



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

State of West Virginia
Contract

Order Date: 02-08-2024

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 0506 2859 BPH2100000002 18	Procurement Folder:	735918
Document Name:	EMERGENCY CREDENTIALING SYSTEM	Reason for Modification:	Change Order 03 To Renew Contract
Document Description:	EMERGENCY CREDENTIALING SYSTEM		
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:	2020-12-02
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-12-01

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000161584	Requestor Name:	Stephanie B Romano
COLLABORATIVE FUSION INC 235 PEACHTREE ST NE SUITE 2300		Requestor Phone:	304-352-4852
ATLANTA GA 30303 US		Requestor Email:	stephanie.b.romano@wv.gov
Vendor Contact Phone:	999-999-9999 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

24
 FILE LOCATION _____

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - THREAT PREPAREDNESS 505 CAPITOL ST, STE 200 CHARLESTON WV 25301 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - THREAT PREPAREDNESS 505 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

2-a-246c

Total Order Amount: \$354,980.00

Purchasing Division's File Copy

CA 2/8/24

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H...</i> 2/9/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: <i>2/21/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Dmy...</i> 2-21-24 DATE: <i>Dmy...</i> 2-21-24 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 3 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 is 12/02/2023 through 12/01/2024.

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	42171909	1.00000	EA	11300.000000	\$11,300.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Year 1 - Deliverable 1 - Per Section 4.12.1.1-4.12.1.5

Extended Description:

Year 1 - Deliverable 1-5

4.12.1.1-4.12.1.5

Within the 1st month of the contract start date the following mandatory deliverables must be performed by vendor:

Year 1 - Deliverable 1 Per Section 4.12.1.1

By the end of Day two (2) of the contract start date, Vendor will meet with CTP to develop basic concepts of credential system, implementation strategy and training plan. This portion of the deliverable can be accomplished by a telephone conference call or web x type presentation.

Year 1 - Deliverable 2 Per Section 4.12.1.2

By the end of Week one (1) of the contract start date, Vendor will meet with Notification System Workgroup (State developed) to finalize implementation strategy and training plan. This meeting must be conducted in Charleston, WV with State staff. The implementation strategy must include comprehensive technical documentation necessary that defines the implementation of the system in a new hosting setting.

Year 1 - Deliverable 3 Per Section 4.12.1.3

By the end of Week two (2) of the contract start date, Vendor will develop/implement State and Local Health components of Notification System. This will include integration of the system to applicable web-based databases and IT systems (e.g. state and federal professional licensure agencies, WV Department of Motor Vehicles, National ESAR-VHP) using vendor supplied integration tools. Also included is the completion of the transfer (or re-build) of currently housed group and individual registrant data from the incumbent system to the new Vendor system.

Year 1 - Deliverable 4 Per Section 4.12.1.4

By the end of Week three (3) of the contract start date, Vendor will complete performance tests and correct any residual issues. This will be executed and evaluated on site in Charleston, WV. System will be initialized and placed in-service. Vendor presence will be required in Charleston, WV during the performance test and initiation of the system.

Year 1 - Deliverable 5 Per Section 4.12.1.5

By the end of Week three (3) of the contract start date, Vendor will develop and conduct four (4) initial onsite, in-person user trainings as outlined in Section 4.11.4. A reproducible copy of all training material must be provided to CTP.

Vendor will invoice and Agency will pay the total cost for these Deliverables in arrears upon completion and acceptance by Agency.

Year 1 Unit Price: \$11,300.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	42171909	1.00000	EA	895.000000	\$895.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Year 1 - Deliverable 6 - Per Section 4.12.1.6

Extended Description:

Year 1 - Deliverable 6 Per Section 4.12.1.6

By the end of thirty (30) calendar days of the contract start date, Vendor will develop and conduct one web-based initial user training (off-site delivery is acceptable), at least one hour in length, as outlined in Section 4.11.5. A recorded copy of the webinars must be provided to CTP.

Vendor will invoice and Agency will pay the total cost for this Deliverable in arrears upon completion and acceptance by Agency.

Year 1 Unit Price: \$895.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	42171909	1.00000	EA	895.000000	\$895.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Year 1 - Deliverable 7 - Per Section 4.12.1.7

Extended Description:

Year 1- Deliverable 7- Per Section 4.12.1.7

By the end of ninety (90) calendar days of the contract start date, Vendor will develop and conduct one web-based initial user training (off-site delivery is acceptable), each at least one hour in length, as outlined in Section 4.11.5. One recorded copy of the webinars must be provided to CTP.

Vendor will invoice and Agency will pay the total cost for this Deliverable in arrears upon completion and acceptance by Agency.

Year 1 Unit Price: \$895.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	42171909	1.00000	EA	895.000000	\$895.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Year 1 - Deliverable 8 - Per Section 4.12.1.8

Extended Description:

Year 1 - Deliverable 8 Per Section 4.12.1.8

By the end of one-hundred eighty (180) calendar days of the contract start date, Vendor must provide one training on new system updates/changes, via web-based delivery or reproducible DVD.

Vendor will invoice and Agency will pay the total cost for this Deliverable in arrears upon completion and acceptance by Agency.

Year 1 Unit Price: \$895.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	42171909	11.00000	MO	5425.000000	\$59,675.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Year 1 - Deliverable 9 - Per Section 4.12.1.9

Extended Description:

Year 1 - Deliverable 9 Per Section 4.12.1.9

From sixty (60) calendar days of the contract start date through the end of the contract, Vendor will maintain system in ready state, constantly monitoring for any operational irregularity to ensure constant availability of system. Vendor will support its use during actual missions and exercises and provide system upgrades and maintenance as required.

Please provide a monthly and total yearly (11 month) cost for this deliverable after the initiation date up to the end of the contract period. The first 30 calendar days (month) from contract start date are development costs and not included in this amount.

Vendor will invoice and Agency will pay the monthly cost of this Deliverable in arrears upon acceptance by Agency.

Year 1 Unit Price: \$5,425.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	42171909	11.00000	MO	2085.000000	\$22,935.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Year 1 - Deliverable 10 - Per Section 4.12.1.10

Extended Description:

Year 1 - Deliverable 10 Per Section 4.12.1.10

From sixty (60) calendar days of the contract start date through the end of the contract, Technical assistance will be performed as needed upon contact by State or Local staff. Maximum of thirty (30) hours of technical assistance for the first month and a maximum of fifteen (15) hours of technical assistance per month thereafter. Please provide a monthly and total yearly (11 month) cost for this deliverable after the initiation date up to the end of the contract period. The first 30 calendar days (month) from contract start date are development costs and not included in this amount.

Vendor will invoice and Agency will pay the monthly cost of this Deliverable in arrears upon acceptance by Agency.

Year 1 Unit Price: \$2,085.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	42171909	1.00000	MO	20000.000000	\$20,000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Year 1 - Deliverable 11 - Per Section 4.12.1.11

Extended Description:

Year 1 - Deliverable 11 Per Section 4.12.1.11

By the end of two-hundred forty (240) calendar days of the contract start date, Vendor must facilitate one Homeland Security Exercise Evaluation Program (HSEEP) - compliant, one WV-specific, functional exercise of the state credentialing system, using the product, in order to satisfy federal ESAR-VHP requirements.

Vendor will invoice and Agency will pay the total cost for this Deliverable in arrears upon completion and acceptance by Agency.

Year 1 Unit Price: \$20,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	42171909	12.00000	MO	5425.000000	\$65,100.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Year 2 - Deliverable 1 - Per Section 4.12.2.1

Extended Description:

Year 2 - Deliverable 1 Per Section 4.12.2.1

From Week one (1) of the contract start date through the end of the contract, Vendor will maintain system in ready state, constantly monitoring for any operational irregularity to ensure constant availability of system. Vendor will support its use during actual missions and exercises and provide system upgrades and maintenance as required

Please provide a monthly and yearly total cost for this deliverable.

Vendor will invoice and Agency will pay the monthly cost of this Deliverable in arrears upon acceptance by Agency.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	42171909	12.00000	MO	2085.000000	\$25,020.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Year 2 - Deliverable 1 - Per Section 4.12.2.1

Extended Description:

Year 2 - Deliverable 1 Per Section 4.12.2.1

From Week one (1) of the contract start date through the end of the contract, Vendor will maintain system in ready state, constantly monitoring for any operational irregularity to ensure constant availability of system. Vendor will support its use during actual missions and exercises and provide system upgrades and maintenance as required

Please provide a monthly and yearly total cost for this deliverable.

Vendor will invoice and Agency will pay the monthly cost of this Deliverable in arrears upon acceptance by Agency.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	42171909	1.00000	EA	2000.000000	\$2,000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Year 2 - Deliverable 3 - Per Section 4.12.2.3

Extended Description:

Year 2 - Deliverable 3 Per Section 4.12.2.3

By the end of thirty (30) calendar days of the contract start date, Vendor will develop and conduct one onsite, in-person user training as outlined in Section 4.11.6. One reproducible copy of all training material must be provided to CTP.

Vendor will invoice and Agency will pay the total cost for this Deliverable in arrears upon completion and acceptance by Agency.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	42171909	1.00000	EA	1790.000000	\$1,790.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Year 2 - Deliverable 4 - Per Section 4.12.2.4

Extended Description:

Year 2 - Deliverable 4 Per Section 4.12.2.4

By the end of one-hundred twenty (120) calendar days of the contract start date, Vendor will develop and conduct two web-based initial user trainings (off-site delivery is acceptable), each at least one hour in length, as outlined in Section 4.11.6. A recorded copy of the webinars must be provided to CTP.

Vendor will invoice and Agency will pay the total cost for this Deliverable in arrears upon completion and acceptance by Agency.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	42171909	1.00000	EA	1790.000000	\$1,790.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Year 2 - Deliverable 5 - Per Section 4.12.2.5

Extended Description:

Year 2 - Deliverable 5 Per Section 4.12.2.5

By the end of two hundred forty (240) calendar days of the contract start date, Vendor will develop and conduct two web-based initial user trainings (off-site delivery is acceptable), each at least one hour in length, as outlined in Section 4.11.6. A recorded copy of the webinars must be provided to CTP.

Vendor will invoice and Agency will pay the total cost for this Deliverable in arrears upon completion and acceptance by Agency.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	42171909	1.00000	EA	895.000000	\$895.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Year 2 - Deliverable 6 - Per Section 4.12.2.6

Extended Description:

Year 2 - Deliverable 6 Per Section 4.12.2.6

By the end of Week one (1) of the contract start date, Vendor must provide one training on system updates/changes, via web-based delivery or reproducible DVD.

Vendor will invoice and Agency will pay the total cost for this Deliverable in arrears upon completion and acceptance by Agency.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	42171909	1.00000	EA	20000.000000	\$20,000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Year 2 - Deliverable 7- Per Section 4.12.2.7

Extended Description:

Year 2 - Deliverable 7 Per Section 4.12.2.7

By the end of two-hundred forty (240) calendar days of the contract start date, Vendor must facilitate one Homeland Security Exercise Evaluation Program (HSEEP) - compliant, One WV-specific, functional exercise of the state credentialing system, using the Vendor product, in order to satisfy federal ESAR-VHP requirements. Vendor will invoice and Agency will pay the total cost for this Deliverable in arrears upon completion and acceptance by Agency.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	42171909	1.00000	EA	895.000000	\$895.00
Service From	Service To	Manufacturer		Model No	
2022-12-02	2023-12-01				

Commodity Line Description: Year 3 - Deliverable 6 - Per Section 4.12.3.6

Extended Description:

Year 3 - Deliverable 6 Per Section 4.12.3.6

By the end of Week one (1) of the contract start date, Vendor must provide one training on system updates/changes, via web-based delivery or reproducible DVD.

Vendor will invoice and Agency will pay the total cost for this Deliverable in arrears upon completion and acceptance by Agency.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	42171909	12.00000	MO	5000.000000	\$60,000.00
Service From	Service To	Manufacturer		Model No	
2022-12-02	2023-12-01				

Commodity Line Description: Year 3 - Deliverable 1 - Per Section 4.12.3.1

Extended Description:

Year 3 - Deliverable 1 Per Section 4.12.3.1

From Week one (1) of the contract start date through the end of the contract, Vendor will maintain system in ready state, constantly monitoring for any operational irregularity to ensure constant availability of system. Vendor will support its use during actual missions and exercises and provide system upgrades and maintenance as required

Please provide a monthly and yearly total cost for this deliverable.

Vendor will invoice and Agency will pay the monthly cost of this Deliverable in arrears upon acceptance by Agency.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
17	42171909	12.00000	MO	5000.000000	\$60,000.00
Service From	Service To	Manufacturer		Model No	
2023-12-02	2024-12-01				

Commodity Line Description: Year 4 - Deliverable 1 - Per Section 4.12.4.1

Extended Description:

Year 4 - Deliverable 1 Per Section 4.12.4.1

From Week one (1) of the contract start date through the end of the contract, Vendor will maintain system in ready state, constantly monitoring for any operational irregularity to ensure constant availability of system. Vendor will support its use during actual missions and exercises and provide system upgrades and m as required

Please provide a monthly and yearly total cost for this deliverable.

Vendor will invoice and Agency will pay the monthly cost of this Deliverable in arrears upon acceptance by Agency.

*Checked
11/11/2023*

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
18	42171909	1.00000	EA	895.000000	\$895.00
Service From	Service To	Manufacturer	Model No		
2023-12-02	2024-12-01				

Commodity Line Description: Year 4 - Deliverable 6 - Per Section 4.12.4.6

Extended Description:

Year 4 - Deliverable 6 Per Section 4.12.4.6

By the end of Week one (1) of the contract start date, Vendor must provide one training on system updates/changes, via web-based delivery or reproducible DVD.

Vendor will invoice and Agency will pay the total cost for this Deliverable in arrears upon completion and acceptance by Agency.



Juvare Contact
Ann Marie Brown
(336) 689-5060
annmarie.brown@juvare.com

**When you send in a Purchase Order for the items below,
THE PURCHASE ORDER MUST INCLUDE THE
QUOTE NUMBER & QUOTE DATE TO BE ACCEPTED**

Quote Number: Q-14198

Quote Date: 1/30/2024

Quote for: West Virginia Department of Health & Human Services, WV - CORES RMS Renewal - 12/2/2023 - 12/1/2024

Quote Expires: 4/30/2024

Quote To:

West Virginia Department of Health & Human Services, WV
State Capitol Complex
Bldg. 3, Room 206
Charleston, West Virginia 25305

Ship To:

West Virginia Department of Health & Human Services, WV
State Capitol Complex
Bldg. 3, Room 206
Charleston, West Virginia 25305

Quote Contact:

Terri O'Connor,
terri.l.oconnor@wv.gov | (304) 558-0684

Thank you for your support of Juvare products and services! When you are ready to proceed with a Purchase Order:

- Address all Purchase Orders to **Collaborative Fusion, Inc., 235 Peachtree Street NE, Suite 2300, Atlanta, Georgia 30303.**
- The terms and conditions of the master agreement by and between Juvare, LLC (or the above affiliate) and the Client, as set forth in the applicable master agreement, shall govern and control this Quote and all services, products and deliverables provided pursuant to this Quote. Any terms and conditions in the purchase order that attempt to add, change, remove or otherwise modify terms and conditions set forth in such master agreement shall not be effective unless and until signed in a written amendment by and between the parties to the master agreement. Any such modifications via a purchase order shall be deemed null and void.
- Quotes issued in **US Dollars** and are exclusive of applicable taxes and travel expenses. Items not manufactured by Juvare are subject to change. Substitutes will be provided for customer consideration and approval.



Juvare Contact
Ann Marie Brown
(336) 689-5060
annmarie.brown@juvare.com

Year 1

ITEM NUMBER	DESCRIPTION	SALES PRICE	QTY	TOTAL PRICE
300-S-RMS-1	CORES Responder Management System (RMS) 12/2/2023 - 12/1/2024	\$60,000.00	1.00	\$60,000.00
800-R-WBT-1	Training Center - Web-Based Training 12/2/2023 - 12/1/2024	\$895.00	1.00	\$895.00
Year 1 Total:				\$60,895.00

Contract Total *plus applicable taxes	USD 60,895.00
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Additional Disclaimer

Work cannot be started and dates for services cannot be secured until the applicable initial payment or purchase order has been received. Pricing contained herein is based on configuration outlined above. Some items may not be sold separately. Pricing is valid until the expiration date set forth above.

If the "Bill To" entity above is tax-exempt, such entity shall be responsible for providing all necessary documentation to show such tax-exempt status.

When you send in a Purchase Order (PO) for the items above,
THE PURCHASE ORDER MUST INCLUDE THE QUOTE NUMBER & QUOTE DATE TO BE ACCEPTED.

We look forward to working with you and your staff!

DocuSigned by:

Kent Kelley

Kent Kelley, CFO

February 1, 2024 | 07:26:03 EST

Date

I hereby certify that the items listed hereon have been received and approved for payment

Signature

Print Name

Date

Collaborative Fusion, Inc., a Juvare Company
235 Peachtree Street NE, Suite 2300, Atlanta, Georgia 30303 Phone: 866.200.0165
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Agreed

Heather White



STATE OF WEST VIRGINIA
 DEPARTMENT OF HEALTH AND HUMAN RESOURCES
 Bureau for Public Health

Sherril A Young DO, MBA, FAAFP
 Interim Cabinet Secretary

Matthew Q. Christiansen, MD, MI
 Commissioner & State Health Offi

TO: DHHR Purchasing
 FROM: Stephanie Romano
 BPH Procurement Associate *Stephanie Romano*
 DATE: January 16, 2024
 RE: Late Justification for CCT BPH2100000002 CO3 - Renewal

To Whom It May Concern:

We are being asked to justify the late submission of the above referenced Centralized Contract. The renewal was to happen on or before 12/01/23. Our office received most of the documents 11/7/23 and began review. The late beginning of the review was due to short staffing/ turn-over in both offices and a slower process due to me being new. In addition, added steps were required due to necessity of MIS/OT approval. The program office and our office worked together to process this renewal as quickly as possible and has learned the need for beginning earlier on renewals going forward. We understand the need for prompt processing and will endeavor to process renewals on time in the future.

We respectfully ask for your consideration of this request and look forward to hearing from you soon.

*Backlog
 appeal discussion
 WLPW
 1/16/24*

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>2/8/24</u>	Agency: Center for Threat Preparedness
Solicitation No. <u>CCT BPH 21*02</u>	Procurement Officer Submitting Requisition: Heather White (from Stephanie Romano)
	Requisition No. CCT BPH21*002 CO3
	PF No.: 735918

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

Crystal Husted

REFERENCE:

FOR ALL SOLICITATION TYPES:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**
11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**
12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**

FOR CHANGE ORDERS/RENEWALS:

1. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
2. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in wvOASIS. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
3. **Office of Technology CIO pre-approval.** See #11.
4. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
5. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.
6. **Secretary of State verification.** Unless a waiver is obtained from the Secretary of State's Office, every vendor organized as a business entity must have a certificate of authority and be in good standing with the Secretary of State's Office. To search for a business with the Secretary of State's Office, visit <http://apps.sos.wv.gov/business/corporations>. Any vendor that cannot be found or shows a status of "revoked" or "dissolved" is not eligible for award until the issue is resolved. Agencies must verify this compliance manually prior to award and include a copy of the relevant record in the agency file. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. E. Secretary of State.**
7. **State debarment verification.** Pursuant to *West Virginia Code* §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period. A list of vendors debarred by the West Virginia Purchasing Division can be seen online at www.state.wv.us/admin/purchase/debar.html. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. D. State Debarment.**
8. **Federal debarment verification.** Vendors must verify that a vendor is not debarred by the federal government prior to awarding a contract by visiting Sam.gov. Instructions for manually checking a vendor's federal debarment status can be found online at https://www.fsd.gov/qsafsd_sp?id=kb_article_view&sysparm_article=KB0036199&sys_kb_id=b372dadb1b4ac5d40ca4a97ae54bcbb2&spa=1. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. C. Federal Debarment.**

Questions regarding this *Compliance Verification Checklist for Requisition Submission* may be directed to your assigned Purchasing Division buyer. If you're unsure who your buyer is, see the Agency-Buyer assignments published online at www.state.wv.us/admin/purchase/byrassign.pdf.



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

**TO: Christopher Itson, Procurement Associate
Department of Health and Human Resources**

**FROM: Heather D. Abbott, Chief Information Officer
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
CCT BPH21*02 IS&C NUMBER: 2024-8237**

DATE: January 5, 2024

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

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 '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 Information 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 renewal of CCT BPH21*02, 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.

Keyword Search

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Simple Search

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COLLABORATIVE FUSION, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	11/3/2003		11/3/2003	Foreign	Profit			

Organization Information			
Business Purpose	5415 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Computer Systems Design and Related Services (design, programming, facilities mgmt)		Capital Stock
Charter County		Control Number	61081
Charter State	DE	Excess Acres	
At Will Term		Member Managed	<input type="checkbox"/> × Close
At Will Term Years		Pa	Hi, I'm SOLO I'm here to help you launch your new LLC.
Authorized Shares		Y Entr	

Addresses

Type	Address
Local Office Address	200 CAPITOL STREET CHARLESTON, WV, 25301
Mailing Address	Registered Agent Solutions, Inc. 555 Poca River Road, North Poca, WV, 25159 USA
Mailing Address	235 PEACHTREE ST SUITE 2300 ATLANTA, GA, 30303 USA
Notice of Process Address	REGISTERED AGENT SOLUTIONS, INC. 200 CAPITOL ST CHARLESTON, WV, 25301
Principal Office Address	235 PEACHTREE ST SUITE 2300 ATLANTA, GA, 30303 USA
Type	Address

Officers

Type	Name/Address
Director	BRYAN KAPLAN 235 PEACHTREE ST SUITE 2300 ATLANTA, GA, 30303
President	ROBERT WATSON 235 PEACHTREE ST SUITE 2300 ATLANTA, GA, 30303
Type	Name/Address

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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, February 8, 2024 — 1:48 PM

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