



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

State of West Virginia
Purchase Order

Order Date: 02-15-2023

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:	CPO 0506 3128 HHR2100000002 6	Procurement Folder:	811634
Document Name:	Change Order 3	Reason for Modification: Change Order No. 3 Cost Neutral Modification	
Document Description:	UPGRADE OF DYNAMICS CRM 2011 TO POWER APPS ONLINE		
Procurement Type:	Central Sole Source		
Buyer Name:	Crystal G Husted		
Telephone:	(304) 558-2402		
Email:	crystal.g.husted@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-03-26
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-03-25

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000195028 PLANET TECHNOLOGIES INC 20400 OBSERVATION DR STE 107 GERMANTOWN MD 20876 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details:	Requestor Name: Tara L Buckner Requestor Phone: (304) 558-9138 Requestor Email: tara.l.buckner@wv.gov																				
<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			<h1>23</h1> <p>FILE LOCATION _____</p>
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#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES ADMINISTRATION AND FINANCE ONE DAVIS SQUARE, RM 300 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES ADMINISTRATION AND FINANCE ONE DAVIS SQUARE, RM 300 CHARLESTON WV 25301 US

2-16-23 Bar

Total Order Amount:	\$749,840.00
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mindy [Signature]</i> 2/16/2023 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John D. [Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature]</i> 2/16/2023 ELECTRONIC SIGNATURE ON FILE
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2/24/2023

Extended Description:

CHANGE ORDER

CHANGE ORDER NO. 3 COST NEUTRAL MODIFICATION TO ADD 24 HOURS FOR POST DEPLOYMENT SUPPORT (COMMODITY LINE 5) AND REMOVE SCRIBE REPLICATION SERVICES (COMMODITY LINE 7) AND SCRIBE INSIGHT 60-DAY MIGRATION-ONLY LICENSE (COMMODITY LINE 8).

ALL PROVISIONS OF THE ORIGINAL CONTRACT AND SUBSEQUENT CHANGE ORDERS NOT MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.

EFFECTIVE DATES OF CHANGE: 02/20/2023 TROUGH 03/25/2023

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81111505	2940.00000	HOUR	160.000000	470400.00
Service From	Service To	Manufacturer		Model No	
2021-03-26	2023-03-25				

Commodity Line Description: DHHR Grants Mgmt CRM upgrade

Extended Description:

Upgrades will apply to all 100-plus entities in the system - primary focus will be on core functional entities of the system, including Grants, Grant Change Orders, Grant Types, Grant Versions, Monitoring Exhibit F, Monitoring Checklist, Monitoring Risk Assessment, Monitoring Letters and Monitoring Compliance.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81111505	360.00000	HOUR	160.000000	57600.00
Service From	Service To	Manufacturer		Model No	
2021-03-26	2023-03-25				

Commodity Line Description: Data Migration

Extended Description:

Current Grants CRM applications will require transformations & migration to the new Power Apps environment.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81111505	240.00000	HOUR	160.000000	38400.00
Service From	Service To	Manufacturer		Model No	
2021-03-26	2023-03-25				

Commodity Line Description: Training and Documentation

Extended Description:

Vendor will help support DHHR in creating and implementing a user training plan. Vendor will provide documentation on using the upgraded system within the context of the Power Apps online interfaces to support user training and awareness.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81111505	570.00000	HOUR	160.000000	91200.00
Service From	Service To	Manufacturer		Model No	
2021-03-26	2023-03-25				

Commodity Line Description: Parallel Support for current Grants CRM application

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81111505	104.00000	HOUR	160.000000	16640.00
Service From	Service To	Manufacturer		Model No	
2021-03-26	2023-03-25				

Commodity Line Description: Post Deployment Support

Extended Description:

Vendor will provide post deployment support for an issues that may arise in the production implementation of the overall upgrade to Power Apps.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81111505	630.00000	HOUR	120.000000	75600.00
Service From	Service To	Manufacturer		Model No	
2021-03-26	2023-03-25				

Commodity Line Description: Project Management

Extended Description:

Represents 15% of the Commodity line 1 through Commodity line 5.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81111505	1.00000	YR	0.000000	0.00
Service From	Service To	Manufacturer		Model No	
2021-03-26	2023-03-25				

Commodity Line Description: Scribe Replication Services

Extended Description:

Scribe Replication Services (Single Database) (Optional dependent on Reporting Requirements) SOL-RS-STD

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	81111505	1.00000	LS	0.000000	0.00
Service From	Service To	Manufacturer		Model No	
2021-03-26	2023-03-25				

Commodity Line Description: Scribe Insight 60-day Migration-only License

Extended Description:

60 day Migration-Only License



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Office of Purchasing

Jeffrey H. Coben, MD
Interim Cabinet Secretary

One Davis Square, Suite 100 West
Charleston, WV 25301
Telephone: (304) 558-0953 Fax: (304) 558-2892

Bryan D. Rosen
Director

TO: Crystal Husted, CPPB
Senior Buyer
State of West Virginia Purchasing Division

FROM: Robert Price, CPPO, CPPB, NIGP-CPP
Administrative Services Manager II *Robert Price*

SUBJECT: CPO 0506 HHR210000002 Change Order No. 3

DATE: February 15, 2023

A cost neutral change order for CPO 0506 HHR210000002 is being respectfully requested. This change order will add 24 additional hours of post deployment support and remove Scribe Replication Services and Scribe Insight 60-day Migration-only license from the purchase order. This change will better support the application in its current operating environment. If you have any questions, please don't hesitate to contact me at your earliest convenience.

Thank you.



February 10, 2023

Tara Buckner, Chief Financial Officer
Starlah Wilcox, Chief Budget Officer
WV Department of Health and Human Resources
One Davis Square, Suite 300, 303
Charleston, WV 25301
Phone: 304-558-9138, 304-558-2814

Dear Tara and Starlah,

Planet Technologies (Planet) is writing this letter to request a cost neutral modification under the same terms and conditions under the existing Purchase Order contract #CPO 0506 3128 HHR2100000002 1 (PO) with the West Virginia Department of Health and Human Resources (WV DHHR) related to the upgrade of the existing WV DHHR Grants CRM 2011 application to a new Microsoft PowerApps Online Grants application.

Planet is requesting to transfer the combined total value under Commodity Line 7 for Scribe Replication Services and Commodity Line 8 for Scribe Insight 60-day Migration-only License to the total value for Commodity Line 5 for Post Deployment Support such that Commodity Line 5 will increase its Quantity from 80 to 104 units (24 hours addition) and its Total Price from 1280.00 to 5168.00.

This change request is intended to apply to a date period beginning 2/20/2023 and ending with the current end date of the contract on 3/25/2023.

Planet is requesting this modification after a determination was made during implementation of the project that the Scribe software originally planned for purchase and use to migrate data would not be needed since the same function could be achieved through other code-based means in the process of development. Thus, Planet is requesting the funds originally planned to support the Scribe requirement be targeted for other purposes to better support the application.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Steve Winter".

Steve Winter
Executive Vice President, Business Development and Delivery

A handwritten signature in black ink, appearing to read "Robert Price".
Agree