.38)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81112200	0.00000	HOURL	\$248.0000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2019-03-01	2019-03-31	NORHTWOODS	PS-TRN-H1		

Commodity Line Description: Professional Services: Training-Train the Trainer

Extended Description:

To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Train the Trainer Training (Items 4. 3.1.5 and 4.3.6.19 of the CRFQ)

Year 1 Rate of \$230.00 per hour (Line #IV.12 from the Appendix C: Contract Price List)

Optional Renewal Year 2 Rate of \$239.00 per hour (Line #IV.27)

Optional Renewal Year 3 Rate of \$248.00 per hour (Line #IV.42)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	81112200	1471.40000	HOURL	\$248.0000	\$364,907.20
Service From	Service To	Manufacturer	Model No	Delivery Date	
2018-04-27	2019-04-26	NORTHWOODS	PS-OSA-H1		

Commodity Line Description: Professional Services: Onsite System Administration

Extended Description:

To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Onsite System Administration Services (Item 4.3.6.22 of the CRFQ)

Year 1 Rate of \$230.00 per hour (Line #IV.14 from the Appendix C: Contract Price List)

Optional Renewal Year 2 Rate of \$239.00 per hour (Line #IV.29)

Optional Renewal Year 3 Rate of \$248.00 per hour (Line #IV.44)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	81112200	1.00000	LS	\$229,872.0000	\$229,872.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2018-11-01	2019-04-30	HYLAND	MAINT1		

Commodity Line Description: BCF - OnBase Software Support - Silver Level

Extended Description:

To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

BCF - OnBase Software Support - Silver Level (Item III.2 in Appendix C: Contract Price List): 20% of the cost of any OnBase Software purchased under the contract: Annual Charge for support.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	81112200	1.00000	LS	\$45,760.0000	\$45,760.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2018-11-01	2019-04-30	NORTHWOODS	MS-SVR-A1		

Commodity Line Description: BCF - Compass Software Support - Silver Level

Extended Description:

To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

BCF - Compass Software Support - Silver Level (Item III.1 in Appendix C: Contract Price List): 20% of the cost of any Compass Software purchased under the contract: Annual Charge for support.



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Office of Management Information Services
One Davis Square, Suite 200
Charleston, WV 25301

Bill J. Crouch
Cabinet Secretary

Shaun L. Charles
Chief Information Officer

DATE: August 29, 2022
FROM: Kimberly Beckett, Procurement Associate *KB*
WV DHHR Management Information Services
TO: Northwoods Consulting Partners Inc.
SUBJECT: CDO HHR18*20
Remaining Balance \$412,480.80

Please be advised there is an unused balance on CDO HHR18*20. This delivery order expired on September 30, 2019. The original encumbrance was for \$1,057,862.00. The amount that is closed is \$645,381.20, leaving a balance of \$412,480.80

If you agree that all work has been invoiced and there is indeed a remaining unused balance of \$412,480.80, please sign and date below, then return to me at Kimberly.a.beckett@wv.gov and I will proceed with the balance closeout. If you dispute the amount, please email me to discuss. If no response is received by September 29, 2022, from Northwoods Consulting Partners Inc. The Office of Management Information services will proceed and close out the remaining balance of \$412,480.80.

Thanks for your time and consideration.

Signature _____

OK
Alph
Greenhouse

Date _____

No response received as of 9/29/2022.

Stephanie Petty