



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

## State of West Virginia Delivery Order

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:	CDO 0511 2632 HHR2200000005 5	Procurement Folder:	1019206
Document Name:	Change Order 1	Reason for Modification:	Change Order 1 To add additional funds to Commodity Line 3. Amounts were underestimated.
Document Description:	Prospective delivery order for FIS Services		
Procurement Type:	Central Delivery Order		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0511 HHR1700000001 5
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	VC0000051921	Requestor Name:	Jacquelyn P Hoppe	
FIDELITY INFORMATION SERVICES LLC 601 RIVERSIDE AVE		Requestor Phone:	(304) 558-0458	
JACKSONVILLE FL 32204		Requestor Email:	jacquelyn.p.hoppe@wv.gov	
US		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	866-275-6868			Extension:
Discount Details:				
#1	No	0.0000	0	
#2	No			
#3	No			
#4	No			

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

Total Order Amount:	\$870,563.54
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Purchasing Division's File Copy

ENTERED

CH 1/19/23  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tanya K...* 1/23/2023  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Beverly Tolen* 1-24-23  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 1

To add additional funds to Commodity Line 3. Amounts were underestimated.

The amounts included in this delivery order are estimates. Payment will only be made for actual commodities and/or services received.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	93150000	0.00000		\$0.0000	\$800,000.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-04-01	2022-06-30				

**Commodity Line Description:** Electronic Benefits Transfer (EBT) System SNAP /TANF/Cash

**Extended Description:**

Contract Year 6 (1st One Year Renewal)

Pricing Schedule A

The amounts included in this delivery order are estimates. Payment will only be made for actual commodities and/or services received.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93150000	0.00000		\$0.0000	\$2,300.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-04-01	2022-06-30				

**Commodity Line Description:** Electronic Benefits Transfer (EBT) System Equipment/Developm

**Extended Description:**

Contract Year 6 (1st One Year Renewal)

Pricing Schedule G

The amounts included in this delivery order are estimates. Payment will only be made for actual commodities and/or services received.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	93150000	0.00000		\$0.0000	\$68,263.54
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-04-01	2022-06-30				

**Commodity Line Description:** Electronic Benefits Transfer (EBT) System WIC

**Extended Description:**

Contract Year 6 (1st One Year Renewal)

Pricing Schedule F

The amounts included in this delivery order are estimates. Payment will only be made for actual commodities and/or services received.



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Jeffrey Coben, M.D.  
Interim Cabinet Secretary

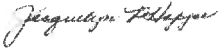
Office of EBT Banking Services/Client Accounts  
One Davis Square, Suite 402  
Charleston, WV 25301  
Telephone: (304) 558-4126 Fax: (304) 558-5670

Jacquelyn P. Hoppe  
Director

Memorandum

Date: January 11, 2023

To: Bryan Rosen, Director WV DHHR Purchasing  
Althea Greenhowe, Procurement Specialist Senior WV DHHR Purchasing  
Crystal Husted, Senior Buyer State of West Virginia Purchasing  
Tara Buckner, WV DHHR Chief Financial Officer

From: Jacquelyn P. Hoppe 

Subject: Justification for Increased funding for CDO HHR22\*05 Commodity Line 3

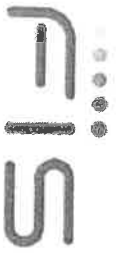
The EBT Office submitted a prospective CDO with estimates based on previous WIC billing, per usual procedure. The original estimate was less than the incurred actual expenses by \$1,563.54.

Line 3 needs increased funding. Currently there is an available balance of \$21,311.97. An additional \$1,563.54 is needed to meet the expense of \$22,875.51 needed to pay the WIC invoice.

The accounting line is as follows:

Fund - 8802  
Sub-Fund - 0000  
Department - 0506  
Unit - 2640  
Appr. Unit - 13000  
Object - 3206  
Sub-Object - 4169

Thank you for your assistance. We need to move forward quickly with payments to the Fidelity Information Services, LLC, our WIC processing vendor.



Fidelity Information Services LLC

# INVOICE

WV DHHR Office of EBT Banking Svcs  
Dept. of Health and Human Resources

Jacquelyn P. Hoppe, Director

EBT/Facilities Sys Administration

1 Davis Square, Suite 402

Charleston WV 25301

USA

Invoice Date: 25-Jul-22  
Invoice Number: 1003706966  
Customer Number: 8020557  
EMS ID: 29653  
Due Date: 24-Aug-22

I HEREBY CERTIFY THAT THE ITEMS LISTED HEREON HAVE BEEN RECEIVED AND APPROVED FOR PAYMENT.

Date: 7/28/2022  
Name: Carletha H. Gee

### Summary of Account

Customer Number: 8020557

Customer Name: WV DHHR Office of EBT Banking Svcs

### Invoice Amounts in USD

Amount	Tax	Total
\$ 23,395.51	0.00 \$	23,395.51
\$ 23,395.51	0.00 \$	23,395.51

Note: Payment should be in this currency

### Message

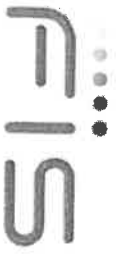
If you have any questions regarding this invoice, a ticket can be opened via the FIS Client Portal <https://my.fisglobal.com/Login> or contact FIS Billing via email at [FISBilling@fisglobal.com](mailto:FISBilling@fisglobal.com). Phone: (+1) 866-275-6868 Opt.4.

### Remittance Information

Remit Check to:  
Fidelity Information Services LLC  
Attn: Payment Processing Center  
PO Box 4535  
Carol Stream, IL 60197-4535

Please forward all remittance advice (details of payments) to: [AR.Helpdesk@fisglobal.com](mailto:AR.Helpdesk@fisglobal.com)

Customer Number: 8020557  
Invoice Number: 1003706966  
Invoice Date: 25-Jul-22  
Amount Due: \$ 23,395.51  
Amount Enclosed:



Fidelity Information Services LLC

# INVOICE

**BILL-TO ADDRESS**

WV DHR Office of EBT Banking Svcs  
 Dept. of Health and Human Resources  
 Jacquelyn P. Hoppe, Director  
 EBT/Facilities Sys Administration  
 1 Davis Square, Suite 402  
 Charleston WV 25301  
 USA

Invoice Date 25-Jul-22  
 Invoice Number 1003706966  
 Customer Number 8020557

Line No.	Description	Service Period	Price Increase Month	Quantity	Unit Price	Base Price	Adjustment	Price Adjustment	Extended Price	Sales Tax/ VAT	Tax/VAT%	Total	Tax Loc
1	Transaction Processing Fees	Jun 2022		23,583.00	0.97000	22,875.51		0.00	22,875.51	0.00	0.0000%	22,875.51	
	Transaction Processing Fees Sub-Total												
						520.00		0.00	520.00	0.00	0.0000%	520.00	
2	Miscellaneous Standard Services	Jun 2022		26.00	20.00000	520.00		0.00	520.00	0.00	0.0000%	520.00	
	Transaction Processing Fees Sub-Total												
						520.00		0.00	520.00	0.00	0.0000%	520.00	
	Transaction Processing Fees Sub-Total												
						520.00		0.00	520.00	0.00	0.0000%	520.00	

State Deployed W/C  
 Only Terminals  
 LEON GENERAL LLC, Vendor ID: 00027716  
 BRADLEY MARKET, Vendor ID: 0004138  
 SUPER DOLLAR STORE INC, Vendor ID: 0001036  
 OL' COUNTRY STORE OF WEST VIRGINIA LLC, Vendor ID: 0002440  
 REBEL EXPRESS, Vendor ID: 0005046  
 PRESS LITTLE MARKET, Vendor ID: 0002909  
 SPENCERS MARKET, Vendor ID: 0004605  
 KOONITZ COUNTRY CUPBOARD, Vendor ID: 0005207  
 T&S MARKET, Vendor ID: 0003802  
 NEELYS GROCERY, Vendor ID: 0003504  
 MILL CREEK IGA, Vendor ID: 0004223  
 VICKSBURG FOOD MART, Vendor ID: 0004907  
 MCCOYS MARKET, Vendor ID: 0003804  
 KMIK CHEK, Vendor ID: 0000217  
 HOUSES SUPERMARKET, Vendor ID: 0000803  
 CUNNINGHAM MOTORS INC, Vendor ID: 0000822  
 CHAPMAN'S GENERAL STORE, Vendor ID: 0003034  
 OLIVE STREET MARKET, Vendor ID: 0000619  
 LITTLE GENERAL #4015, Vendor ID: 0002216  
 NITRO SUPERMAR KET, Vendor ID: 0002033  
 FAS CHEK #3, Vendor ID: 0002006  
 LITTLE GENERAL #4000, Vendor ID: 0000320  
 VERNICKS COUNTRY CORNER, Vendor ID: 0005009  
 TWIN RIVERS FOODLAND, Vendor ID: 0002701



Line No.	Description	Service Period	Price Increase Month	Quantity	Unit Price	Base Price	Price Adjustment	Extended Price	Sales Tax/VAT	Tax/VAT%	Total Tax Loc
TWIN RIVERS FOODLAND, Vendor ID: 0002701											
CHLOE AUTO & HARDWARE, Vendor ID: 0000707											
<b>Miscellaneous Standard Services Sub-Total</b>											
						520.00		520.00	0.00		520.00

Tax Loc	Country/Region	Tax Amount	Line No.	Group Price Adjustment Summary	Description	Amount	Price Increase Summary	Invoice Sub-Total	Invoice Total
							Index		
							Additional %		
							%		
								23,395.51 USD	23,395.51 USD
								0.00 USD	0.00 USD
								23,395.51 USD	23,395.51 USD