



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: 07-08-2024

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>	CDO 0511 3839 MIS2300000004 7	<b>Procurement Folder:</b>	1146732
<b>Document Name:</b>	2-Senior Web Application Analyst	<b>Reason for Modification:</b>	Change Order No.1 is used to reduce the unused balance per the attached documentation.
<b>Document Description:</b>	Cancellation of remaining balance		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Crystal G Hustead		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.hustead@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0511 MIS776701H 7
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000177149			<b>Requestor Name:</b>	Ronal E Courtney
MAHANTECH CORP 405 CAPITOL ST STE 101				<b>Requestor Phone:</b>	(304) 558-8923
CHARLESTON WV 25301				<b>Requestor Email:</b>	ron.e.courtney@wv.gov
US				<div style="font-size: 2em; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
<b>Vendor Contact Phone:</b>	3047202246	<b>Extension:</b>			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

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

<b>Total Order Amount:</b>	\$213,828.62
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Purchasing Division's File Copy

CH 7/10/24  
**PURCHASING DIVISION AUTHORIZATION**  
**DATE:** 7/15/24  
**ELECTRONIC SIGNATURE ON FILE**

**ENCUMBRANCE CERTIFICATION**  
**DATE:** 7-15-24  
**ELECTRONIC SIGNATURE ON FILE**

**Extended Description:**

Change Order No. 1 is issued to reduce the unused balance on delivery order from \$251,634.24 to \$213,828.62 per attached document.

Original Contract Total: \$251,634.24  
Change Order No. 1 Decrease: \$37,805.62

New Contract Total: \$213,828.62

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111608	3888.50000	HOUR	\$54.9900	\$213,828.62
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-01-03	2024-01-02				

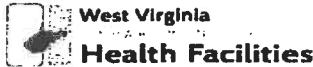
**Commodity Line Description:** Senior Web Application Analyst

**Extended Description:**

To cancel the remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.



**Sherri A. Young, D.O., MBA,**  
FAAFP  
DH Cabinet Secretary



**Michael J. Caruso**  
DHF Cabinet Secretary



**Cynthia A. Persily, Ph.D.**  
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA  
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES  
Office of Management Information Services | Shaun Charles, Chief Information Officer

**Date:** May 20, 2024  
**From:** Ron Courtney, Procurement Associate  
OSA Management Information Services *RC*  
**To:** Mahantech Corp.  
**RE:** CDO MIS23\*04 Close out

Please be advised there is an unused balance on CDO MIS2300000004. The delivery order expired on January 2, 2024. The original encumbrance was \$251,634.24. The amount that is closed is \$213,828.62, leaving a balance of \$37,805.62.

If you agree that all work has been invoiced and that there is indeed a remaining unused balance of \$37,805.62 please sign and date below, then return to [osamispurchasing@wv.gov](mailto:osamispurchasing@wv.gov) and we will proceed with the balance close out. If you dispute the amount, please email us to discuss. If no response is received from Mahantech Corp. by 6/20/2024, The Office of Management Information Services will proceed and close out the remaining balance of \$37,805.62.

Thank you for your time and consideration!

Signature *Shaun Charles*

Date 06/07/2024

Agreed

*Heather White*



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

e.g. 123456789, Smith Corp

Mahantech% ×

- Entity ▼
- Location ▼
- Status ▲

- Active
- Inactive

Reset ↻



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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.*

#### MAHANTECH CORP.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	6/15/1999		6/15/1999	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5414 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Specialized Design Service (interior, industrial, graphic)		<b>Capital Stock</b> 0.0000
<b>Charter County</b>		<b>Control Number</b>	12914
<b>Charter State</b>	DE	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	0.000000
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

**Addresses****Type****Address****Local Office Address**405 CAPITOL ST STE 101  
CHARLESTON, WV, 25301**Mailing Address**AUSTIN & ASSOCIATES A.C.  
1556 KANAWHA BLVD E  
CHARLESTON, WV, 25311  
USA**Notice of Process  
Address**REGISTERED AGENTS INC  
110 JAMES STREET  
HINTON, WV, 25951**Principal Office  
Address**405 CAPITOL STREET  
SUITE 101  
CHARLESTON, WV, 25301  
USA**Type****Address****Officers****Type****Name/Address****Director**CHANNA ARJUNA  
405 CAPITOL ST STE 101  
CHARLESTON, WV, 25301**President**CHANNA ARJUNA  
1578 HAMPTON ROAD  
CHARLESTON, WV, 25314**Secretary**CHANNA M. ARJUNA  
1578 HAMPTON ROAD  
CHARLESTON, WV, 25314**Type****Name/Address****DBA****DBA Name****Description****Effective Date****Termination Date**

RX DATA SYSTEMS CORP.

TRADENAME

10/31/2017

**DBA Name****Description****Effective Date****Termination Date****Annual Reports****Filed For**

2024

2023
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<b>Date filed</b>

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

Monday, July 1, 2024 — 10:57 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>CHTR</u> Date: <u>7/12/24</u>  Solicitation No. <u>CO#1</u>	Agency: WVDHHR - MIS  Procurement Officer Submitting Requisition: Heather White  Requisition No. CDO MIS23*04 - CO#1  PF No.: 1146732
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

#	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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

**FOR CHANGE ORDERS/RENEWALS:**

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