



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: 08-28-2024

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 0511 2520 MIS2400000001 2	Procurement Folder:	1234820
Document Name:	ATTENDANCE CASELOAD MANAGEMENT SOFTWARE	Reason for Modification:	Change Order 01 To Renew Contract
Document Description:	ATTENDANCE CASELOAD MANAGEMENT SOFTWARE		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-09-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-08-31

VENDOR				DEPARTMENT CONTACT		
Vendor Customer Code:	VS0000043256			Requestor Name:	Stephanie F Petry	
QCERA INC				Requestor Phone:	(304) 356-4011	
1525 S SEPULVEDA BLVD STE A				Requestor Email:	stephanie.f.petry@wv.gov	
LOS ANGELES	CA	90025	<div style="font-size: 2em; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
US						
Vendor Contact Phone:	8184895448	Extension:				
Discount Details:						
	Discount Allowed	Discount Percentage	Discount Days			
#1	No	0.0000	0			
#2	No					
#3	No					
#4	No					

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF HUMAN RESOURCES MGMT ONE DAVIS SQUARE, STE 400 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF HUMAN RESOURCES MGMT ONE DAVIS SQUARE, STE 400 CHARLESTON WV 25301 US

8/29/24 GC

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

CA 8/28/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara G. Sbrby*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *8/28/24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 01 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 9/1/2024 through 8/31/2025

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43230000			EA	83700.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Attendance Caseload Management Software (FMLA/FLOA/PLA)

Extended Description:

3.1.2 Attendance Caseload Management Software (FMLA/FLOA/PLA)

Annual Fee: \$83,700.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	43230000			EA	2340.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Additional Users/Licenses

Extended Description:

3.1.2.21 Additional Users/Licenses- each add on user/license (9 used for bidding scenario only, quantity could increase or decrease during life of contract)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	43230000				0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Online Training for Licenses Holders

Extended Description:

3.1.2.22 Must provide online training for license holders at no cost. System upgrades, enhancements, and error corrections must be at no additional cost/charge when such upgrades, enhancements, and error corrections are generally made available to its other clients of similar systems at no additional cost/charge.



Qcera, Inc.
1525 S Sepulveda Blvd, Suite A
Los Angeles, CA 90025

August 15, 2024

State of West Virginia
One Davis Square Ste 200
Charleston, WV 25301

RE: RENEWAL Contract number CMA MIS2400000001 9/1/2024 – 8/31/2025

To Whom it May Concern,

This letter is to confirm the following.

Qcera agrees to renew Contract number CMA MIS2400000001 for another year, effective 9/1/2024 to 8/31/2025 under the same terms, conditions, prices, and specifications as the original contract including any change orders.

Please let us know if you have any questions.

Sincerely,

Margaret Kahng
President
Qcera, Inc.

mkahng@qcera.com

Agreed



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

To: Bryan Rosen, Director
OSA, Purchasing

From: Stephanie Pettry, Procurement Specialist
OSA, Office of Management Information Services

Re: Renewal of CMA MIS2400000001

The Office of Shared Administration, Office of Management Information Services would like to renew our contract, CMA MIS2400000001, with Ocera, Inc. for another year, 9/1/2024-8/31/2025 under the same terms, conditions, prices, and specifications as the original contract including any change orders.

Sincerely,

Stephanie Pettry



COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>8/28/24</u>	Agency: OSA/OMIS
Solicitation No. <u>CMA MIS24*01</u>	Procurement Officer Submitting Requisition: Stephanie Petry
	Requisition No. CMA MIS240000001
	PF No.: 1234820

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input 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



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

John K. McHugh
Interim Cabinet
Secretary

Heather D. Abbott
Chief Information Officer

**TO: Ron Courtney, Procurement Associate
Department of Health, Department of Health Facilities, and
Department of Human Services**

**FROM: Heather D. Abbott, Chief Information Officer
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR005713 IS&C NUMBER: 2025-2136**

DATE: August 27, 2024

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

After conducting a review of your request for Renewal of CMA MIS2400000001 - Attendance Caseload Management (FMLA) system, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request. If you have questions, or need additional information, please contact Consulting Services at Consulting.Services@wv.gov.

Simple Search

Search Editor

- Any Words *i*
- All Words *i*
- Exact Phrase *i*

e.g. 123456789, Smith Corp

"QCERA INC" ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∨
- Exclusion Program ∨
- Location ∨
- Dates ∨

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Business and Licensing

Online Data Services Help

Business Organization Detail

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QCERA, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	8/15/2023		8/15/2023	Foreign	Profit				

Organization Information									
Business Purpose	5415 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Computer Systems Design and Related Services (design, programming, facilities mgmt)				Capital Stock				
Charter County					Control Number				
Charter State	CA					Excess Acres			
At Will Term					Member Managed				
At Will Term Years					Par Value				
Authorized Shares					Young Entrepreneur		No		

Addresses

Type	Address
Local Office Address	1525 S SEPULVEDA BLVD. STE A LOS ANGELES, CA, 90025
Mailing Address	1525 S SEPULVEDA BLVD. STE A LOS ANGELES, CA, 90025 USA
Principal Office Address	1525 S SEPULVEDA BLVD. STE. A LOS ANGELES, CA, 90025 USA
Type	Address

Officers

Type	Name/Address
President	MARGARET KAHNG 1525 S SEPULVEDA BLVD. STE. A LOS ANGELES, CA, 90025
Type	Name/Address

Annual Reports

Filed For

2024

Date filed

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

Thursday, August 22, 2024 — 12:44 PM

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