



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

State of West Virginia  
**Contract**

Order Date: 11-01-2022

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

<b>Order Number:</b>	CCT 0623 9920 JCS2100000003 3	<b>Procurement Folder:</b>	796902
<b>Document Name:</b>	LS/CMI Assessment Licenses for Justice & Community Services	<b>Reason for Modification:</b>	Change Order No. 1 to renew contract under the same terms, conditions and pricing.
<b>Document Description:</b>	LS/CMI Assessment Licenses for Justice & Community Services		
<b>Procurement Type:</b>	Central Sole Source		
<b>Buyer Name:</b>	David H Pauline		
<b>Telephone:</b>	304-558-0067		
<b>Email:</b>	david.h.pauline@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-07-01
<b>Free on Board:</b>		<b>Effective End Date:</b>	2023-06-30

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000233111			<b>Requestor Name:</b>	Larry D McDonnell
MULTI HEALTH SYSTEMS INC PO BOX 950				<b>Requestor Phone:</b>	304-414-3422
NORTH TONAWANDA NY 14120-0950 US				<b>Requestor Email:</b>	LARRY.MCDONNELL@WV.GOV
<b>Vendor Contact Phone:</b>	800-456-3003	<b>Extension:</b>	438	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
<b>Discount Details:</b>					
	<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
DIRECTOR DIVISION OF JUSTICE AND COMMUNITY SERVICE DIVISION OF JUSTICE AND COMMUNITY SERVICES 1124 SMITH ST, STE 3100 CHARLESTON WV 25301 US	DIRECTOR DIVISION OF JUSTICE AND COMMUNITY SERVICE DIVISION OF JUSTICE AND COMMUNITY SERVICES 1124 SMITH ST, STE 3100 CHARLESTON WV 25301 US

*Jan 11/02/2022*

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$79,996.00
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**ENTERED**

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>David H Pauline 11-2-22</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> <i>Beverly Tolson</i> DATE: <i>11-7-2022</i> ELECTRONIC SIGNATURE ON FILE
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*11/4/2022*

**Extended Description:**

Change Order No. 1 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: July 1, 2022 through June 30, 2023

Renewal Years Remaining: 2

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	43232600	1.00000	EA	39998.000000	\$39,998.00
Service From	Service To	Manufacturer	Model No		
2021-07-01	2022-06-30				

**Commodity Line Description:** LS/CMI Assessment License - Initial Year

**Extended Description:**

Initial Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43232600	1.00000	EA	39998.000000	\$39,998.00
Service From	Service To	Manufacturer	Model No		
2022-07-01	2023-06-30				

**Commodity Line Description:** LS/CMI Assessment License - Optional Year 2

**Extended Description:**

Optional Renewal Year 2



State of West Virginia  
Department of Homeland Security  
Division of Administrative Services  
1124 Smith Street  
Charleston, WV 25301  
(304) 558-2350



JEFF S. SANDY, CFE, CAMS  
CABINET SECRETARY

MICHAEL V. COLEMAN  
DIRECTOR

March 24, 2022

Multi Health Systems Inc  
PO Box 950  
North Tonawanda, NY 14120-0950

Subject: Contract: CCT.0623 JCS21\*3                      Renewal 1, Change Order 1

The West Virginia Division of Administrative Services on behalf of the Justice and Community Services is offering to renew subject contract under the same terms, conditions and pricing as the original contract. This renewal will be for a twelve (12) month period. The renewal dates are July 1, 2022, through June 30, 2023. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

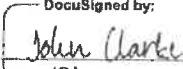
Also attached is an Affidavit that is to be part of the purchase order and is required to be signed and dated.

Thank You,

Larry McDonnell

Attachment

We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order.

DocuSigned by:  
  
Name/Signature  
CRO  
Title  
contracts@mhs.com  
Email

Apr 4, 2022 | 1:11 PM EDT  
Date  
+1-800-456-3003  
Phone Number




State of West Virginia  
Department of Homeland Security  
Division of Administrative Services  
1124 Smith Street  
Charleston, WV 25301  
(304) 558-2350



JEFF S. SANDY, CFE, CAMS  
CABINET SECRETARY

MICHAEL V. COLEMAN  
DIRECTOR

**TO:** Tara Lyle  
Buyer Supervisor  
West Virginia Purchasing Division

**CC:** Larry D. McDonnell   
Procurement Specialist, Senior  
Division of Administrative Services  
WV Department of Homeland Security

**SUBJECT:** Change Order: Renewal of CCT 0623 JCS21\*03 – LS/CMI Assessment Licenses

**DATE:** 4/27/2022

The WV Department of Homeland Security, Division of Administrative Services/ Justice and Community Service, formally requests the renewal of CCT 0623 JCS21\*03, a contract with Multi Health Systems, Inc. LS/CMI Assessment Licenses according to all terms, conditions and specifications contained in the original Contract.

The applicable renewal dates are as follows:

Effective Start Date: 07/01/2022  
Expiration Date: 06/30/2023

Renewals remaining: 2

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Please let me know if there is additional information required for the support of this renewal.



**State of West Virginia**  
**Department of Homeland Security**  
**Division of Administrative Services**  
 1124 Smith Street  
 Charleston, WV 25301  
 (304) 558-2350



**JEFF S. SANDY, CFE, CAMS**  
 CABINET SECRETARY

**MICHAEL V. COLEMAN**  
 DIRECTOR

**TO:** David Pauline  
 Senior Buyer  
 West Virginia Purchasing Division

**CC:** Larry D. McDonnell *[Signature]*  
 Procurement Specialist, Senior  
 Division of Administrative Services  
 WV Department of Homeland Security

**SUBJECT:** **Justification to Back Date Contract Renewal of CCT 0623 JCS21\*03 – LS/CMI Assessment Licenses**

**DATE:** 10/24/2022

The WV Division of Administrative Services (WVDAS) recognizes that the request for contract renewal is being processed after the 7/01/2022 expiration date. Please see the following timeline of events:

- The WVDAS originally submitted the contract renewal documentation on 4/27/2022.
- Around 5/9/2022 the Agency was notified that the vendor’s registration had expired.
- On 6/21/2022 vendor reached out saying they were having issues with getting their registration fee paid. I provided them with a point of contact.
- On 6/27/2022 I notified the senior buyer that the vendor updated their registration.
- On 7/6/2022 when following up on the status, I was notified that the document rejected itself due to accounting line related errors that occurred.
- The error was fixed, and the document was resubmitted on 7/06/2022
- On 7/12/2022 I followed up to check the status but no response.
- On 7/25/2022 I followed up again to check the status, I was notified that the certificate of insurance the vendor provided had expired.
- On 7/26/2022 I contacted the vendor and informed them they needed to provide an updated certificate of insurance.
- On 7/26/2022 the Vendor responded providing a certificate of insurance that would be expiring in August. Vendor stated they were in the process of renewing their COI and would be available in the middle of August.
- On 7/26/2022, I forwarded the vendor’s document and informed the Senior Buyer about the new COI being available in the middle of August. Senior Buyer said we can wait till middle of August.
- On 9/06/2022 I received the updated COI and forwarded to Senior Buyer
- On 10/07/2022 while I was on medical leave, I received notification that the renewal was rejected.
- On 10/20/2022 I resubmitted all of the documents to Senior Buyer.

Please let me know if there is additional information required for the justification to back date the contract renewal.

*Backdate  
 copy  
 [Signature]*