



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

State of West Virginia
Contract

Order Date: 03-02-2023

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 0511 2754 CSE2100000002 10	Procurement Folder:	751534
Document Name:	Change order 2	Reason for Modification:	Change Order 2 To Renew Contract
Document Description:	65 Licenses for Research and Locate Tool		
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:	2021-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-03-31

VENDOR			DEPARTMENT CONTACT		
Vendor Customer Code:	000000184365		Requestor Name:	Virginia G Hill	
THOMSON REUTERS WEST PO BOX 6292			Requestor Phone:	(304) 558-3780	
CAROL STREAM IL 601976292 US			Requestor Email:	virginia.g.hill@wv.gov	
Vendor Contact Phone:	800-328-4880	Extension:	<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
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
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US

3-3-2023 RAT

Purchasing Division's File Copy

Total Order Amount:	\$173,581.20
---------------------	--------------

CH 3/2/23

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H 3/13/2023</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 Tolson</i> DATE: <i>3-8-2023</i> ELECTRONIC SIGNATURE ON FILE
--	---	---

3/7/2023

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: April 1, 2023 through March 31, 2024.

Renewal Years remaining: 1

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	93131703	12.00000	MO	4680.000000	\$56,160.00
Service From	Service To	Manufacturer	Model No		
2021-04-01	2022-03-31				

Commodity Line Description: Sixty-Five (65) Real-Time Web-Based Research and Locate Tool

Extended Description:

PLEASE SEE EXHIBIT A PRICING PAGE.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93131703	12.00000	MO	4820.400000	\$57,844.80
Service From	Service To	Manufacturer	Model No		
2022-04-01	2023-03-31				

Commodity Line Description: Sixty-Five (65) Real-Time Web-Based Research and Locate Tool

Extended Description:

Flat rate monthly fee for a web based research and locate tool for the statewide child support offices optional renewal year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	93131703	12.00000	MO	4964.700000	\$59,576.40
Service From	Service To	Manufacturer	Model No		
2023-04-01	2024-03-31				

Commodity Line Description: Sixty-Five (65) Real-Time Web-Based Research and Locate Tool

Extended Description:

Flat rate monthly fee for a web based research and locate tool for the statewide child support offices optional renewal year 2



THOMSON REUTERS

John S. Nelson
Director, Procurement and Proposal Management
Commercial Excellence

610 Opperman Drive, Office D6-N1900
Eagan, MN 55123
Tel: (763) 326-4505
E-Mail: john.s.nelson@tr.com

December 22, 2022

Virginia G. Hill
West Virginia Department of Health and Human Resources
Bureau of Child Support Enforcement (BCSE)
350 Capitol Street, Room 147
Charleston, WV 25301-3703

RE: CCT CSE21*2 (CLEAR Contract) – Exercise of Renewal Option

Dear Ms. Hill:

Per your request, this letter serves to acknowledge the agreement of West Publishing Corporation (dba, West, a Thomson Reuters business) to renew the above-referenced CLEAR contract at the rates set forth in the contract (attached is a copy of our price page incorporated into the contract):

- **Renewal Term:** Option Year 2
- **Option Year 2 Rate:** \$4,964.70/month or \$59,576.40 year

All other terms and conditions of the above-referenced contract remain the same.

If I can be of any further assistance with the renewal, please do not hesitate to contact me. Please note that I am the authorized signatory for the company.

We truly value the Bureau of Child Support Enforcement as a customer.

Sincerely,

A handwritten signature in cursive script that reads "John Nelson".

John S. Nelson
Director of Procurement and Proposal Management

Kimberly S. Jobe
ok to renew

Price Quote

Price Quote

In response to CRFQ 0511 CSE2100000001, we propose to provide WV Child Support with continued access to a comprehensive collection of content, features, and services that will meet the needs of WV Child Support's users.

Our proposed pricing for West Virginia Department of Health and Human Resources, Bureau of Child Support Enforcement is shown in the table below and is consistent with the pricing on the RFQ Price Sheet. Please note that the per-seat rate in our offer represents 35% savings over the rate for the current contract.

Please note that we have accommodated the RFQ Price Sheet by providing per-seat pricing for the combined offer of CLEAR and RTIA; however, per-seat pricing is not a valid price model for CLEAR subscriptions. Our offer is contingent on the total number of users, and the per-seat rates are provided for evaluation purposes only and cannot be used to extrapolate for a different number of users. If the number of users requiring access were to change, we would re-quote for the revised number. This price model is consistent with the current CLEAR contract.

Proposed Content:		
<ul style="list-style-type: none"> ▪ CLEAR for Government Fraud ▪ Real-Time Incarceration and Arrest Records 		
User Limit: Up to 65 Authorized Agency Users		
Period of Performance	Fixed Monthly Charge	Annual Cost
Base Year	\$4,680.00	\$56,160.00
Option Year 1	\$4,820.40	\$57,844.80
Option Year 2	\$4,964.70	\$59,576.40
Option Year 3	\$5,113.55	\$61,362.60
Total Bid Amount		\$234,943.80

Pricing Terms and Conditions

The following terms and conditions apply to any contract between Thomson Reuters (West Publishing Corporation, hereinafter "West") and West Virginia Department of Health and Human Resources, Bureau of Child Support Enforcement (hereinafter, "agency") resulting from this quote (hereinafter "contract").

- **Contract Term**—The proposed contract term is for one year (Base Year).
- **Renewal Option**—Any contract resulting from this proposal may be renewed for three (3) additional one-year periods/years (Option Years 1–3), subject to available funding.
- **Authorized Users**—Only users authorized to use CLEAR by the agency may access and use CLEAR under the terms of the fixed-rate agreement, and such use must be solely for purposes directly related to the agency's research and work. The following divisions of the agency are included in this proposal: West Virginia Department of Health and Human Resources, Bureau of Child Support Enforcement (Account #).



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bureau for Child Support Enforcement
350 Capitol Street, Room 147
Charleston, WV 25301
T-304-558-0909 F-304-558-2445

Jeff Coben
Interim DHHR Cabinet Secretary

Garrett Jacobs
Commissioner

Date: January 12, 2023
To: Purchasing
From: Virginia Hill *Virginia Hill*
Reference: Renewal for CCT CSE21*2 Locate Tool

The West Virginia Bureau for Child Support Enforcement is respectfully requesting permission to renew the current contact CCT CSE21*2 with Thomson Reuters West for the period of 4/1/23-3/31/24 under the same terms, pricing, and conditions as the original contract. This solicitation is for services using a locate tool. Our Agency needs a locate tool in order to try to locate individuals for receiving and/or disbursing money out for child support. The locate tool also helps with locating businesses on returned letters as a method of receiving child support. The Bureau would like to continue the services with Thomson Reuters West as their performance has been excellent.

There is one (1) renewal remaining

The total for the year is \$59,576.40

Thank you.

Kimberly S. Gabe

ok to renew



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
HR003808 CCT CSE21*2 IS&C NUMBER: 2023-7185**

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 locate tool 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.