



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

State of West Virginia  
**Contract**

Order Date: 02-11-2025

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 0323 9612 WWV2400000002 7	Procurement Folder:	1190761
Document Name:	CO #2 HIGHQ CASE MANAGEMENT SYSTEM	Reason for Modification:  Change Order #2 to add year 3 pricing effective dates 03/29/25 thru 03/28/26 No other Changes	
Document Description:	CO #2 HIGHQ CASE MANAGEMENT SYSTEM		
Procurement Type:	Central Sole Source		
Buyer Name:	Toby L Welch		
Telephone:	(304) 558-8802		
Email:	toby.l.welch@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-03-29
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-03-28

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000184365	Requestor Name:	Debra K Morgan
THOMSON REUTERS WEST		Requestor Phone:	(304) 558-2631
PO BOX 6292		Requestor Email:	debra.k.morgan@wv.gov
CAROL STREAM	IL	<b>2025</b> FILE LOCATION _____	
US	601976292		
Vendor Contact Phone:	800-328-4880		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
FISCAL AND ADMINISTRATIVE MANAGEMENT - 5301 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD, EAST BLDG 3, 3RD FLOOR, SUITE 300 CHARLESTON WV 25305 US	WORKFORCE KANAWHA CITY 5707 MACCORKLE AVE SE SUITE 500 CHARLESTON WV 25304 US

CR 2-12-25

Total Order Amount: \$147,132.12

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

ATTORNEY GENERAL APPROVAL AS TO FORM

ENCUMBRANCE CERTIFICATION

DATE: *Mar 10/2025*  
ELECTRONIC SIGNATURE ON FILE

DATE: *2/13/2025*  
ELECTRONIC SIGNATURE ON FILE

DATE: *2-13-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 2 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 Dates: 3/29/25 - 3/28/26

Renewals remaining: 1

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	94101600	12.00000	MO	3605.000000	\$43,260.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** West Proflex

**Extended Description:**

Monthly subscription for the material shown on Q-03606798 attached herein TO BE BILLED MONTHLY

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	94101600	1.00000	EA	6000.000000	\$6,000.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** High Q Platform Setup

**Extended Description:**

Platform Setup per Quote Q-03606767

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	94101600	1.00000	EA	1380.000000	\$1,380.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** HQ Doc Auto Author Remote Training

**Extended Description:**

HQ doc auto author remote training per Quote Q-03606767

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	94101600	1.00000	EA	3375.000000	\$3,375.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** HighQ Consultancy

**Extended Description:**

HighQ Consultancy  
per Quote Q-03606767

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	94101600	12.00000	MO	3785.250000	\$45,423.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2024-03-29	2025-03-28				

Commodity Line Description: West Proflex

Extended Description:  
Monthly subscription for the material shown on Q-03606798 attached herein TO BE BILLED MONTHLY

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	94101600	12.00000	MO	3974.510000	\$47,694.12
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2025-03-29	2026-03-28				

Commodity Line Description: West Proflex

Extended Description:  
Monthly subscription for the material shown on Q-03606798 attached herein TO BE BILLED MONTHLY

January 27, 2025

Thomson Reuters West  
PO Box 6292  
Carol Stream, IL 60197-6292

Re: CO #2 CCT WWV2400000002

John,

Please sign and return to me via email indicating that Thomson Reuters West agrees to add third year services as shown on your Order ID: Q-3606798 at a monthly rate of \$3,974.51 for twelve (12) months.

Upon receipt of this signed letter a change order will be processed to add the additional twelve (12) months of services at the updated rate. The current services will expire on March 28, 2025.

If you have questions, please feel free to reach out to me@ [Tina.L.Lesavich@wv.gov](mailto:Tina.L.Lesavich@wv.gov)

Thank you.



WorkForce West Virginia

2/5/25

Date



Thomson Reuters West

John S. Nelson, Director of Procurement

2/4/2025

Date

1900 Kanawha Blvd. East \* Building 3 Suite 808 \* Charleston, WV 25305

An agency of the Department of Commerce  
An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

[www.workforcewv.org](http://www.workforcewv.org)

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STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY

Eric L. Householder  
Cabinet Secretary

State Capitol  
Charleston, West Virginia 25305

Heather D. Abbott  
Chief Information Officer

**TO: Tina Lesavich, Administrative Services Manager 2  
Department of Commerce**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
IS&C NUMBER: 2025-2410**

**DATE: January 30, 2025**

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 Thomson Reuters West-HighQ Maintenance and Support-CO #2 to add 3rd year pricing, 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](mailto:Consulting.Services@wv.gov).

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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.

#### WEST PUBLISHING CORPORATION

##### Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	6/5/2013		6/5/2013	Foreign	Profit			

##### Organization Information

<b>Business Purpose</b>	5111 - Information - Publishing Industries (except Internet) - Newspaper/Periodical/Book/Directory & Mailing List/Greeting Cards Publishers	<b>Capital Stock</b>	
<b>Charter County</b>		<b>Control Number</b>	9A0RP
<b>Charter State</b>	MN	<b>Excess Acres</b>	
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

##### Addresses

Type	Address
<b>Mailing Address</b>	C/O EY LCS, PO BOX 25210 NASHVILLE, TN, 37202 USA
<b>Notice of Process Address</b>	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
<b>Principal Office Address</b>	2900 AMES CROSSING ROAD, SUITE 100 EAGAN, MN, 55121 USA
Type	Address

##### Officers

Type	Name/Address
<b>Director</b>	RYAN KESSLER 2900 AMES CROSSING ROAD, SUITE 100 EAGAN, MN, 55121
<b>President</b>	RYAN KESSLER 2900 AMES CROSSING ROAD, SUITE 100 EAGAN, MN, 55121
<b>Secretary</b>	GARY HARTMAN 2900 AMES CROSSING ROAD, SUITE 100 EAGAN, MN, 55121
Type	Name/Address

× Close

##### DBA

DBA Name	Description	Effective Date	Termination Date
ODEN	TRADENAME	8/7/2018	

Hi, I'm SOLO! I can help  
you file your Annual  
Report.

## Vendor/Customer

## Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	PO Box 417175	Boston	MA	02241-7175	
Payment	PO BOX 64833	ST PAUL	MN	55164-0833	
Billing	2800 AMES CROSSING RD STE 100	EAGAN	MN	55121	
Payment	2900 AMES CROSSING RD STE 100	EAGAN	MN	55121	
Payment	PO BOX 6292	CAROL STREAM	IL	601976292	CUST
Ordering	PO BOX 6292	CAROL STREAM	IL	601976292	CUST

First Prev Next Last

Save [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) 

Vendor/Customer : 000000184365


THOMSON REUTERS WEST

Address Type : Payment 

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar Active From : 03/04/2015 Active To : 

Default Record :

Mail Returned :

Active Address : Yes

## ▼ Address Information

Address ID : AD000003

Street 1 : PO Box 417175

Street 2 :

City : Boston

State/Province : MA 

Zip/Postal Code : 02241-7175

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

 Country Phone Code : 1

Phone : 999-999-9999

Phone Extension :

County : 

County Name :

Country : US 

## ► Prenote/EFT

## ► Remittance Advice

## ► Contact Information

## ► Contact Address Information

## ► Geographic Designation

## ► Change Management

[Top](#)[Modify Existing Record](#) [Add New Address](#)[Master Address](#)[Master Contacts](#)[Languages](#)[Vendor Transaction History](#)



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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](#)**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 
- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"WEST PUBLISHING CORPORATION" 

Entity



Location



Status



- ☒ Active
- ☐ Inactive

Reset 

## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

# COMPLIANCE VERIFICATION CHECKLIST

## FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10 - Brandon Barr</u> Date: <u>2/12/2025</u>	Agency: WorkForce West Virginia
Solicitation No. <u>CCT WWV24*02</u>	Procurement Officer Submitting Requisition: Tina Lesavich
	Requisition No. CCT WWV2400000002
	PF No.: 1190761

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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: \_\_\_\_\_

*2/12/2025*