



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

State of West Virginia  
**Contract**

Order Date: 03-24-2023

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 0402 0033 EDD2000000002 12	<b>Procurement Folder:</b>	666767
<b>Document Name:</b>	PARENT SURVEY	<b>Reason for Modification:</b>	Change Order No. 6 issued to add commodity line 6 and correct descriptions of commodity lines 1- 5.
<b>Document Description:</b>	WVDE Parent Survey		
<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>	2020-03-01
<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>	000000213844	<b>Requestor Name:</b>	Kelly L Hall
MEASUREMENT INC		<b>Requestor Phone:</b>	(304) 558-3660
423 MORRIS ST		<b>Requestor Email:</b>	kelly.l.hall@k12.wv.us
DURHAM	NC	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
27701			
US			
<b>Vendor Contact Phone:</b>	919-683-2413		
<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
OFFICE OF FINANCE & INTERNAL OPERATIONS DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF SPECIAL EDUCATION 1900 KANAWHA BLVD E, BLDG 6 RM 750 CHARLESTON WV 25305-0330 US

**Total Order Amount:** \$224,392.00

Purchasing Division's File Copy

**ENTERED**

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>M. H. [Signature]</i> 3/27/2023 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>[Signature]</i> 3/31/2023 ELECTRONIC SIGNATURE ON FILE
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3/30/2023

**Extended Description:**

Change Order

Change Order No. 6 issued to add commodity line 6 according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders. Also to correct the descriptions on commodity lines 1-5 to clarify the contract.

Effective Date of Change:

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	86130000	0.00000		0.000000	\$1,496.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-03-01	2023-02-28				

**Commodity Line Description:** DEVELOPMENT OF THE ON-LINE SURVEY SYSTEM

**Extended Description:**

One-time/lump sump fee for the development of the on-line survey system.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	86130000	15000.00000	EA	3.690000	\$55,350.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** PRICE PER SURVEY (ELECTONIC AND PAPER SURVEY)-2020/2021

**Extended Description:**

Year 1 (2020./2021)

Price per Survey Mailed (not to exceed 15,000 number of surveys) to include paper and electronic survey, postage, sending survey, re-sending survey to non-respondents, data analysis by the State and LEA, report of data analysis and Indicator 8 requirements.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	86130000	15000.00000	EA	3.690000	\$55,350.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** PRICE PER SURVEY (ELECTONIC AND PAPER SURVEY)-2021/2022

**Extended Description:**

Year 2 (2021/2022)

Price per Survey Mailed (not to exceed 15,000 number of surveys) to include paper and electronic survey, postage, sending survey, re-sending survey to non-respondents, data analysis by the State and LEA, report of data analysis and Indicator 8 requirements.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	86130000	0.00000		0.000000	\$1,496.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-03-01	2023-02-28				

**Commodity Line Description:** DEVELOPMENT OF THE ON-LINE SURVEY SYSTEM FY22/23

**Extended Description:**

One-time/lump sump fee for the development of the on-line survey system.

CO6 - This line is a duplicate of Line 1 and should not have been paid. \$1496.00 deducted from invoice for Year 3 (2022-2023)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	86130000	15000.00000	EA	3.690000	\$55,350.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** PRICE PER SURVEY (ELECTONIC AND PAPER SURVEY) - 2022/2023

**Extended Description:**

Year 3 (2022/2023)

Price per Survey Mailed (not to exceed 15,000 number of surveys) to include paper and electronic survey, postage, sending survey, re-sending survey to non-respondents, data analysis by the State and LEA, report of data analysis and Indicator 8 requirements.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	86130000	15000.00000	EA	3.690000	\$55,350.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** PRICE PER SURVEY (ELECTONIC AND PAPER SURVEY) - 2023/2024

**Extended Description:**

Year 4 (2023/2024)

Price per Survey Mailed (not to exceed 15,000 number of surveys) to include paper and electronic survey, postage, sending survey, re-sending survey to non-respondents, data analysis by the State and LEA, report of data analysis and Indicator 8 requirements.



1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305  
wvde.us

March 21, 2023

Measurement Incorporated  
423 Morris St.  
Durham, NC 27701

Subject: CCT EDD200000002 – Change Order 6 to Add Commodity Line  
Parent Survey

The West Virginia Department of Education is requesting to add Commodity Line 6 under the same terms, conditions, pricing, and specifications as contained in the original contract and all approved change orders. If your company agrees to this change, please sign below and return to my attention as soon as possible.

For Change Order 6, I'm requesting to add a commodity line (Line 6) to allow payment for Year 4 (2023-2024). Change order addition, corrections and explanations to previous commodity lines are as follows:

Line 1 for Development of the On-Line Survey System	\$ 1,496.00
Line 2 for 15,000 surveys – Year 1 (2020/2021)	\$ 55,350.00
Line 3 for 15,000 surveys – Year 2 (2021/2022)	\$ 55,350.00
Line 4 duplication of Line 1	\$ 1,496.00 (discounted on Year 3 Invoice)
Line 5 for 15,000 surveys – Year 3 (2022/2023)	\$ 55,350.00
Line 6 to be added for 15,000 surveys – Year 4 (2023/2024)	<u>\$ 55,350.00</u>
The Total Order Amount of the Contract will be:	<u>\$224,392.00</u>

Sincerely,

Michelle Childers, Coordinator  
West Virginia Department of Education

\*Vendor is required to sign below.

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

	<u>3/24/23</u>
Name / Signature	Date
<u>Lawrence Officer</u>	
Title	