



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

State of West Virginia
Contract

Order Date: 03-07-2024

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 0511 2644 HHR2200000002 10	Procurement Folder:	999683
Document Name:	Change Order 2	Reason for Modification:	Change Order 2 To renew contract.
Document Description:	HONEYWELL PROWATCH SSA AGREEMENT		
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:	2022-03-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-14

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000113760			Requestor Name:	Brian D Pauley
NEWTECH SYSTEMS INC 420 16TH ST				Requestor Phone:	(304) 558-2810
DUNBAR	WV	25064		Requestor Email:	brian.d.pauley@wv.gov
US					
Vendor Contact Phone:	304-766-0000	Extension:	212		
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0	<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
304-957-0211 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS 1 DAVIS SQUARE, STE 119 CHARLESTON WV 25301 US	304-957-0211 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS 1 DAVIS SQUARE, STE 119 CHARLESTON WV 25301 US

3-03-24 6C

Total Order Amount:	\$26,940.25
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Purchasing Division's File Copy

CH 3/7/24

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya 3/12/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Don Jan 3-15-24</i> ELECTRONIC SIGNATURE ON FILE
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3/15/2024

Extended Description:

Change Order 2

Change Order No. 2 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 March 15, 2024 through March 14, 2025.

Renewal Years Remaining: 1 years

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	1.00000	EA	2898.310000	\$2,898.31
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: HPW-SSAPWCE

Extended Description:

Part Number: HPW-SSAPWCE

Annual Standard Software Support

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	2.00000	EA	393.280000	\$786.56
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: HPW-SSAPWCER

Extended Description:

Part Number: HPW-SSAPWCER

Annual Standard Software Support Agreement 32 Reader Add-on

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	11.00000	EA	303.530000	\$3,338.83
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: HON-SSAPWCEU

Extended Description:

Part Number: HON-SSAPWCEU

Annual Standard Software Support Agreement "Annual Standard Software Support Agreement Concurrent User"

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112200	1.00000	EA	500.180000	\$500.18
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: HPW-SSAPWCEB

Extended Description:

Part Number: HPW-SSAPWCEB

Annual Standard Software Support Agreement - Concurrent User Badging License Add-on

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81112200	1.00000	EA	914.800000	\$914.80
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: HPW-SSAPWPE

Extended Description:

Part Number: HPW-SSAPWPE
Annual standard software support agreement Pro-Watch Professional Edition

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81112200	1.00000	EA	358.410000	\$358.41
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: HPW-SSAPWPE

Extended Description:

Part Number: HPW-SSAPWPE

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81112200	1.00000	EA	3320.240000	\$3,320.24
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: 2nd Year Rate - HPW-SSAPWCE

Extended Description:

2nd Year Rate
Part Number: HPW-SSAPWCE
Annual Standard Software Support

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	81112200	2.00000	EA	393.280000	\$786.56
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: 2nd Year Rate - HPW-SSAPWCER

Extended Description:

2nd Year Rate
Part Number: HPW-SSAPWCER
Annual Standard Software Support Agreement 32 Reader Add-on

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	81112200	11.00000	EA	303.530000	\$3,338.83
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: 2nd Year Rate - HON-SSAPWCEU

Extended Description:

2nd Year Rate
Part Number: HON-SSAPWCEU
Annual Standard Software Support Agreement "Annual Standard Software Support Agreement Concurrent User"

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	81112200	1.00000	EA	500.180000	\$500.18
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 2nd Year Rate - HPW-SSAPWCEB

Extended Description:

2nd Year Rate
Part Number: HPW-SSAPWCEB
Annual Standard Software Support Agreement - Concurrent User Badging License Add-on

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	81112200	1.00000	EA	914.800000	\$914.80
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 2nd Year Rate - HPW-SSAPWPE

Extended Description:

2nd Year Rate
Part Number: HPW-SSAPWPE
Annual standard software support agreement Pro-Watch Professional Edition

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	81112200	1.00000	EA	3742.180000	\$3,742.18
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 3rd Year Rate - HPW-SSAPWCE

Extended Description:

3rd Year Rate
Part Number: HPW-SSAPWCE
Annual Standard Software Support

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	81112200	2.00000	EA	393.280000	\$786.56
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 3rd Year Rate - HPW-SSAPWCER

Extended Description:

3rd Year Rate
Part Number: HPW-SSAPWCER
Annual Standard Software Support Agreement 32 Reader Add-on

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	81112200	11.00000	EA	303.530000	\$3,338.83
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 3rd Year Rate - HON-SSAPWCEU

Extended Description:

3rd Year Rate
Part Number: HON-SSAPWCEU
Annual Standard Software Support Agreement "Annual Standard Software Support Agreement Concurrent User"

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	81112200	1.00000	EA	500.180000	\$500.18
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: 3rd Year Rate - HPW-SSAPWCEB

Extended Description:

3rd Year Rate
Part Number: HPW-SSAPWCEB
Annual Standard Software Support Agreement - Concurrent User Badging License Add-on

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	81112200	1.00000	EA	914.800000	\$914.80
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: 3rd Year Rate - HPW-SSAPWPE

Extended Description:

3rd Year Rate
Part Number: HPW-SSAPWPE
Annual standard software support agreement Pro-Watch Professional Edition



420 16th Street
Dunbar, WV 25064
Phone: 304-766-0000
www.newtech-sys.com

Date: February 6, 2024
To: West Virginia Department of Health, Health Facilities, and Human Services
One Davis Square, Suite 100 West
Charleston, WV 25301
Attn: Brian Pauley, Director of Operational Administration
Re: HHR22*2 - SSA

NewTech Systems agrees to renew the contract, HHR22*2, for the annual software support agreement on the ProWatch security system in the third year pricing amount of \$9,282.55 for the date span of 3/15/2024 through 3/14/2025. We agree to renew the contract based on the identical terms, conditions, and 3rd year pricing as submitted on the original purchase order and any subsequent change orders.

Please feel free to contact me with any questions or concerns.

Sincerely,

Tom Kibler, EET, CTS, DMC-D
Vice President/General Manager

Agree to renew.



**STATE OF WEST VIRGINIA
Office of Shared Administration
Office of Operational Administration**

**Bryan Rosen
Interim Executive Director**

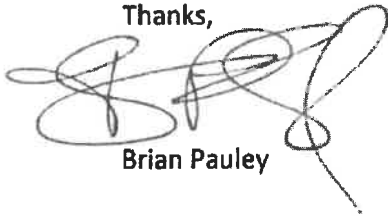
**Brian D. Pauley
Director**

February 7, 2024

To whom it may concern:

Justification for renewing HHR22*2 will allow the Office of Shared Administration to continue to have software support from the manufacturer should problems arise with the Honeywell ProWatch Card Access system. Without this contract in place, Honeywell will not provide NewTech Systems with any technical support in which they would need.

Thanks,



Brian Pauley

OK
All
Green



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", written over the printed name of Joshua D. Spence.

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR002651; IS&C NUMBER: 2022-5013**

DATE: February 1, 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 for RFQ for Honeywell ProWatch Annual SSA Agreement for four (4) years - Software support agreement to allow for manufacturer to provide technical support as needed for card access system at multiple DHHR locations, 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 i
- All Words i
- Exact Phrase i

e.g. 123456789, Smith Corp

"newtech systems inc" ×

Entity ∨

Location ∨

Status ∧

Active

Inactive

Reset 



No matches found

Your search did not return any results for active records.

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Search inactive

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Business and Licensing

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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.

NEWTECH SYSTEMS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/26/2006		12/26/2006	Foreign	Profit			

Organization Information			
Business Purpose	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		Capital Stock
Charter County	Kanawha	Control Number	90327
Charter State	KY	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses

Type	Address
Local Office Address	420 16TH STREET DUNBAR, WV, 25064
Mailing Address	1850 DALTON AVENUE ASHLAND, KY, 41102 USA
Notice of Process Address	PERRY MADDEN 112 CLINTON DRIVE ASHLAND, KY, 41101
Principal Office Address	1850 DALTON AVE. ASHLAND, KY, 41102 USA
Type	Address

Officers

Type	Name/Address
Director	PERRY J. MADDIN 1850 DALTON AVENUE ASHLAND, KY, 41102
President	PERRY J. MADDEN 1850 DALTON AVE. ASHLAND, KY, 41102
Secretary	PERRY J. MADDEN 1850 DALTON AVENUE ASHLAND, KY, 41102
Treasurer	PERRY J. MADDEN 1850 DALTON AVENUE ASHLAND, KY, 41102
Vice-President	TOM KIBLER 1850 DALTON AVENUE ASHLAND, KY, 41102
Type	Name/Address

Annual Reports

Filed For

2023

2022

2021

2020

2019
2018
2017x
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, March 7, 2024 — 1:25 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>3/7/24</u> Solicitation No. <u>CCT H#R22*02</u>	Agency: Office of Shared Administration Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CCT 0511 HHR22*2 PF No.: 999683
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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 type="checkbox"/>	<input checked="" 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 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 [Sam.gov](http://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=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.