



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: 03-24-2023

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 0511 3839 MIS2200000001 5 | Procurement Folder: | 1033636 |
| Document Name: | CO #3 FORMQUEST DOCUMENT CONVERSION SOFTWARE | Reason for Modification: | Change Order No. 3 to extend the dates to December 31, 2023. |
| Document Description: | FORMQUEST DOCUMENT CONVERSION SOFTWARE | | |
| 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: | 2022-06-01 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2023-12-31 |

| VENDOR | | DEPARTMENT CONTACT | |
|--|--|---|---------------------------|
| Vendor Customer Code: | 000000175446 | Requestor Name: | Kimberly A Beckett |
| DATALECT INC 3410 LA SIERRA AVE #F505 | | Requestor Phone: | (304) 558-5906 |
| RIVERSIDE CA 92503 US | | Requestor Email: | kimberly.a.beckett@wv.gov |
| Vendor Contact Phone: | 909-904-7768 Extension: | <div style="font-size: 48pt; 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 |
|---|--|
| BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US | BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US |

| | |
|---------------------|-------------|
| Total Order Amount: | \$55,500.00 |
|---------------------|-------------|

Purchasing Division's File Copy

ENTERED

| | | |
|---|---|--|
| PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara</i> <i>3/29/2023</i> ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John L. Gray</i> ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION DATE: <i>4/6/2023</i> ELECTRONIC SIGNATURE ON FILE |
|---|---|--|

4/6/2023

Extended Description:

Change Order No. 3 To extend the original contract and if the scope changes require any additional effort, any fees or permission to extend the terms of this contract will be done in writing and agreed upon by both parties.

Effective date of extension 1/1/23 through 12/31/23.

No other changes.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|------------|-------------|
| 1 | 81112200 | 0.00000 | | 0.000000 | 40000.00 |
| Service From | Service To | Manufacturer | Model No | | |
| 2022-06-01 | 2023-12-31 | | | | |

Commodity Line Description: Development of pre-conversion selection software.

Extended Description:

Development of pre-conversion selection software.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|------------|-------------|
| 2 | 81112200 | 0.00000 | | 0.000000 | 10500.00 |
| Service From | Service To | Manufacturer | Model No | | |
| 2022-06-01 | 2023-12-31 | | | | |

Commodity Line Description: License for HTML to PDF Converter to include any FORMQuest.

Extended Description:

License for HTML to PDF Converter to include any FORMQuest.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|------------|-------------|
| 3 | 81112200 | 40.00000 | HOUR | 125.000000 | 5000.00 |
| Service From | Service To | Manufacturer | Model No | | |
| 2022-06-01 | 2023-12-31 | | | | |

Commodity Line Description: Production Support @ \$125.00 per hours

Extended Description:

Production Support \$125.00 per hour for 40 hours.



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Cabinet Secretary's Office
Office of Management Information Services

Jeffrey H. Coben, MD
Interim Cabinet Secretary

Shaun L. Charles
Chief Information Officer

Date: March 10, 2023
To: DHHR Purchasing
From: David P. Wendell, DHHR/OMIS Director of IES & Infrastructure
Subject: Justification Memo for Datalect SOW

The Office of Management Information Services (OMIS) is requesting approval of extension for the above referenced contract with Datalect.

These services shall be used for PATH Child Support (CS). Since the PATH CS go-live date has been pushed out we are requesting the Datalect contract be extended until December 31, 2023. A new program to select FORMQuest documents by date will be developed, and the licensing of an HTML to PDF conversion program that can utilize the selected FORMQuest HTML forms will be configured and included. Datalect will establish and incorporate PDF file naming conventions, determine how document attachments will be treated, setup the processing environment, establish the access necessary to read the FORMQuest SQL Server database for form selection, create a new FORMQuest selection program to extract, prepare, and write archived HTML forms, configure the PDF conversion software to read extracted FORMQuest HTML data and write PDF files to an SQL Server database for form selection, set up workstations to run the selection and conversion software, set up an SQL database server to accept the converted PDF forms, and conduct a system test. If the scope changes require any additional effort, any fees or permission to extend the terms of this contract will be done in writing and agreed upon by both parties. These services are being requested to support PATH CS and to meet all State, Federal, and Program guidelines.

David P. Wendell
Director of IES & Infrastructure
WVDHHR Office of Management Information Services

Kimberly Jobe
ok to renew

Extension
approved
for

DATALECT
eBusiness Product Development

3410 La Sierra Avenue #F505
Riverside, CA 92503
909.904.7768 Ph

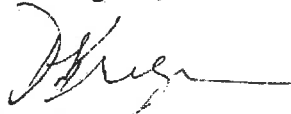
March 21, 2023

Kimberly Beckett, Procurement Associate,
WV DHHR Management Information Services
One Davis Square, Suite 200
Charleston, WV 25301

Dear Ms. Beckett,

We are in agreement of the change order to extend the contract CPO MIS22*01 through 12/31/2023 to allow enough extended time to confirm the completion of this project. It is understood that any changes to the current project scope will be reviewed and approved in writing by all parties.

Best Regards,



Don Krueger
President
Datalect

Kimberly Jobe

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: Ron Courtney, Procurement Associate
Department of Health and Human Resources**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR003643 CPOMIS22*01 IS&C NUMBER: 2022-9179**

DATE: November 17, 2022

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 CPOMIS22*01 Contract Change (HR003643), 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@wv.gov.