



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

State of West Virginia
Delivery Order

Order Date: 02-14-2024

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:	CDO 0803 0081 DOT2300000019 6	Procurement Folder:	1137125
Document Name:	DEIGHTON PROFESSIONAL SERVICES (81230059)	Reason for Modification:	Change Order No. 1 is issued to reduce the balance per the attached documentation
Document Description:	DEIGHTON PROFESSIONAL SERVICES (81230059)		
Procurement Type:	Central Delivery Order		
Buyer Name:	John W Estep		
Telephone:	304-558-2566		
Email:	john.w.estep@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0803 DOT1800000024 6
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000233045	Requestor Name:	John P Toomey
DEIGHTON ASSOCIATES LTD 1555 WENTWORTH ST UNIT 200		Requestor Phone:	304-352-0540
WHITBY ON L1N 9T6		Requestor Email:	John.P.Toomey@wv.gov
CA			
Vendor Contact Phone:	9056656605	Extension:	132
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

24
 FILE LOCATION

INVOICE TO	SHIP TO
INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720	INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720
CHARLESTON WV 25305	CHARLESTON WV 25305
US	US

Total Order Amount: \$124,208.02

Purchasing Division's File Copy

JE 2/14/24

PURCHASING DIVISION AUTHORIZATION
DATE: *Tavafe 2/14/2024*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *2-15-24*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1 to reduce the balance on the delivery order from \$313,406.96 to \$124,208.02 per the attached document

original contract Total \$313,406.96

Change Order No. 1 Decrease (\$189,198.94)

New Contract Total \$124,208.02

Effective Dates: November 1, 2022 to October 31, 2023

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	0.00000		\$0.0000	\$17,240.91
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-10-31				2022-11-01

Commodity Line Description: PRODUCT DEVELOPMENT YEAR 5 OFFSITE

Extended Description:

PAVEMENT MANAGEMENT SYSTEM SOFTWARE LICENSE, MAINTENANCE AND SUPPORT:

See Exhibit_A Pricing Pages CMA DOT18*24 for Contract Pricing.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	0.00000		\$0.0000	\$31,353.01
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-10-31				2022-11-01

Commodity Line Description: SOFTWARE MAINTENANCE PERSONNEL YEAR 5 OFF SITE

Extended Description:

PAVEMENT MANAGEMENT SYSTEM SOFTWARE LICENSE, MAINTENANCE AND SUPPORT:

See Exhibit_A Pricing Pages CMA DOT18*24 for Contract Pricing.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	0.00000		\$0.0000	\$29,941.28
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-10-31				2022-11-01

Commodity Line Description: DATA MANAGEMENT PERSONNEL OFF SITE YEAR 5

Extended Description:

PAVEMENT MANAGEMENT SYSTEM SOFTWARE LICENSE, MAINTENANCE AND SUPPORT:

See Exhibit_A Pricing Pages CMA DOT18*24 for Contract Pricing.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112200	0.00000		\$0.0000	\$10,857.84
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-10-31				2022-11-01

Commodity Line Description: PROJECT MANAGER YEAR 5 OFFSITE

Extended Description:
PAVEMENT MANAGEMENT SYSTEM SOFTWARE LICENSE, MAINTENANCE AND SUPPORT:

See Exhibit_A Pricing Pages CMA DOT18*24 for Contract Pricing.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81112200	0.00000		\$0.0000	\$34,814.98
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-11-01	2023-10-31				2022-11-01

Commodity Line Description: ONSITE SUPPORT VISITS YEAR 5

Extended Description:
PAVEMENT MANAGEMENT SYSTEM SOFTWARE LICENSE, MAINTENANCE AND SUPPORT:

See Exhibit_A Pricing Pages CMA DOT18*24 for Contract Pricing.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110

Charleston, West Virginia 25305-0430 • (304) 558-3505

Alanna J. Keller, P.E.,
Deputy Secretary of Transportation
Deputy Commissioner of Highways

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

January 25, 2024

TO: Tara Lyle, Senior Buyer
WV Purchasing Division

FROM: Kristy James, Director
WV DOT Procurement

RE: Deighton Delivery Order Cancellations

Attached is a letter from Deighton confirming that they have completed invoicing services on the following delivery orders that were processed through Purchasing. WVDOT Procurement will be sending change orders requesting that these delivery orders be reduced to the amount that was invoiced.

Delivery Order	Original Amount	New Total
CDO DOT22*28	\$1,301,267.47	\$690,208.51
CDO DOT21*56	\$1,264,033.99	\$347,928.37
CDO DOT22*29	\$260,807.66	\$191,448.70
CDO DOT23*18	\$1,107,418.68	\$1,107,015.64
CDO DOT23*19	\$313,406.96	\$123,084.96
		\$ 124,208.02

If you have questions, please contact Kristy James 304/414-7104.

Att: Lisa DiNallo

Date: 01/22/2024

WVDOT

Building 5 1900 Kanawha Blvd E Charleston, WV 25305

Subject: Closure of Delivery Orders

Dear Lisa,

I hope this letter finds you well. I am writing to officially confirm the successful completion and closure of the following delivery orders:

1. CDO DOT22*28
2. CDO DOT21*56
3. CDO DOT22*29
4. CDO DOT23*18
5. CDO DOT23*19
6. APO DOT23*124

We have conducted a thorough review, and all necessary documentation, including the relevant approvals and sign-offs, are in place.

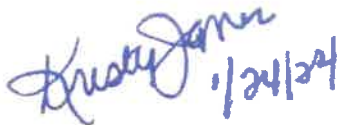
Should you need any additional information or documentation related to these delivery orders, please let us know.

Thank you.

Sincerely,

Gary Ruck

Director of Global Business Development



You are viewing this page over a secure connection. Click here for more information.

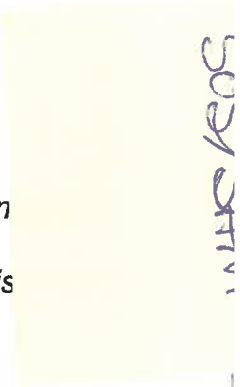
West Virginia Secretary of State — Online Data Services

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 the The West Virginia Secretary of State's database.



DEIGHTON ASSOCIATES LTD.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/13/1992		5/13/1992	Foreign	Profit			

Organization Information			
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services		Capital Stock 0.0000
Charter County	Foreign Country		Control Number 0
Charter State	ONT		Excess Acres 0
At Will Term	Member Managed		
At Will Term Years			Par Value 0.000000
Authorized Shares	0		Young Entrepreneur Not Specified

Addresses

Type	Address
Local Office Address	1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6
Mailing Address	1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6 CAN
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6 CAN
Type	Address

Officers

Type	Name/Address
Director	ROB PIANE 1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6
President	VICKI DEIGHTON 1555 WENTWORTH ST UNIT 200 WHITBY, ON, L1N 9T6
Type	Name/Address

Annual Reports

Filed For
2024
2023
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, February 13, 2024 — 10:36 AM

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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](#)

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Simple Search

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- Any Words
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- Exact Phrase

e.g. 123456789, Smith Corp
"Deighton Associates LTD"

Entity

Entity Name

Deighton Associates LTD
No results found
e.g. HTYR9XJHR6SL

CAGE / NCAGE

Location

Status

- Active
- Inactive

[Reset](#)

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>2/13/24</u>	Agency: WVDOT
Solicitation No. <u>CDO DOT 23*19</u> <u>CO#1</u>	Procurement Officer Submitting Requisition: Amber Heath
	Requisition No. CDO DOT23*19
	PF No.: 1137125

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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:


13	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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: _____



REFERENCE:

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.**
13. **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.
14. **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.**
15. **Office of Technology CIO pre-approval.** See #11.
16. **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.
17. **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.
18. **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.**
19. **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.**
20. **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=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.