



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

State of West Virginia
Contract

Order Date: 03-21-2024

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 0402 0020 EDD2400000001 2	Procurement Folder:	1358325
Document Name:	Parent Involvement Survey (Indicator B8)	Reason for Modification:	Change Order No. 1 issued to add document inadvertently omitted from award.
Document Description:	Parent Involvement Survey (Indicator B8)		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-02-28

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000213844	Requestor Name:	Kelly L Hall
MEASUREMENT INC		Requestor Phone:	(304) 558-3660
423 MORRIS ST		Requestor Email:	kelly.l.hall@k12.wv.us
DURHAM	NC		
US	27701		
Vendor Contact Phone:	919-683-2413	Extension:	
Discount Details:			
Discount Allowed	Discount Percentage	Discount Days	
#1 No	0.0000	0	
#2 Not Entered			
#3 Not Entered			
#4 Not Entered			

24
 FILE LOCATION _____

INVOICE TO	SHIP TO
OFFICE OF FINANCE & INTERNAL OPERATIONS DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF SPECIAL EDUCATION 1900 KANAWHA BLVD E, BLDG 6 RM 750 CHARLESTON WV 25305-0330 US

4-8-246C

Purchasing Division's File Copy

Total Order Amount: \$68,220.00

PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>Mark Addy - 4/8/2024</i>	DATE: <i>John S. Gray</i>	DATE: <i>Dan... 4-12-24</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

4/12/2024

Extended Description:

Change Order No. 1

Change Order No. 1 is an administrative change order issued to add and attach the Contractor Access to Student Data Agreement that was inadvertently omitted from the original contract. All other terms and conditions, prices and specifications contained in the original contract shall remain in full force and effect.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81130000	0.00000		0.000000	\$725.00
Service From	Service To	Manufacturer		Model No	
2024-03-01	2025-02-28				

Commodity Line Description: Set-up and Development of Secure Online Survey System

Extended Description:

One-Time/Lump Sum Fee for Development & Maintenance of Secure Online Survey System

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81130000	0.00000		0.000000	\$67,495.00
Service From	Service To	Manufacturer		Model No	
2024-03-01	2025-02-28				

Commodity Line Description: Annual Survey Fee (Online & Paper)

Extended Description:

Annual Fee - To include all elements contained in the specifications for delivery, distribution, and reporting annually.

**CONTRACTOR ACCESS TO STUDENT DATA AGREEMENT
BETWEEN
THE WEST VIRGINIA DEPARTMENT OF EDUCATION
AND
Measurement, Inc.**

1. This Contractor Access to Student Data Agreement (“Agreement”) is made by and between **Measurement, Inc.** (“Contractor”) and the West Virginia Department of Education (“WVDE”). It supplements the contract for services between WVDE and Contractor (“Controlling Agreement”) to address the obligations of the parties to protect the confidentiality of student data. Any term contained in this Contractor Access to Student Data Agreement which conflicts with a term in the Controlling Agreement takes precedence. Any term in the Controlling Agreement that is more stringent in its protection of student data shall control, to the extent that it does not directly conflict with a term in the Contractor Access to Student Data Agreement.

2. Contractor will conduct surveys of parents of special education students; surveys will assess parent experiences relative to schools’ efforts to facilitate parental involvement “as a means of improving services and results for children with disabilities” (per State Performance Plan [SPP]/Annual Performance Report [APR] Indicator B-8). Contractor will collect and analyze survey data pursuant to the terms of the Controlling Agreement and present the results/findings to the WVDE in a manner suitable for assessing district- and school-level performance for SPP/APR reporting and determinations. The nature of the work requires Contractor to access certain information from student education records, as specified in item 9 of this Agreement.

3. The terms of this Agreement shall commence on **03/01/2024** and end on the terminal date of the Controlling Agreement between WVDE and Contractor. This Contractor Access to Student Data Agreement may be terminated without cause by either party hereto upon thirty (30) days written notice.

4. For purposes of the Family Educational Rights and Privacy Act (“FERPA”), WVDE designates Contractor an “authorized representative” pursuant to 20 U.S.C. 1232g(b)(1)(C). Contractor qualifies as an authorized representative working on behalf of WVDE to perform institutional services and functions that would otherwise be performed by WVDE staff, and authorized Contractor staff need access to certain student information in order to perform Contractor’s assigned duties, as set forth in 34 C.F.R. 99.31(a)(1) and the Student Data Accessibility, Transparency and Accountability Act, W. Va. Code §§ 18-2-5h(c)(2)(A)(i) and 18-2-5h(c)(3)(E) and 126CSR94, “Procedures for the Collection, Maintenance and Disclosure of Student Data” West Virginia Board of Education Policy 4350. WVDE and Contractor shall comply with the provisions and regulations of FERPA, W. Va. Code § 18-2-5h and Policy 4350 in all respects. Nothing in this Agreement may be construed to allow either party to maintain, use, disclose or share personally identifiable student information in a manner not allowed by state or federal law or regulation.

W. Va. Code § 18-2-5h may be reviewed at www.legis.state.wv.us, and Policy 4350 may be reviewed at wvde.state.wv.us/policies/.

5. “Confidential Information” shall include any and all personally identifiable student information, as that term is defined 34 C.F.R. § 99.3 and Policy 4350, § 4.1.o and confidential student information as that term is defined by W. Va. Code § 18-2-5h(b)(11) in disaggregated form. Also included shall be any and all personally identifiable staff member information exempt from disclosure under the West Virginia Freedom of Information Act, W. Va. Code § 29B-1-4.

6. "Disclose" or "disclosure" means to permit access to or the release, transfer, or other communication of Confidential Information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

7. WVDE may disclose necessary Confidential Information to Contractor for the purpose of carrying out the terms of the Controlling Agreement. Redisclosure by Contractor of disaggregated Confidential Information to an entity not named in this Agreement, other than WVDE, the appropriate county district(s) and school(s), and parents is prohibited.

8. Contractor shall not: (i) disclose any Confidential Information to any unauthorized third party; (ii) make any use of Confidential Information except to perform its obligations under this Agreement; or (iii) make Confidential Information available to any of its employees, officers or agents under its direct supervision except those individuals who have been authorized by Contractor to use the information as a component of their project assignments. This includes the employees, officers, or agents under the direct supervision of **Measurement, Inc.** and subcontractors, subsidiary entities, or other agents working for or on behalf of Contractor. The term "unauthorized third party" for purposes of this Agreement does not include employees, officers, or agents of WVDE who are authorized to have access to the Confidential Information and the hosting service provider with security controls acceptable to WVDE.

9. WVDE will disclose to Contractor under this Agreement the following student, staff, and/or financial information, some of which may be considered Confidential Information and is necessary for Contractor to perform its duties on behalf of WVDE.

For Students:

- District and school identifiers (names and ID numbers)
- Student ID numbers
- Student names (first and last)
- Parent names (first and last names of primary guardian)
- Full mailing address (or home address if mailing address is unavailable)
- Parent email address(es), if available
- Student age
- Student grade level
- Student disability category
- Student race/ethnicity
- Student gender
- Student socioeconomic status

No other personally identifiable information will be disclosed to Contractor.

10. Contractor understands that the Confidential Information is protected under state and federal law and agrees to immediately notify WVDE if any of the Confidential Information is improperly disclosed, either intentionally or inadvertently.

11. Contractor and WVDE shall identify at least one authorized representative or data custodian from their respective agencies who shall be responsible for processing and responding to data requests from the other party.

12. Upon request of WVDE, Contractor shall agree to permit an authorized WVDE representative to review or shall provide written assurances to WVDE regarding the use of Confidential Data under this Agreement. The

purpose of this provision is to ensure that appropriate policies and procedures are in place to protect the Confidential Information and that there has been no unauthorized disclosure of the Confidential Information.

13. All employees, officers, and agents under direct supervision of the Contractor with access to the Confidential Information must be aware of and abide by the provisions of this Agreement. Contractor will attest to the organizational acceptance of this responsibility by executing the "Contractor Acknowledgement of Responsibilities under FERPA and Related Privacy Regulations" (included as an attachment to this Agreement). Contractor will also provide confirmation that individuals with access to the Confidential Information have been trained for and/or acknowledge their individual responsibilities to safeguard the privacy of student data. Contractor may select one of the following options to satisfy this requirement:

- Providing evidence of the successful completion of relevant student privacy-related training
- Providing copies of corporate non-disclosure agreements signed by individuals that specifically address student data/student privacy
- Requiring that individual employees execute the "Statement of Confidentiality and Nondisclosure" (included as a second attachment to this Agreement)

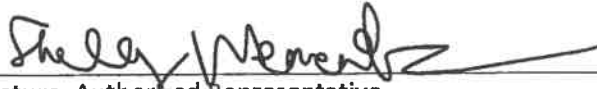
Electronic signatures are acceptable. Contractor agrees to remove any person from performing work who has, or is suspected to have, violated the terms of this Agreement and agrees to discontinue its use of services from any subcontractor or similar entity if any of its staff has, or is suspected to have, violated the terms of this Agreement.

14. By disclosing Confidential Information to Contractor, WVDE is in no way assigning ownership of the Confidential Information to Contractor. Upon the termination of this Agreement for any reason, including expiration pursuant to item 3, Contractor shall immediately destroy all Confidential Information, including all copies, in its possession, custody, or control unless otherwise agreed to in writing by both parties or shall return such information to WVDE. Destruction and/or return of Confidential Information must occur within **30 calendar days** of the termination of this Agreement. Upon request, Contractor will provide WVDE with affidavits to this effect.

15. This Agreement shall be governed by and construed in accordance with the laws of West Virginia. Any lawsuit pertaining to or affecting this Agreement shall be venued in the West Virginia Court of Claims and the Circuit Court of Kanawha County, West Virginia.

16. Violation of this Agreement may be cause for immediate termination of this Agreement. WVDE reserves the right, in addition to terminating this Agreement to seek legal redress.

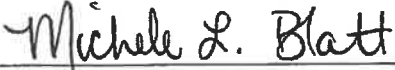
In witness hereto the parties signify their agreement by signature below:



Signature, Authorized Representative
Measurement, Inc.

3/13/2024
Date

Shelly Menendez, Vice President
Printed Name and Role, Measurement, Inc.



Signature, Authorized Representative
West Virginia Department of Education (WVDE)

3/19/24
Date

Michele L. Blatt
Printed Name and Role, WVDE

Contractor Acknowledgement of Responsibilities under FERPA and Related Privacy Regulations Contractor/Consultant Leadership

This acknowledgement must be signed by leaders of projects wherein contractor staff will have access to individual West Virginia student data.

Your organization has been hired by the West Virginia Department of Education (WVDE) to perform services that require you and/or your staff members to access and use personally identifiable information (PII) from students' education records. Your (and your staff members') access to and use of the PII is governed by the Family Educational Rights and Privacy Act (FERPA); West Virginia Board of Education (WVBE) Policy 4350, *Procedures for the Collection, Maintenance and Disclosure of Student Data* (126 CSR 94); and the West Virginia Student Data Accessibility, Transparency and Accountability Act (Student DATA Act, W. Va. Code § 18-2-5h). These regulations, particularly FERPA and WVBE Policy 4350, require the WVDE to use reasonable methods to ensure that you and your organization comply with laws and regulations.

Any questions about information in this document should be directed to your WVDE point of contact: Tim Conzett, Technology Officer, Office of Data Management & Information Systems (tim.conzett@k12.wv.us)

Your organization has a written agreement with the WVDE detailing several points, including

- the PII that is shared with (disclosed to) your organization
- a description of the reason why your access to PII is required
- a plan, including a timetable, for destroying the PII once your organization no longer needs the information to perform services and functions for the WVDE
- policies and procedures to protect PII from unauthorized disclosure, access, or use

Your Responsibilities Regarding District Students' Information

You must ensure that all data for and from West Virginia students is properly protected. Your (and your organization's¹) responsibilities include ensuring that student PII is

- Adequately protected once the data are under your control
Comprehensive security standards should protect your electronic data systems. Standardized policy and procedures, including role-based access controls, should be in place to mitigate data security risks.
- Not disclosed to another party (except to the WVDE or the districts/schools in which the students are enrolled)
Data about West Virginia students must not be shared with unauthorized users and must be safe from inadvertent disclosure due to careless handling or negligence by your organization's employees.
- Protected in any public reporting
Appropriate disclosure avoidance techniques must be applied.
- Not used for other purposes
Your and your organization's access to student PII has been provided only to perform the specific services and functions outlined in the contract and/or data access agreement between your organization and the WVDE. Identifiable student data must not be used for other purposes.

¹ "Your organization" in the context of this agreement includes staff regularly employed by your organization and any subcontractors used to carry out the obligations of the agreed-upon services.

- Destroyed by the agreed-upon date listed in the data access agreement between your organization and the WVDE
Identifiable student data must be destroyed when it is no longer needed for the specific purpose for which it was disclosed.

Additionally, as a leader in your organization whose staff members/supervisees will have access to PII and other data for West Virginia students, you must ensure that all staff with such access understand and acknowledge their responsibilities under FERPA and West Virginia privacy regulations listed in this document.

Acknowledgement and Acceptance of Responsibilities

I acknowledge that I have read the above information and will uphold all responsibilities outlined in this document, including ensuring that all staff with access to PII about West Virginia students understand their responsibilities under FERPA and related West Virginia privacy statutes.

Shelly Menendez 3/13/2024
Signature Date

Shelly Menendez, Vice President
Contractor/Consultant Name and Title

Measurement Incorporated
Contractor/Consultant Organization Name



1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305
wvde.us

Confidentiality and Non-Disclosure Agreement: Contractors and Consultants

This agreement should be signed by all staff/employees who will have access to individual student or staff data.

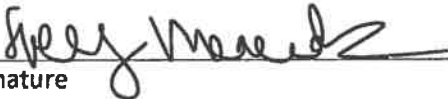
The West Virginia Department of Education (WVDE) maintains strict expectations regarding the security and confidentiality of the WVDE data systems, computing networks, devices connected to WVDE networks, and all resources accessible on these networks. Contractors, consultants, interns, and other external parties performing work on behalf of the WVDE are expected to comply with these expectations, implement standard security practices, and exercise ethical behavior when granted access to WVDE data systems and networks.

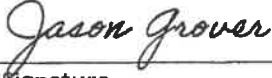
I acknowledge that as a contractor or consultant (or employee of an organization acting in such a capacity) for the West Virginia Department of Education (WVDE) tasked with accessing, analyzing, and/or interpreting various data, I am considered an authorized representative of the WVDE, and, as part of my job-related duties, may have need to access staff- and student-level information or other privileged information processed, stored, or managed by education systems in West Virginia (hereafter, termed "confidential information"). Confidential individual-level and/or personally identifiable information includes all information protected by federal or state law, especially relevant to WVDE data are the Family Educational Rights and Privacy Act (FERPA); West Virginia Board of Education (WVBE) Policy 4350 (*Procedures for the Collection, Maintenance and Disclosure of Student Data*); the Student Data Accessibility, Transparency, and Accountability Act (Student DATA Act, W. Va. Code §18-2-5h), and other portions of W. Va. Code Chapter 18; and the WVDE Data Access and Management Guidance.


By my signature below, I understand, acknowledge and agree that:

1. The unauthorized disclosure, retention, or negligent handling of confidential information could compromise the integrity of WVDE or school systems; cause damage to the reputation of WVDE; impede operations; and violate state and federal law.
2. I may be subject to the loss of access privileges in WVDE and in other contexts for the unauthorized disclosure, retention, or negligent handling of confidential information.
3. Any breach for which I am responsible may result in the termination of my own and/or my organization's work with the WVDE and may adversely affect future prospects for work with the department.
4. Any breach of this agreement may be disclosed to those federal, state, and local agencies with which the WVDE collaborates.
5. Any breach for which I am responsible may result in legal action by the WVDE or other authorities.
6. It is a violation of this agreement to read, copy, modify, delete, distribute or otherwise access confidential information unless required to do so to carry out my assigned duties.

7. I shall not discuss confidential information processed, stored or managed by WVDE, any district, or any school with anyone, whether within these institutions or outside unless required as part of my job.
8. I will implement appropriate physical, electronic, and managerial safeguards to prevent unauthorized access to, or disclosure of, confidential information.
9. I will promptly destroy or return all confidential identifiable information to which I may have access at the end of my term of service at the WVDE.
10. This Confidentiality and Nondisclosure Agreement remains in full force and effect after the conclusion, termination, or expiration of my work with the WVDE.

	<u>3/13/2024</u>
Signature	Date
Shelly Menendez, Vice President	
Contractor/Consultant Name	
Measurement Incorporated	
Contractor/Consultant Organization Name	

	3/15/2024
Signature	Date
Jason Grover, IT Operations Manager	
Contractor/Consultant Name	
Measurement Incorporated	
Contractor/Consultant Organization Name	

	3/19/2024
Signature	Date
Meena Agarwal, Data Corrections Supervisor	
Contractor/Consultant Name	
Measurement Incorporated	
Contractor/Consultant Organization Name	

Attach additional signature pages as needed for all employees subject to this agreement.

Confidentiality and Non-Disclosure Agreement:
Contractors and Consultants
Additional Signature Page



Signature

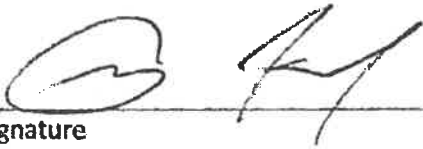
March 8, 2024
Date

Bonnie Russell / Supervisor

Contractor/Consultant Name

Measurement Incorporated

Contractor/Consultant Organization Name



Signature

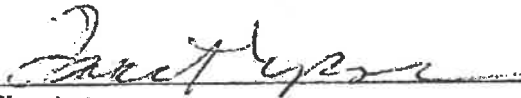
3/18/2024
Date

Tim Kennedy

Contractor/Consultant Name

Measurement Incorporated

Contractor/Consultant Organization Name



Signature

3/19/2024
Date

Timothy Upperman / Scanning Manager

Contractor/Consultant Name

Measurement Incorporated

Contractor/Consultant Organization Name

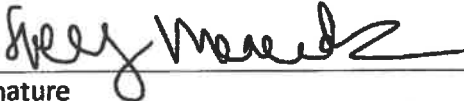
Signature

Date

Contractor/Consultant Name

Contractor/Consultant Organization Name

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Signature 3/13/2024


Date

Shelly Menendez, Vice President

Contractor/Consultant Name

Measurement Incorporated

Contractor/Consultant Organization Name



Signature 3/13/2024


Date

Shaki Asgari, Project Director

Contractor/Consultant Name

Measurement Incorporated

Contractor/Consultant Organization Name



Signature 3/13/2024

Date

Robert Strobel

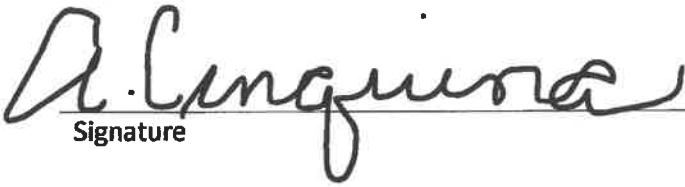
Contractor/Consultant Name

Measurement Incorporated

Contractor/Consultant Organization Name

Attach additional signature pages as needed for all employees subject to this agreement.

**Confidentiality and Non-Disclosure Agreement:
Contractors and Consultants
Additional Signature Page**



3/13/2024

Signature

Date

Anthony Cinquina

Contractor/Consultant Name

Measurement Incorporated

Contractor/Consultant Organization Name

Signature

Date

Contractor/Consultant Name

Contractor/Consultant Organization Name

Signature

Date

Contractor/Consultant Name

Contractor/Consultant Organization Name

Signature

Date

Contractor/Consultant Name

Contractor/Consultant Organization Name

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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.

MEASUREMENT INCORPORATED

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/11/2012		5/11/2012	Foreign	Profit			

Organization Information			
Business Purpose	6117 - Educational Services - Educational Services - Educational Support Services		Capital Stock
Charter County		Control Number	99UT7
Charter State	NC	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	423 MORRIS ST DURHAM, NC, 27701
Mailing Address	423 MORRIS ST DURHAM, NC, 27701 USA
Notice of Process Address	BUSINESS FILINGS INCORPORATED 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	423 MORRIS STREET DURHAM, NC, 27701 USA
Type	Address

Officers	
Type	Name/Address
Director	MICHAEL BUNCH 423 MORRIS ST DURHAM, NC, 27701
Director	HENRY SCHERICH 423 MORRIS ST DURHAM, NC, 27701
President	NELSON ANDROES 423 MORRIS STREET DURHAM, NC, 27701
Secretary	KENDRA TIMBERLAKE 423 MORRIS ST DURHAM, NC, 27701
Treasurer	TERESA BROWN 423 MORRIS ST DURHAM, NC, 27701
Vice-President	ALEX AVILA 423 MORRIS ST DURHAM, NC, 27701
Type	Name/Address

Annual Reports	
Filed For	
2023	
2022	
2021	
2020	



API Key Generation Issues [Show Details](#)
Apr 4, 2024



See All Alerts

Scheduled Maintenance [Show Details](#)
Apr 1, 2024



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02

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 (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"Measurement Inc." ×

Classification ∨

Excluded Individual ∨

Excluded Entity ∨

Federal Organizations ∨

Exclusion Type ∨

Exclusion Program ∨

Location ∨

Dates ∨

Reset 



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We couldn't find a match for your search criteria.

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[Acquisition.gov](#)

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u><i>[Signature]</i></u> Date: <u>4-5-24</u> Solicitation No. <u>CCT EDD 24*01</u> <u>c/o #1</u>	Agency: Education Procurement Officer Submitting Requisition: Michelle Childers Requisition No. CCT EDD 24*01 Change Order #1 PF No.: 1358325
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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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: _____

