



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

State of West Virginia
Contract

Order Date: 02-14-2023

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 0619 5000 FIC2100000001 7	Procurement Folder:	758121
Document Name:	Fire Records Management System - Fire Marshal's Office	Reason for Modification:	Change Order No. 2 - to renew contract and decrease the contract per the attached documentation.
Document Description:	Fire Records Management System - Fire Marshal's Office		
Procurement Type:	Central Sole Source		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-10-20
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-10-19

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000007390	Requestor Name:	Sydnee E Kuhn
IMAGETREND INC 20855 Kensington Blvd Lakeville MN 55044-7486 US		Requestor Phone:	304-558-2350
Vendor Contact Phone:	9524691589	Requestor Email:	sydnee.e.kuhn@wv.gov
Extension:		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Discount Details:			

INVOICE TO	SHIP TO
ADMINISTRATIVE SERVICES MANAGER 1 STATE FIRE COMMISSION OFFICE OF STATE FIRE MARSHAL 1207 QUARRIER ST, 2ND FLOOR CHARLESTON WV 25301-0140 US	ADMINISTRATIVE SERVICES MANAGER 1 STATE FIRE COMMISSION OFFICE OF STATE FIRE MARSHAL 1207 QUARRIER ST, 2ND FLOOR CHARLESTON WV 25301-0140 US

2-15-23 BAK

Total Order Amount:	\$719,402.00
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Purchasing Division's File Copy

ENTERED

2/23/2023

PURCHASING DIVISION AUTHORIZATION DATE: 2/15/23 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 2/23/2023 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 2-24-2023 ELECTRONIC SIGNATURE ON FILE
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2/23/2023

Extended Description:

Change Order No. 2 - is issued for the following -

1. To renew the original contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 10/20/2022 through 10/19/2023

Renewals Remaining: 1 year

Original Contract Pricing: \$363,000.00
 Year 2 Renewal Pricing: \$331,402.00
 Year 3 Renewal Pricing: \$ 25,000.00
 Total: \$719,402.00

2. To reduce the functionality of ImageTrend's Licensing Management System (LMS) to just the Electrician's Licensing Module and lower the annual cost from \$341,344.00 to \$25,000.00.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43232202	1.00000	EA	15000.000000	\$15,000.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Standard Legacy Data Import

Extended Description:

Standard Legacy Data Import -
One-time fee

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43232202	3.00000	EA	1400.000000	\$4,200.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Onsite Training Session - 8 Hours

Extended Description:

Onsite Training Session - 8 Hours
One-time fee

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	43232202	1.00000	EA	1750.000000	\$1,750.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Travel

Extended Description:

Travel
One-time fee

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	43232202	8.00000	EA	350.000000	\$2,800.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Webinar Training 2 Hour Session

Extended Description:

Webinar Training 2 Hour Session
One-time fee

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	43232202	100.00000	EA	175.000000	\$17,500.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: License Management - Programming/Dev

Extended Description:

License Management - Programming/Dev
One-time fee

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	43232202	1.00000	EA	321750.000000	\$321,750.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Elite Fire - SaaS - Initial Year

Extended Description:

Initial Year: 10/20/2020 - 10/19/2021
Elite Fire - SaaS
Account Advisement Services Level 1
License Management SaaS - Trainer
Payment Gateway
Off-Line Inspections
Mapping and Reporting Systems (MARS)
Visual Informatics
- VI Cube: FIRE
Continuum
Continuum Fire Content Package
Continuum Geocoding*

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	43232202	1.00000	EA	331402.000000	\$331,402.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Elite Fire - SaaS - Optional Renewal Year 2

Extended Description:

Year 2 Maintenance and Support 10/20/2021 - 10/19/2022

Elite Fire - SaaS
Account Advisement Services Level 1
License Management SaaS - Trainer
Payment Gateway
Off-Line Inspections
Mapping and Reporting Systems (MARS)
Visual Informatics
- VI Cube: FIRE
Continuum
Continuum Fire Content Package
Continuum Geocoding

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	43232202	1.00000	EA	25000.000000	\$25,000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Elite Fire - SaaS - Optional Renewal Year 3

Extended Description:

Year 3 Maintenance and Support reduced to \$25,000 per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	43232202	0.00000	EA	0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Elite Fire - SaaS - Optional Renewal Year 4

Extended Description:

Year 4 Maintenance and Support



JEFF S. SANDY, CFE, CAMS
CABINET SECRETARY

State of West Virginia
Department of Homeland Security
Division of Administrative Services
1124 Smith Street
Charleston, WV 25301
(304) 558-2350



MICHAEL V. COLEMAN
DIRECTOR

To: ImageTrend, Inc
20855 Kensington Blvd
Lakeville, MN 55044

From: Larry D. McDonnell
Procurement Specialist, Senior
Division of Administrative Services
WV Department of Homeland Security

CC: Kenneth Tyree
State Fire Marshal
WV State Fire Marshal's Office

Subject: Change Order 2, Renewal 2 - Contract CCT 0619 FIC21*01


Date: January 25, 2023

Change Order 2: The West Virginia Division of Administrative Services on behalf of the WV State Fire Marshal's Office (Agency) is initiating the change order to reduce the functionality of ImageTrend's Licensing Management System (LMS) to just the Electricians Licensing module. The current cost of optional renewal year 3 is \$341,344.00 and will be reduced to \$25,000.00. Also, optional renewal year 4 will also be reduced from \$351,585.00 to \$25,000.00

Renewal 2: The Agency is offering to renew subject contract under the same terms and conditions as the original contract but with exception listed above. This renewal will be for a twelve (12) month period. The renewal dates are October 20, 2022, through October 19, 2023. If your company agrees to this change order and renewal, please sign below and return to my attention as soon as possible.

Also attached is a Purchasing Affidavit that is to be part of the contract change order and renewal and is required to be signed and dated.

We (ImageTrend, Inc.) agree to the change order to reduce the functionality of the Licensing Management System (LMS) to just the Electricians Licensing module and the remaining optional renewal years will be reduced to \$25,000.00 per year. We also agree to renew the contract for the period as stated above under the same terms and conditions in the original contract.



Jos | T. Graw | Feb 1, 2023 20:24 CST

Name/Signature

Joseph T. Graw

Name Printed

President & CEO

Title

Feb 1, 2023

Date

(952) 469-1589

Phone Number

contracts@imagetrend.com

Email



**State of West Virginia
Department of Homeland Security
Division of Administrative Services**

1124 Smith Street
Charleston, WV 25301
(304) 558-2350



JEFF S. SANDY, CFE, CAMS
CABINET SECRETARY

MICHAEL V. COLEMAN
DIRECTOR

TO: David Pauline
Senior Buyer
West Virginia Purchasing Division

CC: Larry D. McDonnell *[Signature]*
Procurement Specialist, Senior
Division of Administrative Services
WV Department of Homeland Security

*Decrease
and backdate
appx 7/8*

SUBJECT: **Change Order and Renewal of CCT 0619 FIC21*01 – Fire Records Management System – Fire Marshal’s Office**

DATE: 02/10/2023

Change Order 2: The WV Department of Homeland Security, Division of Administrative Services on behalf of the WV State Fire Marshal’s Office (Agency) is initiating the change order to reduce the functionality of ImageTrend’s Licensing Management System (LMS) to just the Electricians Licensing module. The current cost of optional renewal year 3 is \$341,344.00 and will be reduced to \$25,000.00. Also, optional renewal year 4 will also be reduced from \$351,585.00 to \$25,000.00

Renewal 2: The Division of Administrative Services on behalf of the Agency, requests to renew the contract CCT 0619 FIC21*01, with ImageTrend, Inc. for Fire Records Management System, under the same terms and conditions as the original contract but with the exceptions as stated above.

The applicable renewal dates are as follows:

Effective Start Date: 10/20/2022
Expiration Date: 10/19/2023

Renewals remaining: 1

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Please note that the WV Division of Administrative Services (WVDAS) recognizes that this request for change order and contract renewal is being submitted after the 10/19/2022 expiration date. Beginning in February of 2022 the WV State Fire Marshal’s Office had been working with the Vendor providing them with an opportunity to cure the issues of not meeting the full contract agreement. On November 21, 2022, the Agency and the Vendor came to an agreement to reduce the functionality to only use just the Electricians Licensing module and reduce the annual cost for optional year 3 to \$25,000.00 and optional year 4 to \$25,000.00.

On December 9th, 2022, the WV Division of Administrative Services requested to meet with WV Purchasing Division to seek guidance on preparing the Vendor's memo to initiate change order and renewal.

On January 24, 2023, WV Purchasing Division approved for the agency to move forward with the proposed change order and renewal. After confirming the Vendor contact information, the change order/renewal memo was sent to the Vendor on January 26, 2023.

Please let me know if there is additional information required for the support of this change order and contract renewal.