



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

State of West Virginia  
**Contract**

Order Date: 02-02-2024

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

<b>Order Number:</b>	CCT 0708 1000 ABC2100000001 4	<b>Procurement Folder:</b>	849034
<b>Document Name:</b>	Maintenance and Technical Support for GLSuite software.	<b>Reason for Modification:</b>	Change Order #3 issued to renew the contract with the same terms, conditions, and pricing as the original.
<b>Document Description:</b>	Maintenance and Technical Support for GLSuite software.		
<b>Procurement Type:</b>	Central Sole Source		
<b>Buyer Name:</b>	Joseph E Hager III		
<b>Telephone:</b>	(304) 558-2306		
<b>Email:</b>	joseph.e.hageriii@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-04-21
<b>Free on Board:</b>		<b>Effective End Date:</b>	2025-04-20

VENDOR			
<b>Vendor Customer Code:</b>	000000186731		
GL SUITE INC PO BOX 591			
BEND		OR	97709
US			
<b>Vendor Contact Phone:</b>	541-312-3662	<b>Extension:</b>	119
<b>Discount Details:</b>			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

DEPARTMENT CONTACT	
<b>Requestor Name:</b>	Randy L Haynes
<b>Requestor Phone:</b>	(304) 356-5531
<b>Requestor Email:</b>	randy.l.haynes@wv.gov

**24**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	
ACCOUNTING DEPARTMENT ALCOHOL BEVERAGE CONTROL COMMISSION 4TH FLOOR 900 PENNSYLVANIA AVE CHARLESTON WV 25302 US	

SHIP TO	
ALCOHOL BEVERAGE CONTROL COMMISSION 4TH FLOOR 900 PENNSYLVANIA AVE CHARLESTON WV 25302 US	

2-8-24 66

<b>Total Order Amount:</b>	\$230,994.80
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Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Murphy - 2/07/2024</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Dan Gray 2-14-24</i> ELECTRONIC SIGNATURE ON FILE
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2/14/2024

**Extended Description:**

Change Order

Change Order #3 issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract.

Effective date of renewal 4/21/2024 through 4/20/2025

Renewals Remaining- 0 remaining

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112201	1.00000	YR	57748.700000	\$57,748.70
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-04-21	2022-04-20				

**Commodity Line Description:** Maintenance and Technical Support recurring monthly charge.

**Extended Description:**

Year One Maintenance and Support

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112201	1.00000	YR	57748.700000	\$57,748.70
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-04-21	2023-04-20				

**Commodity Line Description:** Maintenance and Technical Support recurring monthly charge.

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112201	1.00000	YR	57748.700000	\$57,748.70
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-04-21	2024-04-20				

**Commodity Line Description:** Maintenance and Technical Support recurring monthly charge.

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112201	1.00000	YR	57748.700000	\$57,748.70
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2024-04-21	2025-04-20				

**Commodity Line Description:** Maintenance and Technical Support recurring monthly charge.

**Extended Description:**

Change Order # 3  
CCT ABC 21 #1



STATE OF WEST VIRGINIA  
DEPARTMENT OF REVENUE  
ALCOHOL BEVERAGE CONTROL ADMINISTRATION

900 Pennsylvania Ave., 4<sup>th</sup> Floor  
Charleston, West Virginia 25302

FREDRIC L. WOOTON  
COMMISSIONER

DAVE HARDY  
CABINET SECRETARY

November 28, 2023

GL Suite Inc  
Attn: William S. Moseley  
PO Box 591  
Bend, OR 97709

Subject: CCT ABC2100000001

Dear Mr. Moseley:

The State of West Virginia, Office of the West Virginia Alcohol Beverage Control Administration, is offering to renew the contract under same terms, conditions and pricing as per the prior contract (CCT ABC21\*1). The contract dates are April 21, 2024 through April 20, 2025. If your company agrees to this renewal, please sign and return the document to me via email at [Betty.L.Hodge@wv.gov](mailto:Betty.L.Hodge@wv.gov) or by mail as soon as possible.

Please call me directly at 304-356-5513 with any questions.

Very truly yours,

Betty L. Hodge  
Procurement

We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

\_\_\_\_\_  
Name/Signature/Title

\_\_\_\_\_  
Date

12/12/2023

CCT 21\*1 IS&C #171  
CO#2



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

**TO: Julia Jones, Comptroller  
Alcohol and Beverage Control Administration**

**FROM: Joshua D. Spence, Chief Information Officer**  
Office of Technology *JDS*

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
CCT 21\*1 IS&C NUMBER: 2023-9258**

**DATE: March 15, 2023**

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 GL Suite for forty-three (43) users & additional support, 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](mailto:Consulting.Services@wv.gov).



# WEST VIRGINIA

ALCOHOL BEVERAGE CONTROL ADMINISTRATION  
FREDRIC L. WOOTON, COMMISSIONER

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March 13, 2023

**VIA EMAIL**

Joshua D. Spence  
Chief Information Officer  
WV Office of Technology  
1900 Kanawha Blvd  
Charleston, WV 25305  
[Joshua.D.Spence@wv.gov](mailto:Joshua.D.Spence@wv.gov)

RE: Multiple approvals for purchase of technology

Dear Mr. Spence:

The West Virginia Alcohol Beverage Control Administration (WVABCA) is seeking approval to renew our maintenance and technical support contract for our Licensing/Enforcement System, GL Suite for 43 users. We would like approval for the renewal of April 21, 2023 through April 20, 2024 for \$57,748.70 and the renewal of April 21, 2024 through April 20, 2025 for \$57,748.70.

The WVABCA is also seeking approval to procure an additional contract with GL Suite for an hourly rate of \$127 not to exceed a total of \$25,000. This contract will be for one year with one renewal and will run concurrently with the annual maintenance and technical support contract discussed above. This contract would be for additional maintenance and technical assistance. In 2021, WVABCA had an Information Technology (IT) Department of five (5) staff. The WVABCA currently has one Data Base Administrator III and an Information Systems Manager I who is on an extended leave. The WVABCA needs additional assistance from GL Suites due to the IT department being understaffed and still learning the system. The agency has been actively recruiting IT staff but have been unsuccessful thus far.

WVABCA Procurement staff will follow the WV Purchasing Guidelines for an agency delegated direct award procurement for the additional hourly contract as the software is proprietary and can only be serviced by GL Suite.

Once again, the WVABCA is seeking approval for two renewals to the GL Suite maintenance and technical support contract. Additionally, the WVABCA is seeking approval from the Office of Technology for an hourly contract of \$127 per hour not to exceed \$25,000 for additional maintenance and technical support to assist our currently understaffed Information Technology Department.

Sincerely,

Fredric L. Wooton  
Commissioner

jwj/FLW  
enclosures



Jones, Julia M <julia.m.jones@wv.gov>

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## Request for OT Approval

1 message

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Jones, Julia M <julia.m.jones@wv.gov>  
To: Consulting Services <consulting.services@wv.gov>  
Cc: Joshua D Spence <Joshua.D.Spence@wv.gov>

Mon, Mar 13, 2023 at 3:55 PM

Please find attached the letter from the WVABCA requesting OT approval for two renewals for CCT 21\*1 for GL Suite and an additional support contract with GL Suite.

If you need any additional information, please feel free to contact me.

Thanks and have a great day!!

Julia M. Jones, CPA

Comptroller

Alcohol Beverage Control Administration

900 Pennsylvania Ave., 4th Floor


Charleston, WV 25302

304-356-5510

Fax- 304-957-0365

Julia.M.Jones@wv.gov

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 Office of Technology - GL Suite—Signed letter  
283K

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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.*

### GL SUITE INC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	6/25/2013		6/25/2013	Foreign	Profit			

Organization Information		
<b>Business Purpose</b>	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services	
<b>Charter County</b>	<b>Capital Stock</b>	
<b>Charter State</b>	OR	<b>Control Number</b>
<b>At Will Term</b>	<b>Excess Acres</b>	
<b>At Will Term Years</b>	<b>Member Managed</b>	
<b>Authorized Shares</b>	<b>Par Value</b>	
	<b>Young Entrepreneur</b>	Not Specified



<b>Addresses</b>	
Type	Address
<b>Local Office Address</b>	555 CORPORATE DRIVE SUITE# 301 KALISPELL, MT, 59901
<b>Mailing Address</b>	PO BOX 595 KALISPELL, MT, 59903 USA
<b>Notice of Process Address</b>	INCORP SERVICES, INC. 5098 WASHINGTON STREET WEST SUITE 407 CHARLESTON, WV, 25313
<b>Principal Office Address</b>	555 CORPORATE DRIVE SUITE# 301 KALISPELL, MT, 59901 USA
Type	Address

*\* SEE ATTACHED*

<b>Officers</b>	
Type	Name/Address
<b>President</b>	WILLIAM MOSELEY P O BOX 595 KALISPELL, MT, 59903
<b>Treasurer</b>	ADAM RIDLON P O BOX 595 KALISPELL, MT, 59903
<b>Vice-President</b>	ERIC STALEY P O BOX 595 KALISPELL, MT, 59903
Type	Name/Address

<b>DBA</b>			
DBA Name	Description	Effective Date	Termination Date
GL SOLUTIONS	TRADENAME	6/25/2013	
DBA Name	Description	Effective Date	Termination Date

<b>Annual Reports</b>	
Filed For	

Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	PO BOX 595	KALISPELL	MT	59903	
Ordering	PO BOX 595	KALISPELL	MT	59903	Sarah Pilon
Payment	PO BOX 595	KALISPELL	MT	59903	
Payment	PO BOX 595	Kalispell	MT	59903	Default Contact Name
Ordering	PO BOX 591	BEND	OR	97709	Sarah Pilon

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000186731  
GL SUITE INC

Active From : 03/29/2019

Active To :

Address Type : Payment

Default Record :

Division/Department :

Mail Returned :

Additional Address Info. :

Active Address : Yes

Prevent New Spending :

Default Currency : USD - US Dollar

Address Information

Address ID : AD000001

Country Phone Code : 1

Street 1 : PO BOX 595

Phone : 541-312-3662

Street 2 :

Phone Extension :

City : KALISPELL

County :

State/Province : MT

County Name :

Zip/Postal Code : 59903

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Prenote/EFT

Remittance Advice

Contact Information

Contact Address Information

Geographic Designation

Change Management

Top

Modify Existing Record Add New Address

Master Address

Master Contacts

Languages

Vendor Transaction History



**Cease Using the Entity Management API for Reps and Certs Information**

**Show Details**

*Dec 13, 2023*



**See All Alerts**

**Entity Validation Processing Show Details**

*Jan 31, 2024*



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**Search**

All Words

e.g. 1606N020Q02



**Please Sign In:** You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

**Sign In**

**Select Domain  
Entity Information**



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

**Filter By**



## Keyword Search

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

Simple Search

Search Editor

Any Words <sup>i</sup>

All Words <sup>i</sup>

Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"GL SUITE INC." ×

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**

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Agn (w)</u> Date: <u>2-6-24</u> Solicitation No. <u>CCT ABC 21*1</u> <u>CO#3</u>	Agency: <u>WVABCA</u> Procurement Officer Submitting Requisition: <u>Betty Hodge</u> Requisition No. <u>CCT ABC 21*1</u> PF No.: <u>CO#3</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 ( <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
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: \_\_\_\_\_

