



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: 12-28-2022

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 0221 0221 PDS2300000001 1	Procurement Folder:	1156218
Document Name:	World wide web WWW site design services	Reason for Modification:	
Document Description:	Maintenance & Support FY 2023		
Procurement Type:	Central Delivery Order		
Buyer Name:	Mark A Doyle		
Telephone:	(304) 558-3905		
Email:	mark.doyle@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 EPORTAL16 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000162433 WEST VIRGINIA INTERACTIVE LLC 10 HALE ST 3RD FLOOR CHARLESTON WV 25301 US Vendor Contact Phone: 304-206-9720 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></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			23 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				
Requestor Name: Mark A Doyle Requestor Phone: (304) 558-3905 Requestor Email: mark.doyle@wv.gov																					

INVOICE TO	SHIP TO
DIRECTOR OF OPERATIONS PUBLIC DEFENDER SERVICES STE 301 ONE PLAYERS CLUB DR CHARLESTON WV 25311 US	DIRECTOR OF OPERATIONS PUBLIC DEFENDER SERVICES STE 301 ONE PLAYERS CLUB DR CHARLESTON WV 25311 US

Total Order Amount:	\$36,096.00
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Purchasing Division's File Copy

JUH 1/3/2023

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark Doyle* 1/03/2023
 ELECTRONIC SIGNATURE ON FILE

ENTERED

ENCUMBRANCE CERTIFICATION
 DATE: *Suevly Toler* 1-3-23
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112103	384.00000	EA	\$94.0000	\$36,096.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2023-10-31				

Commodity Line Description: World wide web WWW site design services

Extended Description:

Creation and Management of Web-Based Portal - see attached pricing.

Application Development
STATEMENT OF WORK
West Virginia Public Defender Services
Voucher Submission System Enhancements
Maintenance and Support

wwinteractive

in partnership with WV.gov
10 Hale Street, Third Floor
Charleston, WV 25304
Phone (304) 414-0265
Fax (304) 414-0266



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Overview

This Statement of Work ("SOW") document identifies the responsibilities between the West Virginia Public Defender Services ("Agency") and West Virginia Interactive (WVI) as the selected vendor/contractor providing Enterprise E-Government Services for the State of West Virginia. This document is subordinate to the terms and conditions of the contract between the State of West Virginia Office of Technology and WVI for Enterprise E-Government Services (Purchase Order EPORTAL16 "Master Contract"). The issuance of a Contract Award by the State shall create a valid Contract between the Parties consisting of the following:

1. The AGREEMENT ADDENDUM FORM WV-96
2. The "Master Contract" Purchase Order EPORTAL16
3. The Service Level Agreement ("SLA") between Agency and WVI
4. Any Best and Final Offer
5. Any clarifications concerning the Contractor's proposal response to the Solicitation
6. The Contractor's proposal response to the Solicitation

In the event of any conflict between or among the provisions contained in the Contract, the order of precedence shall be as enumerated above.

This SOW describes the transactions to be facilitated and the services to be provided through WVI for the Voucher Submission System ("Application") and the responsibilities of the parties for the successful completion of this project. This SOW should not be developed until the project is approved for implementation by the Portal Board.



Project Participants

Project Agency:

West Virginia Public Defender Services
One Players Club Dr Suite 301
Charleston, WV 25311

Project Sponsor:

Name: Dana F. Eddy
Title: Executive Director

E-Mail: Dana.F.eddy@wv.gov
Phone: 304-558-3905

Project Manager:

Name: LeeAnn M. Doyle
Title: Director of Appointed Counsel Services

E-Mail: Leeann.M.Doyle@wv.gov
Phone: 304-558-3905

Technical Lead:

Name: LeeAnn M. Doyle
Title: Director of Appointed Counsel Services

E-Mail: Leeann.M.Doyle@wv.gov
Phone: 304-558-3905

WV Portal Manager:

West Virginia Interactive
10 Hale Street, Third Floor
Charleston, WV 25304

Project Manager:

Name: Steve Boyer
Title: Project Manager

E-Mail: steve@wvinteractive.com
Phone: (304) 414-0265 x 1101



Purpose Statement

This purpose of this project is to update the Voucher Submission System with enhancements to both the attorney and PDS dashboards. Updates include adding the ability to create supplemental and direct expense vouchers, vendor file management, voucher linking, payment management, identifying duplicate vouchers, and additional reporting. This Statement of Work establishes maintenance and support for the time period defined herein.

Deliverables, Estimates and Projections

This section will describe the principal deliverables required of WVI for completion of the project along with estimates for each task.

Key Project Milestones	Estimated Date
Maintenance Start	07 / 1 / 2022
Maintenance End	06 / 30 / 2023

The key project milestones dates are dependent upon receipt of the approved Prototype (Appendix C, D and E) and signed Statement of Work by **June 30, 2022**. Failure to receive documents by defined date may result in delay of project commencement.

Deliverable dates are dependent on development to be performed by the West Virginia State Treasurer’s Office. Delays in the estimated dates for deliverables may occur, as they are subject to the West Virginia State Treasurer’s Office development schedules and outside the control of WVI.

Fees and WVI Compensation

Time and Materials Fee Detail

Portal Service	Task/Phase	Hours	WVI Hourly Rate	Total Fee
NAME	DESCRIPTION	AMOUNT	AMOUNT	TOTAL
Web Development	Maintenance and Support FY 2023 (12 months @ \$3,008 per month)	384	\$94.00	\$36,096.00
Total Project Cost				\$36,096.00

Each invoice is payable to WVI 30 days from the receipt date of the invoice.

Other charges as defined in the Master Contract will apply as outlined herein.

Maintenance and Support

Maintenance and support of the application will be billed at a rate of \$36,096.00 annually. The West Virginia Public Defender Services may choose to be invoiced monthly in the amount of \$3,008.



Signoff

I, the undersigned, have the authority to make binding decisions on behalf of my respective Division regarding projects in collaboration with WWI.

I also have the authority to allocate Division resources towards the above-described project.

I have read the above document and understand all the implications thereof. Any future changes to this SOW will be made through a formal written request to WWI.

By signing, I acknowledge that the project described herein has received any required legal reviews and complies with current State of West Virginia statutes and administrative rules.

Agency

Dana F. Eddy

Dana F. Eddy, Executive Director

11/02/2022

Date

West Virginia Interactive

Ian McQuinn

Ian McQuinn, General Manager

11/04/2022

Date

Portal Board

Jamison S Mitchell

Signature

Jamison S Mitchell

Printed Name

11/04/2022

Date

Chief Technology Officer, or
designee

Title