



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: 01-05-2024

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 0511 3084 HHR180000007 12	Procurement Folder:	302511
Document Name:	Change Order No 10	Reason for Modification:	Change Order 10 Issued to attach acceptance of new terms on CL3 and change monthly pricing in extended description
Document Description:	Change Order No. 10		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2017-11-17
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-11-16

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000184667			Requestor Name:	Kimberly A Beckett
OPTUMINSIGHT INC 11000 OPTUM CIR				Requestor Phone:	(304) 558-5906
EDEN PRAIRIE MN 55344 US				Requestor Email:	kimberly.a.beckett@wv.gov
Vendor Contact Phone:	612-642-7749	Extension:		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div>	
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

1-24-24 66

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

CH 1/24/24

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tanya 1/24/2024*  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *John S. Gray 1/30/2024*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 DATE: *Dany 1-30-24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order #10

Change Order #10 is to change the language on Commodity Line 3 Extended Description to say \$1,719,200 per month and adjust service start date to 1/17/2024 per vendor agreement.

Effective Date: Upon approval of this change order.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2017-11-17	2024-11-16		162675000.00	

**Commodity Line Description:** Total DDI Costs

**Extended Description:**

Total DDI Costs (See Appendix II: Deliverables, Milestones, and Payments)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2018-11-17	2019-11-16		1.00	

**Commodity Line Description:** Monthly Maintenance and Operations Year 2

**Extended Description:**

Monthly Maintenance and Operations Year 2 months at \$0.00 per month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2024-01-17	2024-11-16		17192000.00	

**Commodity Line Description:** Monthly Maintenance and Operations Year 3

**Extended Description:**

Monthly Maintenance and Operations Year 3 months at \$1,719,200.00 per month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2020-11-17	2021-11-16		15018000.00	

**Commodity Line Description:** Monthly Maintenance and Operations Year 4

**Extended Description:**

Monthly Maintenance and Operations Year 4 months at \$1,251,500.00 per month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2021-11-17	2022-11-16		13945000.00	

**Commodity Line Description:** Monthly Maintenance and Operations Year 5

**Extended Description:**

Monthly Maintenance and Operations Year 5 months at \$1,162,083.00 per month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2022-11-17	2023-11-16		13002000.00	

**Commodity Line Description:** Monthly Maintenance and Operations Year 6

**Extended Description:**  
Monthly Maintenance and Operations Year 6 months at \$1,083,500.00 per month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2017-11-17	2018-11-16		1.00	

**Commodity Line Description:** Modifications and Enhancements Year 1 Hourly Rate

**Extended Description:**  
Modifications and Enhancements Year 1 Hourly Rate 30,000 hours at \$0.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2018-11-17	2019-11-16		3420000.00	

**Commodity Line Description:** Modifications and Enhancements Year 2 Hourly Rate

**Extended Description:**  
Modifications and Enhancements Year 2 Hourly Rate 30,000 hours at \$114.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-11-17	2020-11-16		3480000.00	

**Commodity Line Description:** Modifications and Enhancements Year 3 Hourly Rate

**Extended Description:**  
Modifications and Enhancements Year 3 Hourly Rate 30,000 hours at \$116.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2020-11-17	2021-11-16		8260000.00	

**Commodity Line Description:** Modifications and Enhancements Year 4 Hourly Rate

**Extended Description:**  
Change Order 3 is to increase the hours to 70,000 hrs @ \$118.00 per hour.

Modifications and Enhancements Year 4 Hourly Rate 30,000 hours at \$118.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2021-11-17	2022-11-16		8833000.00	

**Commodity Line Description:** Modifications and Enhancements Year 5 Hourly Rate

**Extended Description:**  
Change Order 5 is to increase the hours to 73,000 hrs @ \$121.00 per hour

Modifications and Enhancements Year 5 Hourly Rate 30,000 hours at \$121.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2022-11-17	2023-11-16		4720000.00	

**Commodity Line Description:** Modifications and Enhancements Year 6 Hourly Rate

**Extended Description:**

Modifications and Enhancements Year 6 Hourly Rate 38,065 hours at \$124.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2017-11-17	2018-11-16		0.00	

**Commodity Line Description:** Monthly Maintenance and Operations Year 1

**Extended Description:**

Monthly Maintenance and Operations Year 2 months at \$0.00 per month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2018-11-17	2019-11-16		50000.00	

**Commodity Line Description:** Modifications and Enhancements Year 2 Pool \$50,000.00

**Extended Description:**

Modifications and Enhancements Year 2 Pool \$50,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2019-11-17	2020-11-16		50000.00	

**Commodity Line Description:** Modifications and Enhancements Year 3 Pool \$50,000.00

**Extended Description:**

Modifications and Enhancements Year 3 Pool \$50,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2020-11-17	2021-11-16		50000.00	

**Commodity Line Description:** Modifications and Enhancements Year 4 Pool \$50,000.00

**Extended Description:**

Modifications and Enhancements Year 4 Pool \$50,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2021-11-17	2022-11-16		50000.00	

**Commodity Line Description:** Modifications and Enhancements Year 5 Pool \$50,000.00

**Extended Description:**

Modifications and Enhancements Year 5 Pool \$50,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
36	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2022-11-17	2023-11-16		50000.00	

**Commodity Line Description:** Modifications and Enhancements Year 6 Pool \$50,000.00

**Extended Description:**

Modifications and Enhancements Year 6 Pool \$50,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
37	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2021-10-01	2024-10-31		53008679.00	

**Commodity Line Description:** Performance Tuning Activities

**Extended Description:**

IES WV PATH Performance Tuning Activities for 37 months

Monthly Rate: \$1,432,667.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
38	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-11-17	2024-11-16		12920000.00	

**Commodity Line Description:** Monthly Maintenance and Operations Year 7

**Extended Description:**

Monthly Maintenance and Operations Year 7 each month at \$1,076,667.00 per month

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
39	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-11-17	2024-11-16		3840000.00	

**Commodity Line Description:** Modifications and Enhancements Year 7 Hourly Rate

**Extended Description:**

Modifications and Enhancements Year 7 Hourly Rate 30,000 hours at \$128.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
40	81111511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-11-17	2024-11-16		50000.00	

**Commodity Line Description:** Modifications and Enhancements Year 7 Pool \$50,000.00

**Extended Description:**

Modifications and Enhancements Year 7 Pool \$50,000.00



OptumInsight, Inc.  
11000 Optum Circle  
Eden Prairie, MN 55344

January 2, 2024

West Virginia Department of Health and Human Resources (WV DHHR)  
Management Information Services  
321 One Davis Square  
Charleston, WV 25301  
Attn: Mr. Brandon Lewis, Director of Enterprise Systems


**RE: # CMA 0511 3084 HHR 1800000007 – Letter of Acceptance for Change to Commodity Line 3 – Monthly Maintenance and Operations Year 3**

Mr. Lewis:

Optum submits this letter of acceptance (LOA) in accordance with the terms and conditions of the master contract (# CMA 0511 3084 HHR 1800000007) to accept the change to Commodity Line 3 to reflect service dates from 01/17/2024 to 11/16/2024. The extended description for Commodity Line 3 will also be updated to reflect monthly payments of \$1,719,200. The changes in service dates and description will be reflected in an updated commodity line item via a Change Order issued by Department of Administration.

The change in the duration of the first year of Maintenance and Operations to ten months reflects the Design, Development and Implementation schedule, and the adjustment of the monthly amount acknowledges the increased effort due to increased requirements and regulations without increasing the overall annual Maintenance and Operations amount.

Sincerely,

  
Hue Ngu (Jan 2, 2024 09:42 CST)

Hue D. Ngu  
Senior Director of Finance

Agreed



CC: Shaun Charles, Melanie Clark



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

**Re: CMA HHR18\*07 CO 10**

1 message

Mon, Jan 22, 2024 at 11:46 AM

Price, Robert L <robert.l.price@wv.gov>

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

Cc: Heather M White <Heather.M.White@wv.gov>, Bryan D Rosen <bryan.d.rosen@wv.gov>, Althea M Greenhowe <althea.m.greenhowe@wv.gov>, Kimberlie K Debolt <kimberlie.k.debolt@wv.gov>

Crystal G,

The monthly cost will increase to \$1,719,200 due there being 10 months of operations because of actions by the agency not the vendor. We are dividing the yearly cost (\$17,192,000 by 10 instead of 12) so the monthly cost changes to \$1,719,200 from \$1,432,667.00. Thanks for your consideration of this matter.



*Explanation*

**Robert Price, CPPO, CPPB, NIGP-CPP**

Administrative Services Manager II

Office of Shared Administration

West Virginia Departments of Health, Health Facilities, and Human Services

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On Mon, Jan 8, 2024 at 10:24 AM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

On CL 3, in looking at the cost sheet contained in the contract, I don't see a monthly charge of \$1,719,200. That commodity line is for Year 3 pricing, which is \$1,432,667. That pricing cannot be changed because that is what the contracted monthly charge is for that year.

Also, per change order 7, Year 3 services were changed to begin on 11/17/2023 through 11/16/2024, would that start date need to be changed?

--

**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

*Approved  
discuss  
w/ FW  
TJH*



WEST VIRGINIA DEPARTMENT OF  
**HUMAN  
SERVICES**

STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES

Cynthia A. Persily, Ph.D.  
Cabinet Secretary

Date: January 5, 2024

To: Bryan Rosen  
Purchasing Director

From: Brandon Lewis *BSL*  
Enterprise Systems Director  
WV PATH Project Sponsor

RE: CMA 0511 3084 HHR 18\*7  
Change to Commodity Line 3 – Monthly Maintenance and Operations Year 3

The West Virginia Office of Management Information Services (OMIS) respectfully requests approval of a change order to incorporate a change to CMA 0511 3084 HHR 18\*7, Commodity Line 3 to reflect service dates from 01/17/2024 to 11/16/2024. The extended description for Commodity Line 3 will also be updated to reflect monthly payments of \$1,719,200. The change order is requested due to decisions for delay in operational go-live by both Bureau Leadership and the WV PATH Project Sponsor. The change order is critical to the operational mission as it allows for staffing levels to reflect the proposed levels in the contract at the initial go-live date. The service period for the change order will be January 17, 2024, to November 16, 2024.

Thank you for your time and consideration in this matter. If you have questions or need additional information, please feel free to contact me at [Brandon.S.Lewis@wv.gov](mailto:Brandon.S.Lewis@wv.gov)





# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>1/8/24</u>  Solicitation No. <u>CMA HHR 18*07</u>	Agency: WV Department of Health & Human Resources <hr/> Procurement Officer Submitting Requisition: Heather White <hr/> Requisition No. CMA HHR18*7 <hr/> PF No.: 302511
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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 ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

## 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](http://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](http://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](http://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=b372dad1b4ac5d40ca4a97ae54bcbb2&spa=1](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.**

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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](http://www.state.wv.us/admin/purchase/byrassign.pdf).

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Simple Search

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- All Words (i)
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"optuminsight inc" ×

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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.*

#### OPTUMINSIGHT, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	12/2/1998		12/2/1998	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	6214 - Health Care and Social Assistance - Ambulatory Health Care Services - Outpatient Care Centers (family planning, mental health, substance abuse, HMO, kidney dialysis, freestanding ambulatory surgical & emergency centers)		<b>Capital Stock</b> 0.0000
<b>Charter County</b>		<b>Control Number</b>	0
<b>Charter State</b>	DE	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	0.000000
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

**Addresses**

Type	Address
<b>Mailing Address</b>	11000 OPTUM CIRCLE EDEN PRAIRIE, MN, 55344 USA
<b>Notice of Process Address</b>	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
<b>Principal Office Address</b>	11000 OPTUM CIRCLE EDEN PRAIRIE, MN, 55344 USA
Type	Address

**Officers**

Type	Name/Address
<b>Director</b>	NEIL EDMUND DE CRESCENZO 100 AIRPARK CENTER EAST NASHVILLE, TN, 37217
<b>President</b>	NEIL EDMUND DE CRESCENZO 100 AIRPARK CENTER EAST NASHVILLE, TN, 37217
<b>Secretary</b>	ELIZABETH ANN SODERBERG 11000 OPTUM CIRCLE EDEN PRAIRIE, MN, 55344
<b>Treasurer</b>	PETER MARSHALL GILL 9900 BREN ROAD EAST MINNETONKA, MN, 55343
Type	Name/Address

**DBA**

DBA Name	Description	Effective Date	Termination Date
INGENIX	TRADENAME	1/4/2012	5/11/2022
DBA Name	Description	Effective Date	Termination Date

**Name Changes**

Date	Old Name
<b>1/4/2012</b>	INGENIX, INC.

Date: 1

Old Name

**Mergers**

Merger Date	Merged	Merged State	Survived	Survived State
7/21/2008	GEOACCESS, INC.	KS	INGENIX, INC.	DE
7/21/2008	HWT, INC.	DE	INGENIX, INC.	DE
1/23/2009	INGENIX HEALTH INTELLIGENCE, INC.	DE	INGENIX, INC.	DE
4/8/2010	J.W. HUTTON, INC.	IA	INGENIX, INC.	DE
5/10/2010	INGENIX MERGERCO, INC.	DE	INGENIX, INC.	DE
6/3/2010	GLOBAL WORKS SYSTEMS, INC.	CA	INGENIX, INC.	DE
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
1/4/2012	NAME CHANGE: FROM INGENIX, INC.
6/3/2010	MERGER: MERGING GLOBAL WORKS SYSTEMS, INC., A QUALIFIED CA CORPORATION WITH AND INTO INGENIX, INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
5/10/2010	MERGER: MERGING INGENIX MERGERCO, INC., A QUALIFIED DE CORPORATION WITH AND INTO INGENIX, INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
4/8/2010	MERGER: MERGING J.W. HUTTON, INC., A NON-QUALIFIED IA ORGANIZATION WITH AND INTO INGENIX, INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
1/23/2009	MERGER: MERGING INGENIX HEALTH INTELLIGENCE, INC. , A NON-QUALIFIED DE ORGANIZATION WITH AND INTO INGENIX, INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
7/21/2008	MERGER: MERGING GEOACCESS, INC., A NON-QUALIFIED KS ORGANIZATION WITH AND INTO INGENIX, INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
7/21/2008	MERGER: MERGING HWT, INC., A QUALIFIED DE CORPORATION WITH AND INTO INGENIX, INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
Date	Amendment

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2023



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

Wednesday, January 24, 2024 — 8:28 AM

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