



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

State of West Virginia  
**Contract**

Order Date: 09-01-2022

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

Order Number:	CCT 1400 1400 AGR2100000004 9	Procurement Folder:	884425
Document Name:	USAHERDS/USAPLANTS/USALIMS Software Maintenance & Support	Reason for Modification:	Change Order No 2 To add additional support hours.
Document Description:	USAHERDS/USAPLANTS/USALIMS Software Maintenance & Support		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-06-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000019264	Requestor Name:	Jonathan P Adkins
ACCLAIM SYSTEMS INC		Requestor Phone:	(304) 558-2202
110 E PENNSYLVANIA BLVD		Requestor Email:	jadkins@wvda.us
FEASTERVILLE	PA		
US	19053		
Vendor Contact Phone:	2153541421		
Extension:			
Discount Details:		<div style="font-size: 2em; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
<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
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US	AUTHORIZED RECEIVER 304-558-2202 AGRICULTURE DEPARTMENT OF INFORMATION TECHNOLOGY DIVISION 163 GUS R DOUGLAS LN, BLDG 1 CHARLESTON WV 25312 US

Purchasing Division's File Copy

Total Order Amount: \$256,999.92

**ENTERED**

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H 9/8/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>9/9/2022</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>9/12/2022</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

CHANGE ORDER 2

TO ADD ADDITIONAL SUPPORT HOURS FOR USAPLANTS

ALL PROVISIONS OF THE ORIGINAL CONTRACT AND SUBSEQUENT CHANGE ORDERS NOT MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	0.00000		0.000000	\$101,470.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-07-01	2022-06-30				

**Commodity Line Description:** USAHERDS/USAPLANTS/USALIMS Software Maintenance & Support

**Extended Description:**

Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	0.00000		0.000000	\$83,779.92
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-07-01	2023-06-30				

**Commodity Line Description:** USAHERDS/USAPLANTS/USALIMS SOFTWARE MAINTENANCE & SUPPORT

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	0.00000		0.000000	\$20,500.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-07-01	2023-06-30				

**Commodity Line Description:** SUPPORT HOURS

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112200	0.00000		0.000000	\$51,250.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-07-01	2023-06-30				

**Commodity Line Description:** SUPPORT HOURS

**Extended Description:**

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



August 31, 2022

Crystal Husted  
WV Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

**RE: Change Order for USAPLANTS/HERDS/LIMS Software Maintenance & Support (CCT AGR21\*4)**

The WV Department of Agriculture (WVDA) is seeking Purchasing Division approval of a change order to request additional support hours for the USAPLANTS Software Maintenance & Support Contract. This will be used for the following:

- The USAPLANTS legacy application needs an overhaul of some existing modules and resolution to some product modules that are in an error state.
- Changes need to be made to the online payment system.
- Changes will decrease staff workload, will allow for more efficient and productive work environment.
- Changes with the support hours will incorporate and allow a self-service option for companies.

The cost of this change order is \$ 51,250.00 and a copy of the vendor proposal is attached. Thank you in advance for your approval of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan Clemans".

Alan Clemans (Aug 31, 2022 14:30 EDT)

Alan Clemans, CFO/Director of  
Administrative Services Division

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009  
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312  
telephone: 304-558-3550 • fax: 304-558-2203

[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

In accordance with federal and state laws, the West Virginia Department of Agriculture is prohibited from discrimination in its programs and services on the basis of race, color, religion, sex, age, national origin or ancestry, disability (including blindness), medical condition, marital status, veteran status, and political affiliation.



USAPlants  
Additional Maintenance & Support  
8/29/2022

Jonathan P. Adkins  
West Virginia Department of Agriculture  
Information Technology Division  
163 Gus R. Douglass Lane, Building 1  
Charleston, WV 25312

**Additional Support Hours**

This statement of work is to add additional USAPlants support hours for the West Virginia Department of Agriculture:

DESCRIPTION	COST
Additional 500 hours of support for USAPlants	\$51,250.00
<b>Total Amount due:</b>	<b>\$51,250.00</b>

Additional support and enhancement hours may be purchased for USAPlants \$102.50/hour.

WEST VIRGINIA DEPARTMENT OF AGRICULTURE

*JS*

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Name **CIO**

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Title **Aug 31, 2022**

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Date

If you have any questions, please feel free to call me directly, 773-495-8307. Thank you for the opportunity to support West Virginia Department of Agriculture.

John Kucek  
Acclaim Systems  
773-495-8307



**West Virginia Department of Agriculture**

1900 Kanawha Blvd. E., Charleston, WV 25305

304-558-3550

**Kent A. Leonhardt**

Commissioner

All,

The WVDA Information Technology division is requesting a change order to PO#AGR2100000004 for an additional 500 support hours for the USAPLANTS application for a total cost of \$51,250.00 and an hourly rate of \$102.50. The USAPLANTS application is a legacy application and needs an overhaul to some existing product modules and resolution to some product modules that are in an error state. We need to make changes to the online payment system for our feed, lime, soil, and fertilizer regulatory programs in the legacy system. The changes will decrease staff workload, allow for a more efficient and productive work environment, and provide a more efficient payment method for companies to register. The regulatory office is currently understaffed and is struggling to fill positions. The changes that the support hours will incorporate would allow a self-service option for companies and would allow the current staff to focus on the more technical aspects of their jobs such as product label review and compliance.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Adkins".

Jonathan Adkins  
Director of Information Technology

*Approved  
Thank you discussions  
9/8/22*