



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

State of West Virginia  
**Contract**

Order Date: 09-20-2022

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 1600 1600 SOS2000000002 16	Procurement Folder:	559309
Document Name:	PCC Technology Inc	Reason for Modification:	Change Order No. 12 issued to renew Contract
Document Description:	Enterprise Registration and Licensing System (ERLS)		
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:	2019-09-30
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-09-29

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000008380	Requestor Name:	Thomas P Hymes
PCC TECHNOLOGY INC		Requestor Phone:	304-558-2350
3300 W ESPLANADE AVE STE 400		Requestor Email:	thomas.p.hymes@wv.gov
METAIRIE	LA 70002	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US			
Vendor Contact Phone:	860-580-7301 Extension:		
Discount Details:			
	<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
CFO SECRETARY OF STATE BLDG 1 STE 157K 1900 KANAWHA BLVD E CHARLESTON WV 25305-0770 US	SUPPLY CLERK SECRETARY OF STATE BLDG 1 STE 157K 1900 KANAWHA BLVD E CHARLESTON WV 25305-0770 US

9-21-22 BAC

Total Order Amount:	\$1,695,749.00
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mark Cox - 9/12/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Shelley Hubert 9/28/2022</i> ELECTRONIC SIGNATURE ON FILE
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9/10/2022

**Extended Description:**

Change Order

Change Order #12 - 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: 09/30/2022 - 09/29/2023

Renewals remaining: Zero (0)

Original amount: \$1,651,791.00

CO #1  
CO #2  
CO #3  
CO #4 \$3,842  
CO #5 \$9,848  
CO #6 \$6,304 1st Year Renewal  
CO #7 \$7,148  
CO #8 \$4,504  
CO #9 \$4,494  
CO#10 \$7,818  
CO#11 \$0,000 2nd year Renewal  
CO#12 \$ 0 3rd year Renewal

Total: \$1,695,749.00

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	81112300	0.00000		0.000000	\$996,128.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2019-09-30	2020-09-29				

**Commodity Line Description:** Setup/Configuration/Installation

**Extended Description:**

Setup/Configuration/Installation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112300	0.00000		0.000000	\$87,293.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2019-09-30	2020-09-29				

**Commodity Line Description:** Historical Data Migration

**Extended Description:**

Historical Data Migration

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112300	0.00000		0.000000	\$32,735.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2019-09-30	2020-09-29				

**Commodity Line Description:** System Training

**Extended Description:**

System Training

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112300	0.00000		0.000000	\$120,635.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2019-09-30	2020-09-29				

**Commodity Line Description:** First year Technical Support/Maintenance

**Extended Description:**

First year Technical Support/Maintenance

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81112300	0.00000		0.000000	\$165,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2019-09-30	2022-09-29				

**Commodity Line Description:** Second year Technical Support/Maintenance Optional Renewal

**Extended Description:**

Second year Technical Support/Maintenance-Optional Renewal.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81112300	0.00000		0.000000	\$125,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2019-09-30	2022-09-29				

**Commodity Line Description:** Third year Technical Support/Maintenance- Optional Renewal

**Extended Description:**

Third year Technical Support/Maintenance - Optional Renewal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81112300	0.00000		0.000000	\$125,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2019-09-30	2023-09-29				

**Commodity Line Description:** Fourth year Technical Support/Maintenance - Optional Renewal

**Extended Description:**

Fourth year Technical Support/Maintenance - Optional Renewal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	81112300	1.00000	LS	3842.000000	\$3,842.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Sprint 9 Development & Testing CO#4

**Extended Description:**

Private Investigators/Security Guard request for additional correspondence certificate.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	81112300	1.00000	LS	6672.000000	\$6,672.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Notary Registration Online  
CO#5

**Extended Description:**

Notary Registration Online - Flag Notaries Registration Filings with Same Name as Existing Record for in House Approval.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	81112300	1.00000	LS	3176.000000	\$3,176.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** New Filing Type -Charities revised Registration Date CO#5

**Extended Description:**

New filing type for Charities to be revised - Registration Date.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	81112300	0.00000		0.000000	\$6,304.00
Service From	Service To	Manufacturer	Model No		
2020-09-30	2021-09-29				

**Commodity Line Description:** Update Fundraisers/Charities Designated Contact/Process Flow

**Extended Description:**

Update Fundraisers with Designated Contact Person; Charities and Fundraiser - Add screen in process flow both for online and in-house.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	81112300	0.00000		0.000000	\$4,992.00
Service From	Service To	Manufacturer	Model No		
2020-09-30	2021-09-29				

**Commodity Line Description:** Update Work Order Creation Fields CO #7

**Extended Description:**

Update the Work Order (WO) creation fields, the user will be able to enter an organization with the first, middle, last names in the payment fields which will improve the processing of the Work Orders

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	81112300	0.00000		0.000000	\$2,156.00
Service From	Service To	Manufacturer	Model No		
2020-09-30	2021-09-29				

**Commodity Line Description:** Update Apostille Search CO #7

**Extended Description:**

Update In-house and Online Apostille search by adding destination country, delivery method, tracking number and authentication details in requestor detail screen

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	81112300	0.00000		0.000000	\$4,504.00
Service From	Service To	Manufacturer	Model No		
2020-09-30	2021-09-29				

**Commodity Line Description:** Update Charities Search CO #8

**Extended Description:**

Update In-house and Online Charities search by adding 2 (two) open fields as an option to search for a State and DBA.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	81112300	0.00000		0.000000	\$4,494.00
Service From	Service To	Manufacturer	Model No		
2020-09-30	2021-09-29				

**Commodity Line Description:** PI / Security Guards term change from 1 yr to 2 yrs CO #9

**Extended Description:**

- 1) Senate Bill 251 (SB251) changes to WV Code 30-18-9 and 30-18-10 will institute a change in functionality to ERLS Private Investigator (PI) and Security Guards initial term period change from one (1) year to two (2) years and will change the current coding to reflect the new law requirement.
- 2) For Scrap Metal Dealers updating Online and In-house application adding "Other State" to the application program interface (API)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	81112300	0.00000		0.000000	\$7,818.00
Service From	Service To	Manufacturer	Model No		
2020-09-30	2021-09-29				

**Commodity Line Description:** Add old FOIA entries to new FOIA accounts (online) CO#10

**Extended Description:**

Add old FOIA entries to new FOIA accounts (Online) Import FOIA users IDs/usernames/etc...Associated with their historical filings. Includes Mapping the entries, Creating Working Tables, Creating Staging tables, Coding, Testing & Validation



Secretary of State  
State Capitol Building  
Charleston, WV 25305

**Mac Warner**  
Secretary of State  
State of West Virginia

Telephone: (304) 558-6000  
Toll Free: 1-866-SOS-VOTE  
Fax: (304) 558-0900  
[www.wvsos.gov](http://www.wvsos.gov)

**September 13, 2022**

To: PCC Technology Inc. DbA CIVIX  
3300 W. Esplanade Ave, Suite 400  
Metairie, LA 70002

From: Kayla Hill, Finance Specialist & Procurement Officer

**RE: Change Order #12 – Renewal of CCT SOS2000000002 Enterprise Registration and Licensing System (ERLS)**

The West Virginia Secretary of State is offering to exercise the 3<sup>rd</sup> renewal year of the original subject contract **CCT SOS2000000002 – ERLS**. This letter constitutes the Contract will renew according to all terms, conditions, specifications and pricing in the original contract and all authorized change orders.

The effective dates of the renewal are **September 30, 2022 - September 29, 2023**, if you agree to this renewal please sign & date below and return.

Also required is an updated **Certificate of Insurance (COI)** as stated in the original contract terms and conditions.

Please let us know if you have any questions.

Best Regards,

Kayla Hill  
Finance Specialist & Procurement Officer  
West Virginia Secretary of State

***PCC Technology - CIVIX agrees to renew the subject contract for the period stated above under the same terms, conditions, pricing and specifications as the original contract and any change orders thereto.***

DocuSigned by:

Tom Amburgey  
**Name/Signature**

9/13/2022  
**Date**