



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

State of West Virginia  
**Contract**

Order Date: 02-01-2023

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 0313 0313 DEP2200000006 3	<b>Procurement Folder:</b>	981002
<b>Document Name:</b>	Automation Software, Maintenance, and Support.	<b>Reason for Modification:</b>	Change Order No 2 To Renew contract
<b>Document Description:</b>	DWWM-Automation Software & Maintenance Renewal Year 1		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Joseph E Hager III		
<b>Telephone:</b>	(304) 558-2306		
<b>Email:</b>	joseph.e.hageriii@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-03-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-02-28

VENDOR		DEPARTMENT CONTACT																					
<b>Vendor Customer Code:</b>	VS0000031890	<b>Requestor Name:</b>	Jessica S Chambers																				
DIGITAMIZE INC 11921 FREEDOM DR STE 570  RESTON VA 20190 US		<b>Requestor Phone:</b>	304-926-0499																				
<b>Vendor Contact Phone:</b>	337-764-3131 Extension:	<b>Requestor Email:</b>	jessica.s.chambers@wv.gov																				
<b>Discount Details:</b>		<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>																					
	<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>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
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INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION DIV OF WASTE AND WATER MGT 601 57TH ST SE CHARLESTON WV 25304 US	ENVIRONMENTAL PROTECTION DIVISION OF WATER AND WASTE MGT 601 57TH ST SE CHARLESTON WV 25304 US

2-3-23 Bax

Purchasing Division's file copy

<b>Total Order Amount:</b>	\$49,680.00
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QA 2.2.2023

ENTERED

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>2-2-23</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>2/3/2023</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> <i>Beverly Toler</i> DATE: <i>2-3-23</i> ELECTRONIC SIGNATURE ON FILE
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2/3/2023

**Extended Description:**

Change Order

Change Order No 2 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 March 1, 2023 through February 28, 2024.

Renewal Years remaining: 3  
No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43230000	1.00000	EA	24000.000000	\$24,000.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** Software License Subscription, Maintenance, Year 1 Support

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43230000	1.00000	EA	25680.000000	\$25,680.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** Renewal - Year 2 - License subscription, maint & support

**Extended Description:**

Renewal - Year 2 - License subscription, maint & support



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west virginia department of environmental protection

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Business and Technology Office  
601 57<sup>th</sup> Street, S.E.  
Charleston, WV 25304-2345  
Phone: 304-926-0499 Fax: 304-926-0461

Harold D. Ward, Cabinet Secretary  
dep.wv.gov

December 28, 2022

Digitamize Inc  
11921 Freedom Dr Ste 570  
Reston, VA 20190

Contract Number: CCT DEP2200000006 Automation Software, Maint and Support

The West Virginia Department of Environmental Protection is offering to renew subject contract under the same terms, conditions, pricing and specifications. The renewal dates are March 1, 2023 through February 28, 2024. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible.

In addition to this **Renewal Offer**, we will need an updated copy of your **Certificate of Liability Insurance**.

Please let me know if you have questions.

*Larry T Workman*

Business and Technology Office  
WV Dept. of Environmental Protection  
Phone (304)926-0499 X 41242; Fax (304) 926-0452  
[larry.t.workman@wv.gov](mailto:larry.t.workman@wv.gov)

To Be completed by the Vendor:

We agree to renew the contract for the period as stated above, according to the terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Siva Moduga

  
Name/Signature

12/30/2022

Date



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: Larry Workman, Procurement Specialist, Senior  
Department of Environmental Protection**

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

A handwritten signature in blue ink, appearing to read "JDS", is written over the name "Joshua D. Spence" in the "FROM:" field.

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
CCT DEP22\*06 IS&C NUMBER: 2023-8300**

**DATE: January 19, 2023**

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 contract renewal CCT DEP22\*06 Automation Software, Maintenance and Support, 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).