



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

State of West Virginia
Contract

Order Date: 03-04-2024

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 2897 WIC2100000001 12	Procurement Folder:	837959
Document Name:	PACIFY APP - BREASTFEEDING APPLICATION PROGRAM	Reason for Modification:	CO 3 is issued to renew the contract from 4/1/2024 to 3/31/2025.
Document Description:	PACIFY APP - BREASTFEEDING APPLICATION PROGRAM		
Procurement Type:	Central Sole Source	Renewals Remaining:	0
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VC0000083641	Requestor Name:	Billie S Hancock
PACIFY HEALTH LLC 1700 N MOORE ST SUITE 1210 ARLINGTON VA 22209 US		Requestor Phone:	304-356-4097
Vendor Contact Phone:	972-786-4862	Requestor Email:	billie.s.hancock@wv.gov
Discount Details:		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div>	
Discount Allowed	Discount Percentage Discount Days		
#1	No 0.0000 0		
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US

3-6-24 6L

Total Order Amount:	\$1,655,088.00
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Purchasing Division's File Copy

CA 3/5/24

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tarafe 3/6/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John L. Gray 3/12/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Dany Day 3-12-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 3

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: 4/1/2024 to 3/31/2025

Renewals Remaining: 0

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	93141612	12.00000	MO	32000.000000	\$384,000.00
Service From	Service To	Manufacturer		Model No	
2021-04-01	2022-03-31				

Commodity Line Description: Statewide Monthly WV Breast Feeding Program

Extended Description:

Statewide Monthly Program Licensure - West Virginia

*Services include unlimited participant licenses, unlimited peer counselor licenses, custom push notification design and deliver, monthly data analysis and reporting, technical support, 8 in-person trainings, follow-up webinars, and custom marketing material as per attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93141612	12.00000	MO	33600.000000	\$403,200.00
Service From	Service To	Manufacturer		Model No	
2022-04-01	2023-03-31				

Commodity Line Description: Statewide Monthly WV Breast Feeding Program

Extended Description:

Statewide Monthly Program Licensure - West Virginia

*Services include unlimited participant licenses, unlimited peer counselor licenses, custom push notification design and deliver, monthly data analysis and reporting, technical support, 8 in-person trainings, follow-up webinars, and custom marketing material as per attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	93141612	12.00000	MO	35280.000000	\$423,360.00
Service From	Service To	Manufacturer		Model No	
2023-04-01	2024-03-31				

Commodity Line Description: Statewide Monthly WV Breast Feeding Program

Extended Description:

Statewide Monthly Program Licensure - West Virginia

*Services include unlimited participant licenses, unlimited peer counselor licenses, custom push notification design and deliver, monthly data analysis and reporting, technical support, 8 in-person trainings, follow-up webinars, and custom marketing material as per attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	93141612	12.00000	MO	37044.000000	\$444,528.00
Service From	Service To	Manufacturer		Model No	
2024-04-01	2025-03-31				

Commodity Line Description: Statewide Monthly WV Breast Feeding Program

Extended Description:

Statewide Monthly Program Licensure - West Virginia

*Services include unlimited participant licenses, unlimited peer counselor licenses, custom push notification design and deliver, monthly data analysis and reporting, technical support, 8 in-person trainings, follow-up webinars, and custom marketing material as per attached documentation.



Pacify Health, LLC
1700 N. Moore St., Suite 1210
Arlington, VA 22209

To whom it may concern:

This document is meant to serve as an official renewal letter for the current partnership between Pacify Health, LLC and the West Virginia Department of Health and Human Resources.

Pacify Health, LLC agrees to renew under the same terms, conditions, and pricing as established under the original contract, including any authorized change orders, for the one-year optional renewal period of April 1, 2024 - March 31, 2025.

The quote provided in the original contract has the option year 3 costs listed as \$444,528.00 which is the option year one price with a 5% annual increase to account for general market inflation rates. Therefore, the total monthly cost for option year 3 of the contract will be \$37,044.00.

Katelyn McAdams

Name

Assistant VP, Programs & Operations

Title

Katelyn McAdams

Signature

2/23/24

Date

Accepted and Approved by:

Director, Office of Nutrition Services
WV Department of Health
February 27, 2024

Agreed



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
Office of Nutrition Services

Sherri A. Young, DO, MBA, FAAFP
Cabinet Secretary

Matthew Q. Christiansen, MD, MPH
Commissioner & State Health Officer

MEMORANDUM

TO: Bryan Rosen, Director of Purchasing
WV Office of Shared Administration

THROUGH: Trey Morris, Director of Purchasing
WV Department of Health

FROM: Heidi Staats, Director *HES*
Office of Nutrition Services

DATE: January 22, 2024

RE: CCT WIC21*01 – Request to Renew for Final Year 4 (3rd Allowable Renewal)

Please accept this memorandum as the Office of Nutrition Services' request to renew the Master Contract under CCT WIC2100000001.

This Master Contract was originally completed as a one-year contract (April 1, 2021 – March 31, 2022) with 3 one-year renewals. The current contract, which is the second allowable renewal, expires on March 31, 2024. The ONS is now requesting a renewal from the vendor for the fourth year of services – the third one-year renewal. The fourth year of services is for the timeframe of April 1, 2024, through March 31, 2025.

The Vendor has agreed to renew the current contract under the same terms, conditions, and prices for the current contract.

All programs and projects under ONS are 100% federally funded by the United States Department of Agriculture Food and Nutrition Service. Specifically, this contract renewal funding has been awarded as FFY2024 Operational Assistance Funding. Funding is available for this purchase at the optional year 3 cost of \$444,528.00 per the approved quote provided with the initial contract.

Your consideration of our request is appreciated. If there are any questions or additional information needed, please contact Carrie Brooks, by phone at 304-352-0905 or by email at carrie.t.brooks@wv.gov.





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

M E M O R A N D U M

**TO: Alicia Sodder, Administrative Services Manager 1
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", is written over the printed name of Joshua D. Spence.

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR002784; IS&C NUMBER: 2022-8048**

DATE: March 21, 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 to renew CCT WIC21*1 and all remaining renewals, 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.


Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

Any Words 

All Words 

Exact Phrase 

e.g. 123456789, Smith Corp

"PACIFY HEALTH LLC" 

Entity 

Location 

Status 

Active

Inactive

Reset 



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

Go back

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

PACIFY HEALTH LLC

** see Attached **

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC Limited Liability Company	5/2/2019		5/2/2019	Foreign	Profit				

Organization Information									
Business Purpose	6219 - Health Care and Social Assistance - Ambulatory Health Care Services - Other Ambulatory Health Care Services (ambulance services, blood & organ banks)				Capital Stock				
Charter County					Control Number	9AQJV			
Charter State	DE					Excess Acres			
At Will Term	A					Member Managed	MBR		
At Will Term Years					Par Value				
Authorized Shares					Young Entrepreneur	Not Specified			

Addresses	
Type	Address
Mailing Address	1725 CONNECTICUT AVE NW SUITE 400 WASHINGTON, DC, 20005 USA
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	1725 CONNECTICUT AVE NW SUITE 400 WASHINGTON, DC, 20005 USA
Type	Address

Officers	
Type	Name/Address
Member	ADVANTIA TECHNOLOGY HOLDINGS LLC 1725 CONNECTICUT AVE NW SUITE 400 WASHINGTON, DC, 20005
Type	Name/Address

Name Changes	
Date	Old Name
5/2/2019	ADVPCY HOLDINGS 2 LLC
Date	Old Name

Mergers				
Merger Date	Merged	Merged State	Survived	Survived State
5/2/2019	PACIFY HEALTH, INC.	DE	ADVPCY HOLDINGS 2 LLC	DE
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
5/2/2019	MERGER: MERGING PACIFY HEALTH, INC., A QUALIFIED DE CORPORATION WITH AND INTO ADVPCY HOLDINGS 2 LLC, A QUALIFIED DE LIMITED LIABILITY COMPANY, THE SURVIVOR

5/2/2019

NAME CHANGE: FROM ADVPCY HOLDINGS 2 LLC

Date

Amendment

Annual Reports

Filed For

2023

2022

2021

2020

Date filed

[File Your Current Year Annual Report Online Here](#)

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

Tuesday, March 5, 2024 — 1:56 PM

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Hustead, Crystal G <crystal.g.hustead@wv.gov>

Re: CCT WIC210000001 WV DHHR Renewal

1 message

Katelyn McAdams <katelyn@pacify.com>

Tue, Mar 5, 2024 at 5:43 PM

To: "Hustead, Crystal G" <crystal.g.hustead@wv.gov>

Cc: Lindsey Gregerson <lindsey.gregerson@pacify.io>, Sarah Felder <sarah@pacify.io>

Hi Crystal,

Thanks so much for reaching out about this!

Yes, there is a reason for the discrepancy around our address.

When we first started working with DHHR, we were located at the 1725 Connecticut Ave NW, Suite 400, Washington, DC 20005 address.

However, we have since moved office locations and our current address is 1700 N Moore ST, Suite 1210, Arlington, VA 22209.

So, the address listed in the WVOasis.gov system is the correct address.

Do we need to do anything to change our address in the WV Secretary of State database in order to proceed with renewing the contract? If so, can you please provide some direction on how to do that?

Sincerely,
Katelyn

On Tue, Mar 5, 2024 at 1:52 PM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

Hello Katelyn,

I am processing the renewal for the subject contract, but there is a discrepancy between the address for Pacify Health LLC's registration with the WV Secretary of State Address and in WVOasis.gov. Can you please advise difference between the below addresses:

Address listed in the WV Secretary of State database:

1725 Connecticut Ave NW
Suite 400
Washington, DC 20005

Address listed in WVOasis.gov:

1700 N Moore ST
Suite 1210
Arlington, VA 22209

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Thank you,

Crystal Hustead, CPPB

Senior Buyer

State of West Virginia Purchasing Division

2019 Washington Street, East

Charleston, WV 25305

Email:Crystal.G.Hustead@wv.gov

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Katelyn McAdams, MPH

Assistant VP, Programs & Operations

972.786.4862 | pacify.com

This e-mail message is intended only for the named recipient(s) above. It may contain information that is confidential and/or privileged. If you are not the intended recipient, you must not keep, use, disclose, copy or distribute this email without the author's prior permission. If you have received this e-mail in error, please notify the sender immediately by return e-mail and delete this e-mail and any attachment(s) from your system.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>3/5/24</u> Solicitation No. <u>CCT WIC 21*01</u>	Agency: Office of Nutrition Services ONS/WIC <hr/> Procurement Officer Submitting Requisition: Heather White <hr/> Requisition No. CCT WIC21*001 CO3 <hr/> PF No.: 837959
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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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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: _____

Angela 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 EOIs. 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 www.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=b372dad1b4ac5d40ca4a97ae54bcbb2&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.