



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

State of West Virginia  
**Contract**

Order Date: 01-12-2023

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:	CCT 0506 2981 BPH2100000003 4	Procurement Folder:	751672
Document Name:	Change Order 2	Reason for Modification:	Change Order 2 To Renew contract.
Document Description:	EMERGENCY MEDICAL SERVICES DATA SYSTEM		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-01-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-01-14

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000007390			Requestor Name:	Courtney M Buskirk
IMAGETREND INC 20855 Kensington Blvd				Requestor Phone:	304-352-4853
Lakeville MN 55044-7486				Requestor Email:	courtney.m.buskirk@wv.gov
US				<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	9524691589	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
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - OFFICE OF EMERGENCY MEDICAL SERVICES 350 CAPITOL ST, RM 425 CHARLESTON WV 25301-3714 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - OFFICE OF EMERGENCY MEDICAL SERVICES 350 CAPITOL ST, RM 425 CHARLESTON WV 25301-3714 US

Total Order Amount:	\$870,169.00
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tarah</i> 1/19/2023 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature]</i> 1/24/2023 ELECTRONIC SIGNATURE ON FILE
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1/24/2023

**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 1/15/2023 through 1/14/2024.

Renewal Years Remaining: 1 year

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101500	0.00000		0.000000	\$303,850.00
Service From	Service To	Manufacturer		Model No	
2021-01-15	2022-01-14				

**Commodity Line Description:** Emergency Medical Services Data System - YEAR ONE

**Extended Description:**

Maintain and Manage WV EMS DATA System - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101500	0.00000		0.000000	\$278,975.00
Service From	Service To	Manufacturer		Model No	
2022-01-15	2023-01-14				

**Commodity Line Description:** Emergency Medical Services Data System - YEAR TWO

**Extended Description:**

Maintain and Manage WV EMS DATA System - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101500	0.00000		0.000000	\$287,344.00
Service From	Service To	Manufacturer		Model No	
2023-01-15	2024-01-14				

**Commodity Line Description:** Emergency Medical Services Data System - YEAR THREE

**Extended Description:**

Maintain and Manage WV EMS DATA System - Year 3

January 2, 2023

*Sent via Email only*

Courtney M. Buskirk  
West Virginia Office of Emergency Medical Services  
350 Capital Street  
Charleston, WV 25301

RE: Contract #CCT 0506 2981 BPH2100000003 1  
Renewal Term 01-15-2023 through 01-14-2024

Dear Courtney,

ImageTrend requests the above referenced contract be renewed with an effective date of January 15, 2023 for the term period of one year.

Sincerely,



Sherri L. Leflay  
Director of Contracts & Proposals

Agree to renew.





STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health  
Office of Emergency Medical Services


Bill J. Crouch  
Cabinet Secretary

Ayne Amjad, MD, MPH  
Commissioner & State Health Officer

## MEMORANDUM

**DATE:** September 14, 2022

**TO:** Lesley Walizer, WVPBC  
Purchasing Director

**FROM:** Jody Ratliff, BA, FP-C   
Director

**RE:** Request to extend ImageTrend CCT contract

The West Virginia Office of Emergency Medical Services (WVOEMS) would like to extend the Contract, CCT BPH21\*03 ImageTrend, for an additional year for the dates 1/15/2023 – 1/14/24.

Should you have any questions, please contact me at [joseph.w.ratliff@wv.gov](mailto:joseph.w.ratliff@wv.gov).



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: Christopher Itson, Procurement Associate  
Department of Health and Human Resources**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
HR003764 BPH21\*03 CO2 IS&C NUMBER: 2023-9207**

**DATE: January 5, 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 EMS Data System Contract Renewal, 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).