



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

State of West Virginia  
**Master Agreement**

Order Date: 12-19-2022

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:	CMA 0506 2999 MCH2200000004 2	Procurement Folder:	949919
Document Name:	Change Order 1	Reason for Modification:	Change Order 01 To Renew Contract
Document Description:	CO 1 - WEB-BASED HOME VISITATION SYSTEM		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-01-16
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-01-15

VENDOR				DEPARTMENT CONTACT			
Vendor Customer Code:	000000163397			Requestor Name:	Christine L Basham		
LOCAL DATA SOLUTIONS LLC				Requestor Phone:	(304) 356-4930		
144 SCENERY DRIVE				Requestor Email:	christine.l.basham@wv.gov		
MORGANTOWN	WV	26505		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
US							
Vendor Contact Phone:	3046411767	Extension:					
Discount Details:							
	Discount Allowed	Discount Percentage	Discount Days				
#1	No	0.0000	0				
#2	No						
#3	No						
#4	No						

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116	WV DHHR Materials Management
HEALTH AND HUMAN RESOURCES	OFFICE OF HEALTH FACILITIES
BPH - MATERNAL & CHILD HEALTH	160 JACOBSON DRIVE
350 CAPITOL ST, RM 427	DOCK 11
CHARLESTON WV 25301-3714	POCA WV 25159-9772
US	US

Total Order Amount: \_\_\_\_\_ Open End

Purchasing Division's File Copy

**ENTERED**

PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tanya [Signature] 12/19/2022*  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *John & [Signature] 12/22/2022*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *[Signature] 12/27/2022*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 01 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 01/16/23 through 01/15/24 .

Renewal Years Remaining: 2 years

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81161501				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2022-01-16	2023-01-15			

**Commodity Line Description:** Web Based Data Collections System

**Extended Description:**

Section 2.1.1 - Web Based Data Collections System

Total Cost: \$55,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81161501				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2022-01-16	2023-01-15			

**Commodity Line Description:** Training and Support month 1-6

**Extended Description:**

Section 2.1.2 - Training and support months 1-6

Total Cost: \$15,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81112200			HOUR	100.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Annual Changes in data system

**Extended Description:**

Section 4.1.2.3 Vendor must provide an hourly rate for annual changes needed as a result of federal reporting changes in the data system.

Hourly Rate: \$100.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	81161501				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2023-01-16	2024-01-15			

**Commodity Line Description:** Training and Support Year 2

**Extended Description:**

Section 2.1.2 - Training and support Year 2

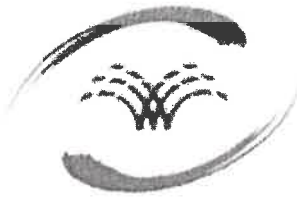
Total Cost: \$30,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	81112200			HOUR	100.000000
	Service From	Service To			

**Commodity Line Description:** Annual Changes in data system-Year 2

**Extended Description:**

Section 4.1.2.3 Vendor must provide an hourly rate for annual changes needed as a result of federal reporting changes in the data system.  
 Hourly Rate: \$100.00




# Local Data Solutions

*Local focus global reach*

Phone: (304) 641-1767  
Fax: (304) 205-0676  
contact@localdatasolutions.com

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LOCAL DATA SOLUTIONS LLC. agrees to renew Contract# CMA MCH2200000004 for another year, effective 01/16/2023 - 01/15/2024, according to all terms, conditions, prices and specifications contained in the original contract including any authorized change orders.

  
\_\_\_\_\_

  
\_\_\_\_\_

Agree to renew.





STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health

Bill J. Crouch  
Cabinet Secretary

Office of Maternal, Child and Family Health

Ayne Amjad, MD, MPH  
Commissioner & State Health Officer

MEMORANDUM

**DATE:** October 31, 2022

**TO:** Lesley Walizer, Director of Purchasing  
WV Department of Health and Human Resources  
Bureau for Public Health

**THROUGH:** James Jeffries, Director *JJJ*  
Office of Maternal, Child and Family Health

**FROM:** Jackie Newson, Director *JN*  
Home Visitation Program

**RE:** Local Data Solutions, LLC

The purpose of this memorandum is to request permission to purchase Local Data Solutions, LLC for the West Virginia Home Visitation Program (WVHVP) data system. The current contract ends 1/2023. The WVHVP currently uses the data collection for all federal reporting for Maternal, Infant and Early Childhood Home Visiting (MIECHV). In addition, Right From the Start uses the same data system for Medicaid case management of families served.

The data system is critical to the WVHVP due to federally required quarterly and annual reporting. All MIECHV funded sites (over 150 users) enter required data and all reports are pulled from the data system. Currently, WVHVP receives over \$5,800,000 in federal home visiting funds. Quarterly reports must be submitted to comply with federal reporting requirements. A time lapse in using the data system and failure to submit the required federal reports could result in the loss of over \$5,000,000 in federal funds.

If additional informational information is needed, please contact me at (304) 414-0648.

Thank you.



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY  
State Capitol  
Charleston, West Virginia 25305

Mary Jane Pickens  
Acting Cabinet  
Secretary

Joshua D. Spence  
Chief Information Officer

**MEMORANDUM**

**TO:** Alicia Sodder, Administrative Services Manager 1  
Department of Health and Human Resources

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

A handwritten signature in black ink, appearing to read "J. Spence", written over the printed name of the sender.

**SUBJECT:** INFORMATION TECHNOLOGY PROCUREMENT  
HR002357; IS&C NUMBER: 2021-8170

**DATE:** October 14, 2021

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 to release an RFQ for Home Visitation Program, the Office of Technology has determined:

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).