



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

State of West Virginia
Master Agreement

Order Date: 01-09-2024

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:	CMA 0506 2949 HSC2300000002 2	Procurement Folder:	1048465
Document Name:	VITALCHEK EBRS, EFDRS AND HOSTING	Reason for Modification:	Change Order 01 To Renew Contract
Document Description:	VITALCHEK EBRS, EFDRS AND HOSTING		
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-09-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-02-29

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000220077	Requestor Name:	Heather M White
LEXISNEXIS VITALCHEK NETWORK INC 6 CADILLAC DR STE 400 BRENTWOOD TN 37027 US		Requestor Phone:	(304) 352-3926
Vendor Contact Phone:	615-603-1669 Extension:	Requestor Email:	heather.m.white@wvago.gov
24 FILE LOCATION			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV 25301-3701 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV 25301-3701 US

1-11-24 6C 1-12-24 6C

Total Order Amount:	Open End
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Purchasing Division's File Copy

MKP 01/10/2024
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tina K...* 1/10/2024
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John L. Gray*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Dan...* 1-24-24
 ELECTRONIC SIGNATURE ON FILE

1/24/2024

Extended Description:

Changer Order No. 1 is issued to renew the original contract according to al terms, conditions, prices and specifications contained in the original contract including all authorized change orders. Effective date of renewal 09/01/2023 through 02/29/2024.

Renewal Years Remaining: 2

No Other Changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2022-09-01	2024-02-29		50000.00	

Commodity Line Description: Milestone 1: Kick-Off Meeting & JAD Sessions

Extended Description:

Milestone 1: Kick-Off Meeting & JAD Sessions

Total Amount: \$50,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2022-09-01	2024-02-29		50000.00	

Commodity Line Description: Milestone 2: Plan Documents

Extended Description:

Milestone 2: Plan Documents

Total Amount: \$50,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2022-09-01	2024-02-29		68000.00	

Commodity Line Description: Milestone 3: Requirements and Design Validation

Extended Description:

Milestone 3: Requirements and Design Validation

Total Amount: \$68,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2022-09-01	2024-02-29		50000.00	

Commodity Line Description: Milestone 4: Establish Operating Environments

Extended Description:

Milestone 4: Establish Operating Environments

Total Amount: \$50,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80111713				0.000000
	Service From	Service To	Service Contract Amount		
	2022-09-01	2024-02-29	100000.00		

Commodity Line Description: Milestone 5: Design and Configuration of Proposed Solution

Extended Description:
Milestone 5: Design and Configuration of Proposed Solution

Total Amount: \$100,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80111713				0.000000
	Service From	Service To	Service Contract Amount		
	2022-09-01	2024-02-29	50000.00		

Commodity Line Description: Milestone 6: System Security Plan, Scanning and Remediation

Extended Description:
Milestone 6: System Security Plan, Scanning and Remediation

Total Amount: \$50,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80111713				0.000000
	Service From	Service To	Service Contract Amount		
	2022-09-01	2024-02-29	50000.00		

Commodity Line Description: Milestone 7: Testing and Final Acceptance

Extended Description:
Milestone 7: Testing and Final Acceptance

Total Amount: \$50,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	80111713				0.000000
	Service From	Service To	Service Contract Amount		
	2022-09-01	2024-02-29	50000.00		

Commodity Line Description: Milestone 8: Service Pack / Defect Fixes

Extended Description:
Milestone 8: Service Pack / Defect Fixes

Total Amount: \$50,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80111713				0.000000
	Service From	Service To	Service Contract Amount		
	2022-09-01	2024-02-29	50000.00		

Commodity Line Description: Milestone 9: Internal Training

Extended Description:
Milestone 9: Internal Training

Total Amount: \$50,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	80111713				0.000000

Service From	Service To	Service Contract Amount
2022-09-01	2024-02-29	50000.00

Commodity Line Description: Milestone 10: Documentation

Extended Description:
Milestone 10: Documentation

Total Amount: \$50,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	80111713				0.000000

Service From	Service To	Service Contract Amount
2022-09-01	2024-02-29	50000.00

Commodity Line Description: Milestone 11: Pilot

Extended Description:
Milestone 11: Pilot

Total Amount: \$50,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	80111713				0.000000

Service From	Service To	Service Contract Amount
2022-09-01	2024-02-29	123600.00

Commodity Line Description: Maintenance and Support - Year 1

Extended Description:
Maintenance and Support - Year 1

Total Amount: \$123,600.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	80111713			HOUR	200.000000

Service From	Service To	Service Contract Amount
		0.00

Commodity Line Description: Optional - Work Order Customizations and Enhancements

Extended Description:
Optional - Work Order Customizations and Enhancements



LexisNexis VitalChek Network, Inc.
6 Cadillac Dr, Suite 400
Brentwood, TN 37027

12/19/2023

Matthew Wickert
State Registrar, WV Health Statistics Center
350 Capitol Street, Room 165
Charleston, WV 25301

Dear Mr. Wickert:

This letter is regarding the renewal of EBRs/EFDRS contract CMA HSC2300000002. LexisNexis VitalChek Network Inc. is requesting that the West Virginia Vital Records Department of Health and Human Services renew this contract with an effective date of 09/01/2023 to 02/29/2024. Please note that this non-standard renewal request is due to combining multiple contracts with LexisNexis VitalChek Network Inc. into one contract with a beginning date of 03/01/2024. Thank you for this consideration and please let me know if you have any questions.

Marcus McBride
Director – Product Management
VitalChek Network Inc., a LexisNexis Company
LexisNexis | Risk Solutions
615-372-6810 Direct
712-204-4717 Mobile
marcus.mcbride@vitalchek.com

Donald Burriss 12/21/2023
Donald Burriss
HSC Program Manager

Matthew Wickert
12-26-2023
Matthew R. Wickert
State Registrar of Vital Statistics

Agreed



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
Office of Central Finance

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

TO: DHHR Purchasing
FROM: Stephanie Romano
Central Finance - Procurement Associate
DATE: January, 9, 2024
RE: Late Justification for Renewals of:
CMA HSC23*002
AMA EHP21*130

Stephanie Romano

To Whom It May Concern:

We are being asked to justify the late submission of the above-referenced Central and Agency Master Agreement Renewals. Due to some confusion as to the best way to proceed in creating a new Central Master Agreement combining the components in these agreements and adding additional modules from the LexisNexis/VitalChek; vendor along with short staffing, and my newness to the system, we are late in requesting these renewals.

We understand the importance of processing documents in a timely fashion and are working to minimize future instances of this kind.

Thank you for your consideration of this matter and we look forward to hearing from you soon.

*Renewal
Backdate
app'd - discuss
with FH
1/10/24*





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

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

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

Agency Justification

DATE: 12/18/2023
TO: DHHR Purchasing
FROM: Matthew R Wickert, State Registrar
Through: Amy D Atkins, Deputy Commissioner
RE: Renewal of CMA HSC2300000002

The Health Statistics Center requests permission to renew CMA HSC2300000002 held by Lexis Nexis VitalChek Network, Inc. This contract is instrumental in the ongoing maintenance, support, and hosting of the Electronic Birth and Fetal Death Registration System (DAVE) for the state of West Virginia. The term of renewal is requested to be September 1, 2023 through February 29, 2024.

During the limited contract renewal time, a combined CMA is being prepared to join the line items of AMA EHP2100000130 and CMA HSC2300000002. While working on the renewal of these existing contracts, two additional line items were requested to be added to the Electronic Vital Records System (EVRS). These items are in response to a legislative mandate to have credit card implementation for the EVRS and for a federal grant awarded to expand data sharing capabilities of the EVRS to include Fast Healthcare Interoperability Resources (FHIR).

The eventual combined contract is a proactive effort to streamline procurement efforts and yearly maintenance renewals for the EVRS that encompasses all vital records reporting in West Virginia, including Death, Birth, and Fetal Death. Other optional vital record modules and customization costs are being priced in the combined CMA to prevent future change orders. Another proactive benefit of the shortened renewal is preventing the need to exercise a 30-day contract cancellation option for either of the existing CMA and AMAs while working on the combined CMA. The new combined CMA will target March 1, 2024 as a start date.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u> <i>R</i> </u> Date: <u> <i>11/10/24</i> </u> Solicitation No. <u> <i>CO#1-renewal</i> </u>	Agency: WV Department of Health & Human Resources Procurement Officer Submitting Requisition: Heather White Requisition No. <u> <i>CMA HSC23*002</i> </u> PF No.: <u> <i>1048465</i> </u>
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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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> n/a
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> n/a
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> n/a
6	Secretary of State Verification <i>address verified</i>	<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: _____

Tara [Signature]