



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

State of West Virginia  
**Contract**

Order Date: 04-19-2023

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 CSE2000000003 7	Procurement Folder:	709044
Document Name:	Change order 4	Reason for Modification:	change order 4 to renew contract
Document Description:	Maintenance and support for Document imaging		
Procurement Type:	Central Sole Source		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-05-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-12-31

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000174277 NORTHWOODS CONSULTING PARTNERS INC 5200 RINGS RD  DUBLIN OH 43017 US <b>Vendor Contact Phone:</b> 614-781-7800 <b>Extension:</b>	<b>Requestor Name:</b> Virginia G Hill <b>Requestor Phone:</b> (304) 558-3780 <b>Requestor Email:</b> virginia.g.hill@wv.gov																				
<b>Discount Details:</b> <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
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US	REGIONAL AREA MANAGER, 304-347-8688 HEALTH AND HUMAN RESOURCES BUREAU FOR CHILD SUPPORT ENFORCEMENT 231 CAPTIOL ST, STE 111 CHARLESTON WV 25301 US

4-21-23 Bcy

Purchasing Division's File Copy

Total Order Amount:	\$2,960,120.00
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**ENTERED**

CA 4/19/23

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tarahle 4/21/2023</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> <i>Beverly Tolson</i> DATE: <i>4-25-2023</i> ELECTRONIC SIGNATURE ON FILE
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4/25/2023

**Extended Description:**

Change order 4

Change order 4 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: May 1, 2023 through December 31, 2023

Renewal Remaining: Four (4) Months

NO OTHER CHANGES

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	1.00000	YR	769787.000000	\$769,787.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** software support for document imaging

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	1.00000	YR	796730.000000	\$796,730.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** software support for document imaging renewal year 1

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	1.00000	YR	824618.000000	\$824,618.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** software support for document imaging renewal year 2

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112200	8.00000	MO	71123.125000	\$568,985.00
Service From	Service To	Manufacturer	Model No		
2023-05-01	2023-12-31				

**Commodity Line Description:** software support for document imaging renewal year 3

**Extended Description:**

| 5200 Rings Road  
| Dublin, OH 43017



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***VIA ELECTRONIC MAIL***

April 14, 2023

West Virginia Bureau of Child Support Enforcement  
350 Capitol St. Rm 147  
Charleston, WV 25301

Re: *Pricing & Terms Confirmation for Contract CCT CSE20\*3 Renewal*

To Whom it May Concern:

This letter is to confirm that Northwoods Consulting Partners, Inc., would like to renew contract number CCT CSE20\*3 with the State of West Virginia, Bureau of Child Support and Enforcement, effective 5/1/2023 through 12/31/2023 under the terms, conditions, and specifications as set forth in the original contract including any change orders. However, the price will be prorated to the amount of \$568,985.00 as Northwoods and West Virginia have agreed to end this contract on 12/31/2023.

Sincerely,

*Nick Patel*

Nick Patel  
Chief Financial Officer

*Kimberly Jobe*  
ok to renew



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Jeffery H. Coben, MD  
Interim Cabinet Secretary

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

Garrett Jacobs  
Commissioner

Date: April 14, 2023

To: Purchasing

From: Virginia Hill *Virginia Hill*

Reference: CCT CSE20\*3 renewal

The West Virginia Bureau for Child Support Enforcement is respectfully requesting permission to renew the current contract for CCT CSE20\*3. The above contract is for Document Imaging Systems and Client Management Systems within Human Services agencies. The two main types are Compass software and OnBase software. The software is used in 30 local offices for daily scanning and retrieval of electronic content. The Bureau would like to continue using Northwoods Consulting Partners as their performance has been excellent. The Vendor is being used as a sole source. If it was possible, separating out the support services for the OnBase components of the implemented solution to another Vendor is risky for numerous reasons. Among the most serious of those are: 1. Having separate Vendors trying to address issues in a cohesive, inextricably linked solution such as the one installed at WV BCSE leads to inefficient situations in which each Vendor believes that the other is responsible for a problem. 2. The workflow components that were implemented by Northwoods are specifically configured into the OnBase software. Northwoods' intellectual property, derived from its intimate knowledge of the human services industry, West Virginia's business processes, and OnBase's capabilities, ensures their effectiveness.

The period of renewal is 5/1/23-12/31/23

The cost for this time period is \$568,985.00

*Kimberly Jobe*

ok to renew

Thank you.



**Northwoods Consulting  
Partners Inc.**  
5200 Rings Road  
Dublin, Oh 43017

**Bill To:**

West Virginia DHHR  
Susan Linville  
  
350 Capital Street  
Charleston, WV 25301

Invoice #: INV-102404 C  
Invoice Date: 04/01/2023  
Customer: WV DHHR  
ID:  
  
Order #:  
  
Due Date: 04/30/2023

Description	Code	Quantity	Amount	Commodity Code	Commodity Line (CL) Year
Software Support – Silver Level	MAINT1	1	\$568,985.00		
<p><b>Annual Software Support and Remote System Administration Fees (Silver Level) for the period of 5/1/23-12/31/23 (8-Month Support Fees). Please note to avoid interruption of your support coverage and to avoid any late payment fees for the OnBase software portion of this renewal, payment must be received by Northwoods by 04/30/2023. Changes to licensing may take up to 30 days to process.</b></p>					

For Questions regarding this invoice:

Email: [accountsreceivable@teamnorthwoods.com](mailto:accountsreceivable@teamnorthwoods.com)

Phone: 614.781.7800

Subtotal	\$568,985.00
Tax	\$0.00
Payment/Credits	\$0.00
Total	\$568,985.00
<b>Amount Due</b> <i>After 04/30/2023</i>	<b>\$616,250.00</b>



**Northwoods Consulting  
Partners Inc.**

**5200 Rings Road**

**Dublin, Oh 43017**



STATE OF WEST VIRGINIA  
**DEPARTMENT OF ADMINISTRATION**  
OFFICE OF TECHNOLOGY

Mark D. Scott  
Cabinet Secretary

State Capitol  
Charleston, West Virginia 25305

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**

A handwritten signature in black ink, appearing to read "JDS", written over the printed name of Joshua D. Spence.

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
HR004183 IS&C NUMBER: 2023-2195**

**DATE: April 17, 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 to renew CCT CSE20\*3 effective 5/01/2023 - 12/31/2023, 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](mailto:Consulting.Services@wv.gov).