



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: 04-05-2024

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 0506 2868 EHP2100000001 5	Procurement Folder:	837124
Document Name:	CO#3 to renew	Reason for Modification:	Change order 3 To renew contract
Document Description:	TOBACCO CESSATION QUITLINE		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-10-31

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000163944			Requestor Name:	Heather M White
FIRST CHOICE SERVICES INC 1 HILLCREST DR E STE 400				Requestor Phone:	(304) 352-3926
CHARLESTON WV 25311				Requestor Email:	heather.m.white@wvago.gov
US					
Vendor Contact Phone:	3043442213	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days	<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - EPIDEMIOLOGY AND HEALTH PROMOTION 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3715 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - EPIDEMIOLOGY AND HEALTH PROMOTION 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3715 US

4-8-2460

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

CA 3/8/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tuaha* 4/8/2024
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *Dan Day* 4-12-24
 ELECTRONIC SIGNATURE ON FILE

4/12/2024

Extended Description:

Change Order

Change Order No. 3 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including any authorized change orders.

Effective date of renewal 7/1/2024 through 10/31/2024

Renewal Months Remaining: 8

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2021-07-01	2024-10-31		0.00	

Commodity Line Description: Intake/Eligibility Verification

Extended Description:

Section 4.1.2 Intake eligibility verification

Unit Price: \$44.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2021-07-01	2024-10-31		0.00	

Commodity Line Description: Coaching Call #1

Extended Description:

Section 4.1.4.1 Coaching call #1

Unit Price: \$23.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2021-07-01	2024-10-31		0.00	

Commodity Line Description: Coaching Call #2

Extended Description:

Section 4.1.4.1 Coaching call #2

Unit Price: \$22.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2021-07-01	2024-10-31		0.00	

Commodity Line Description: Coaching Call #3

Extended Description:

Section 4.1.4.1 Coaching call #3

Unit Price: \$22.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2021-07-01	2024-10-31		0.00	

Commodity Line Description: Coaching Call #4

Extended Description:

Section 4.1.4.1 Coaching call #4

Unit Price: \$22.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2021-07-01	2024-10-31		0.00	

Commodity Line Description: Reactive Calls #1-4

Extended Description:

Section 4.1.4.2 Reactive calls #1-4

Unit Price: \$2.25

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2021-07-01	2024-10-31		0.00	

Commodity Line Description: Nicotine Gum 4mg-24 Pieces per day

Extended Description:

Section 4.6.1.4.1 Nicotine Gum 4mg 24 pieces per day

Unit Price: \$58.80

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2021-07-01	2024-10-31		0.00	

Commodity Line Description: Nicotine Gum 2mg-24 Pieces per day

Extended Description:

Section 4.6.1.4.1 Nicotine Gum 2mg 24 pieces per day

Unit Price: \$58.80

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2021-07-01	2024-10-31		0.00	

Commodity Line Description: Nicotine Patch 21mg-1 patch per day

Extended Description:

Section 4.6.1.4.2 Nicotine patch 21 mg 1 patch per day

Unit Price: \$51.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2021-07-01	2024-10-31		0.00	

Commodity Line Description: Nicotine Patch 14mg-1 patch per day

Extended Description:

Section 4.6.1.4.2 Nicotine patch 14 mg 1 patch per day

Unit Price: \$51.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2021-07-01	2024-10-31		0.00	

Commodity Line Description: Nicotine Patch 7mg-1 patch per day

Extended Description:

Section 4.6.1.4.2 Nicotine patch 7 mg 1 patch per day

Unit Price: \$51.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2021-07-01	2024-10-31		0.00	

Commodity Line Description: Nicotine Lozenge 4mg-20 lozenges per day

Extended Description:

Section 4.6.1.4.3 Nicotine Lozenge 4mg-20 lozenges per day

Unit Price: \$64.10

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	81111508				0.000000
	Service From	Service To		Service Contract Amount	
	2021-07-01	2024-10-31		0.00	

Commodity Line Description: Nicotine Lozenge 2mg-20 lozenges per day

Extended Description:

Section 4.6.1.4.3 Nicotine Lozenge 2mg-20 lozenges per day

Unit Price: \$64.10

FIRST CHOICE SERVICES

1 HILLCREST DR I
STE 400
CHARLESTON, WV 25311
(304) 344-2211

April 2, 2024

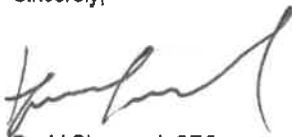
WV DHHR Bureau for Public Health
350 Capital Street, Room 206
Charleston, WV 25301

To whom it may concern:

First Choice Services, Inc. requests renewal of Contract # CMA EHP2100000001 for an additional four-month term from 07/01/2024 through 10/31/2024 with the West Virginia Department of Health and Human Resources, Office of Community Health Systems and Health Promotion (OCHSHP) according to all terms, conditions, prices and specifications contained in the original contract including any authorized change orders.

If you have any questions, please contact me at (304) 356-5831.

Sincerely,



David Sheppard, CFO
First Choice Services, Inc.

Agreed





STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
Commissioner's Office

Sherri A. Young, DO, MBA, FAAFP
Cabinet Secretary

Justin J. Davis
Interim Commissioner

MEMORANDUM

TO: DHHR Purchasing

Through: Scott Eubank, Director OCHS&HP *h.e.*

FROM: James F. Kerrigan, Director, Division of Tobacco Prevention *JK*

DATE: March 20, 2024

RE: Contract Renewal for WV Tobacco Cessation Quitline Services

West Virginia's Quitline has been in existence for more than 21 years and has enrolled over 79,000 West Virginians for Quitline services. The Quitline offers coaching and nicotine replacement for tobacco users at a cost of approximately \$325 per user.

The Division of Tobacco Prevention request that the contract with First Choice Services (CMA EHP 21*001) be renewed for an additional four months— July 1, 2024 through October 31, 2024, to provide the services for the West Virginia Quitline.

Mission Critical:

- According to the WV DHHR Strategic Plan- Goal One is to "Improve Population Health and Strengthen the Health Care System" - the first Objective of this goal is to "reduce the prevalence of tobacco use".
- According to CDC "telephone-based tobacco cessation services, commonly known as Quitlines, have shown the potential to make help available for those who seek it, and by actively promoting cessation in the general population". This can lead to an increase in the percentage of tobacco users making quit attempts or in the success rate for those attempts can lead to a higher overall cessation rate.

Please let me know if there are any questions. Thank you and I look forward to a favorable response.



Addresses	
Type	Address
Local Office Address	1 HILLCREST DR. E, SUITE 400 CHARLESTON, WV, 25311
Mailing Address	1 HILLCREST DR. E, SUITE 400 CHARLESTON, WV, 25311 USA
Notice of Process Address	LATA MENON 1 HILLCREST DR. E, SUITE 400 CHARLESTON, WV, 25311
Principal Office Address	1 HILLCREST DR. E, SUITE 400 CHARLESTON, WV, 25311 USA
Type	Address

Officers	
Type	Name/Address
Director	LATA MENON 1 HILLCREST DR. E, SUITE 400 CHARLESTON, WV, 25311
President	GERRY SCHMIDT 1 HILLCREST DR. E, SUITE 400 CHARLESTON, WV, 25311
Secretary	SARA LIFE 1 HILLCREST DR E STE 400 CHARLESTON, WV, 25311
Treasurer	PAM HARVIT 1 HILLCREST DR E STE 400 CHARLESTON, WV, 25311
Vice-President	LISA ZAPPIA 1 HILLCREST DR. E, SUITE 400 CHARLESTON, WV, 25311
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
FIRST CHOICE SERVICES	TRADENAME	4/5/2024	
FIRST CHOICE SERVICES PEER RECOVERY	TRADENAME	4/5/2024	
GET AHEAD OF THE GAME	TRADENAME	4/5/2024	

HELP4WV	TRADENAME	4/5/2024	
IA NAVIGATOR	TRADENAME	4/5/2024	
MT NAVIGATOR	TRADENAME	4/5/2024	
NH NAVIGATOR	TRADENAME	4/5/2024	
RETREATMENT WEEKEND	TRADENAME	4/5/2024	
THE PROBLEM GAMBLING HELP NETWORK OF WV	TRADENAME	4/5/2024	
WEST VIRGINIA CRISIS INTERVENTION TEAM	TRADENAME	4/5/2024	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
5/21/2019	B4WV Other Change: Change in officers: Incorporator: Name: Frank Hartman President: Name:Gerry Schmidt Vice-President: Name: Karen Yost CEO: Name: D. Scott Jarrett
Date	Amendment

Annual Reports
Filed For
2024
2023
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Date filed

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

Monday, April 8, 2024 — 8:28 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>4/8/24</u> Solicitation No. <u>CMA EHP21*01</u>	Agency: Department of Health/ Central Finance Procurement Officer Submitting Requisition: Laura M. Rader Requisition No. CMA210000001 CO_3 PF No.: 1395283
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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 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"/>
9	Fleet Management Division 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
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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:

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 type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

Crystal Husted

REFERENCE:

FOR ALL SOLICITATION TYPES:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOIs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**
11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**
12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**

FOR CHANGE ORDERS/RENEWALS:

1. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
2. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in wvOASIS. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
3. **Office of Technology CIO pre-approval.** See #11.
4. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
5. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.
6. **Secretary of State verification.** Unless a waiver is obtained from the Secretary of State's Office, every vendor organized as a business entity must have a certificate of authority and be in good standing with the Secretary of State's Office. To search for a business with the Secretary of State's Office, visit <http://apps.sos.wv.gov/business/corporations>. Any vendor that cannot be found or shows a status of "revoked" or "dissolved" is not eligible for award until the issue is resolved. Agencies must verify this compliance manually prior to award and include a copy of the relevant record in the agency file. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. E. Secretary of State.**
7. **State debarment verification.** Pursuant to *West Virginia Code* §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period. A list of vendors debarred by the West Virginia Purchasing Division can be seen online at www.state.wv.us/admin/purchase/debar.html. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. D. State Debarment.**
8. **Federal debarment verification.** Vendors must verify that a vendor is not debarred by the federal government prior to awarding a contract by visiting Sam.gov. 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. **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.