



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

State of West Virginia  
**Contract**

Order Date: 02-02-2023

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 BPH2300000001 2	Procurement Folder:	937206
Document Name:	Change Order 1	Reason for Modification:	Change Order 1 To renew contract.
Document Description:	LMS PAYMENT PORTAL INTEGRATION		
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:	2022-07-15
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		Requestor Phone:	304-352-4853
20855 Kensington Blvd		Requestor Email:	courtney.m.buskirk@wv.gov
Lakeville	MN		
US			
Vendor Contact Phone:	9524691589		
Extension:			
<b>Discount Details:</b>			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

**23**

FILE LOCATION \_\_\_\_\_

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

2-9-23 KIB

Purchasing Division's File Copy

Total Order Amount:	\$49,200.00
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**ENTERED**

CH 2/9/23

PURCHASING DIVISION AUTHORIZATION DATE: <i>Dany Day 2-9-23</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Beverly Toler</i> DATE: <i>2-13-2023</i> ELECTRONIC SIGNATURE ON FILE
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2/13/2023

**Extended Description:**

Change Order

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

Renewal Years Remaining: 2 years

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112001	0.00000		0.000000	\$16,575.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-07-15	2023-01-14				

**Commodity Line Description:** Custom Development Integration Phase 1

**Extended Description:**

Portal Integration for Custom Development Integration Commercial Payment Processing Providers with LMS Integrations and WV State Treasurers Office.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112001	0.00000		0.000000	\$16,575.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-07-15	2023-01-14				

**Commodity Line Description:** Custom Development Integration Phase 2

**Extended Description:**

Annual Fee-Payment Gateway Support

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112001	0.00000		0.000000	\$11,050.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-07-15	2023-01-14				

**Commodity Line Description:** Implementation-Phase 3

**Extended Description:**

Implementation Phase  
Training/Walk Through Phase  
Project Handoff/Closure

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112001	0.00000		0.000000	\$5,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-01-15	2024-01-14				

**Commodity Line Description:** Annual Fee-Payment Gateway Support (Optional Renewal Year 1)

**Extended Description:**

Annual Fee-Payment Gateway Support (Optional Renewal Year 1)



January 5, 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 BPH2300000001 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,

A handwritten signature in cursive script that reads "Sherri L. Leflay".

Sherri L. Leflay  
Director of Contracts & Proposals

Agree to renew.

A handwritten signature in cursive script that reads "Althea Greenhouse".



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES


Bureau for Public Health  
Office of Emergency Medical Services

Jeffrey H. Coben, MD  
Interim Cabinet Secretary

Ayne Amjad, MD, MPH  
Acting Commissioner & State Health Officer

MEMORANDUM

TO: Courtney M. Buskirk  
BPH Purchasing

FROM: Joseph W. Ratliff, BA, FP-C   
Director

DATE: December 21, 2022

RE: Renewal of Contract  
**ImageTrend CCT BPH23\*01**

The Office of Emergency Medical Services would like to extend the above-referenced contract for an additional one-year period beginning January 14, 2023, and ending January 13, 2024. <sup>15</sup> <sub>14</sub>

  
Agree




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  
HR003779 BPH23\*01 CO1 IS&C NUMBER: 2023-2156

**DATE:** January 27, 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 Payment Portal for Office of Emergency Medical Services - Contract Renewal effective January 14, 2023 - January 13, 2024, the Office of Technology has determined:

X 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@wy.gov](mailto:Consulting.Services@wy.gov).