



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

State of West Virginia  
**Purchase Order**

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

Order Date: 11-15-2022

Order Number:	CPO 0511 3839 MIS220000001 4	Procurement Folder:	1033636
Document Name:	CO #2 FORMQUEST DOCUMENT CONVERSION SOFTWARE	Reason for Modification:	Change Order # 2 To extend the dates of the contract.
Document Description:	FORMQUEST DOCUMENT CONVERSION SOFTWARE		
Procurement Type:	Central Sole Source		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-06-30

VENDOR				DEPARTMENT CONTACT		
Vendor Customer Code:	000000175446			Requestor Name:	Kimberly A Beckett	
DATALECT INC				Requestor Phone:	(304) 558-5906	
3410 LA SIERRA AVE #F505				Requestor Email:	kimberly.a.beckett@wv.gov	
RIVERSIDE	CA	92503	<div style="text-align: center; font-size: 2em; font-weight: bold;">23</div> <b>FILE LOCATION</b> _____			
US						
Vendor Contact Phone:	909-904-7768	Extension:				
Discount Details:						
	Discount Allowed	Discount Percentage	Discount Days			
#1	No	0.0000	0			
#2	Not Entered					
#3	Not Entered					
#4	Not Entered					

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

11-22-22 SAT

Total Order Amount:	\$55,500.00
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Purchasing Division's File Copy

**ENTERED**

PURCHASING DIVISION AUTHORIZATION DATE: <i>11/21/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>11/22/2022</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>11/22/2022</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order 2

To extend the original contract according to all terms, conditions prices and specifications contained in the original contract and all authorized change orders. The contract shall expire on the final date as specified below. No change in contract total.

Effective date of extension 1/1/23 through 6/30/2023.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	0.00000		0.000000	40000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-06-01	2023-06-30				

**Commodity Line Description:** Development of pre-conversion selection software.

**Extended Description:**

Development of pre-conversion selection software.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	0.00000		0.000000	10500.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-06-01	2023-06-30				

**Commodity Line Description:** License for HTML to PDF Converter to include any FORMQuest.

**Extended Description:**

License for HTML to PDF Converter to include any FORMQuest.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	40.00000	HOUR	125.000000	5000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-06-01	2023-06-30				

**Commodity Line Description:** Production Support @ \$125.00 per hours

**Extended Description:**

Production Support \$125.00 per hour for 40 hours.



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bill J. Crouch  
Cabinet Secretary

Office of Management Information Services  
One Davis Square, Suite 200  
Charleston, W.V. 25301  
Telephone: (304) 558-5906 Fax: (304) 558-0045

Shaun Charles  
Chief Information Officer

October 14, 2022

Datalect INC  
3410 LA Sierra Ave. #F505  
Riverside, CA 92503

Re: Contract CPO MIS22\*01 Change Order

Datalect INC agrees to a change order for the existing contract, CPO MIS22\*01, with WV DHHR Management Information Services under the same terms, conditions and specifications contained in the original contract. The purpose of this change order is to extend the contract date to June 30, 2023. In order to allow applicable time to confirm all data has been transferred when Child Services (OSCAR) goes live with WV PATH Solutions in March 2023.

Donald L. Krueger  
Print name and title

*[Handwritten Signature]*  
Signature

11/11/2022  
Date

David P. Wendell  
Approved by WV DHHR/MIS

*[Handwritten Signature]*  
Signature

10-14-2022  
Date

Ok

*[Handwritten Signature]*  
Althea Greenhow



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

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Donald L. Krueger  
Print name and title

[Signature]  
Signature

11/11/2022  
Date

David P. Wendell  
Approved by WV DHHR/MIS

[Signature]  
Signature

10-14-2022  
Date

OK

Althea Greenhouse

Approved Extension  
[Signature]



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

Mark D. Scott  
Cabinet Secretary

Joshua D. Spence  
Chief Information Officer

**TO: Ron Courtney, Procurement Associate  
Department of Health and Human Resources**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
HR003643 CPOMIS22\*01 IS&C NUMBER: 2022-9179**

**DATE: November 17, 2022**

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 for CPOMIS22\*01 Contract Change (HR003643), 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).