



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

# State of West Virginia Contract

Order Date: 03-04-2025

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 0506 2820 MIS2100000002 9	Procurement Folder:	808174
Document Name:	CO 4 HP SERVER SUPPORT	Reason for Modification:	Change Order No. 4 is used to reduce the unused balance per the attached documentation.
Document Description:	Cancellation of remaining balance		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-02-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-01-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000022609 HEADLANDS INC 1316 PIEMONTE DR STE 204  PLEASANTON CA 94566 US Vendor Contact Phone: 9254844233 Extension:  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Stephanie F Pettry Requestor Phone: (304) 356-4011 Requestor Email: stephanie.f.pettry@wv.gov  <b>2025</b> FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
OFFICE OF MANAGEMENT INFORMATION SERVICES HEALTH AND HUMAN RESOURCES 321 CAPITOL STREET  SUITE 400  CHARLESTON WV 25301  US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES ONE DAVIS SQUARE, STE 200  CHARLESTON WV 25301  US

CR 3-10-25

Purchasing Division's File Copy

Total Order Amount: \$139,600.00

PURCHASING DIVISION AUTHORIZATION  DATE: 3/10/2025 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM  DATE: 3/11/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION  DATE: 3-11-25 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order

Change Order No. 4 is issued to reduce the unused balance on purchase order from \$140,000.00 to \$139,600.00 per attached document:

Original Contract Total: \$140,000.00

Change Order No. 4 Decrease: \$ 400.00

New Contract Total: \$139,600.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112201	0.00000		0.000000	\$23,525.00
Service From	Service To	Manufacturer	Model No		
2021-02-01	2022-01-31				

**Commodity Line Description:** HPE Hardware Maintenance Onsite Support or equal,**Extended Description:**

HPE Hardware Maintenance Onsite Support or equal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112201	0.00000		0.000000	\$960.00
Service From	Service To	Manufacturer	Model No		
2021-02-01	2022-01-31				

**Commodity Line Description:** HPE Collaborative Remote Support, or Equal**Extended Description:**

HPE Collaborative Remote Support, or Equal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112201	0.00000		0.000000	\$720.00
Service From	Service To	Manufacturer	Model No		
2021-02-01	2022-01-31				

**Commodity Line Description:** HPE Return to Support charge part number (HU1D4AC) or Eq**Extended Description:**

HPE Return to Support charge part number (HU1D4AC) or Equal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81112201	0.00000		0.000000	\$9,795.00
Service From	Service To	Manufacturer	Model No		
2021-02-01	2022-01-31				

**Commodity Line Description:** HPE Return to Support charge part number (UJ558AC) or Eq**Extended Description:**

HPE Return to Support charge part number (UJ558AC) or Equal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81112201	0.00000		0.000000	\$23,525.00
Service From	Service To	Manufacturer	Model No		
2022-02-01	2023-01-31				

**Commodity Line Description:** HPE Hardware Maintenance Onsite Support or equal,**Extended Description:**

HPE Hardware Maintenance Onsite Support or equal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81112201	0.00000		0.000000	\$960.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-02-01	2023-01-31				

**Commodity Line Description:** HPE Collaborative Remote Support, or Equal

**Extended Description:**

HPE Collaborative Remote Support, or Equal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	81112201	0.00000		0.000000	\$720.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-02-01	2023-01-31				

**Commodity Line Description:** HPE Return to Support charge part number (HU1D4AC) or Eq

**Extended Description:**

HPE Return to Support charge part number (HU1D4AC) or Equal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	81112201	0.00000		0.000000	\$9,595.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-02-01	2023-01-31				

**Commodity Line Description:** HPE Return to Support charge part number (UJ558AC) or Eq

**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.

HPE Return to Support charge part number (UJ558AC) or Equal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	81112201	0.00000		0.000000	\$960.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-02-01	2024-01-31				

**Commodity Line Description:** HPE Collaborative Remote Support, or Equal

**Extended Description:**

HPE Collaborative Remote Support, or Equal  
Renewal Year 2 (2/1/2023-1/31/2024)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	81112201	0.00000		0.000000	\$720.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-02-01	2024-01-31				

**Commodity Line Description:** HPE Return to Support charge part number (HU1D4AC) or Eq

**Extended Description:**

HPE Return to Support charge part number (HU1D4AC) or Equal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	81112201	0.00000		0.000000	\$9,795.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-02-01	2024-01-31				

**Commodity Line Description:** HPE Return to Support charge part number (UJ558AC) or Eq

**Extended Description:**

4.6 The Return to Support fee equals HPE's current monthly support charge for each product the Customer wishes to add to their support contract, multiplied by the number of months the product has been without support coverage.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	81112201	0.00000		0.000000	\$23,525.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-02-01	2024-01-31				

**Commodity Line Description:** HPE Hardware Maintenance Onsite Support or equal,

**Extended Description:**

HPE Hardware Maintenance Onsite Support or equal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	81112201	0.00000		0.000000	\$23,525.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2024-02-01	2025-01-31				

**Commodity Line Description:** HPE Hardware Maintenance Onsite Support or equal,

**Extended Description:**

HPE Hardware Maintenance Onsite Support or equal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	81112201	0.00000		0.000000	\$960.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2024-02-01	2025-01-31				

**Commodity Line Description:** HPE Collaborative Remote Support, or Equal

**Extended Description:**

HPE Collaborative Remote Support, or Equal  
Renewal Year 3 (2/1/2024-1/31/2025)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
17	81112201	0.00000		0.000000	\$720.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2024-02-01	2025-01-31				

**Commodity Line Description:** HPE Return to Support charge part number (HU1D4AC) or Eq

**Extended Description:**

HPE Return to Support charge part number (HU1D4AC) or Equal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
18	81112201	0.00000		0.000000	\$9,595.00
Service From	Service To	Manufacturer	Model No		
2024-02-01	2025-01-31				

Commodity Line Description: HPE Return to Support charge part number (UJ558AC) or Eq

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.

4.6 The Return to Support fee equals HPE's current monthly support charge for each product the Customer wishes to add to their support contract, multiplied by the number of months the product has been without support coverage.



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



West Virginia  
DEPARTMENT OF  
Health Facilities

Michael J. Caruso  
DHF Cabinet Secretary



Alex J. Mayer  
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: February 11, 2025

From: Stephanie Pettry, Procurement Specialist *SP*

To: Headlands INC

RE: CCT MIS2100000002- Liquidation

Please be advised there is an unused balance on CCT MIS2100000002. That original encumbrance was \$140,00.00. That amount that is closed is \$139,600.00, leaving a balance of \$400.00.

If you agree that all work has been invoiced and that there is indeed a remaining unused balanced of \$400.00, 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 Headlands INC by March 26, 2025, The Office of Management Information Services will proceed and close out the remaining balance of \$400.00.

Thank you for your time and consideration!

Signature

*C. E. Wolf*

Date

*2-11-25*

Agreed

*Heather White*



## Simple Search

## Search Editor

- ☐ Any Words ⓘ
- ☐ All Words ⓘ
- ☐ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

headlands

×

Classification



Excluded Individual



Excluded Entity



Federal Organizations



Exclusion Type



Exclusion Program



Location



Dates



Reset



## No matches found

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

Please try another search or go back to previous results.

**Go Back**

You are viewing this page over a secure connection. Click here for more information.

## 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.*

#### HEADLANDS INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	12/31/2020		12/31/2020	Foreign	Profit			
Not in compliance. Check to see if you've filed your annual report.								

Organization Information		
<b>Business Purpose</b>	4532 - Retail Trade - Miscellaneous Store Retailers - Office Supplies, Stationery and Gift Stores	<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>
<b>Charter State</b>	CA	<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> No

**Addresses**

Type	Address
<b>Local Office Address</b>	1316 PIEMONTE DRIVE SUITE 204 PLEASANTON, CA, 94566
<b>Mailing Address</b>	1316 PIEMONTE DRIVE SUITE 204 PLEASANTON, CA, 94566 USA
<b>Notice of Process Address</b>	HEADLANDS ASSOCIATES 1316 PIEMONTE DRIVE SUITE 204 PLEASANTON, CA, 94566
<b>Principal Office Address</b>	1316 PIEMONTE DRIVE SUITE 204 PLEASANTON, CA, 94566 USA
Type	Address

**Officers**

Type	Name/Address
<b>Vice-President</b>	CARL WOLFSTON 1316 PIEMONTE DRIVE SUITE 204 PLEASANTON, CA, 94566
Type	Name/Address

**DBA**

DBA Name	Description	Effective Date	Termination Date
HEADLANDS ASSOCIATES	TRADENAME	3/2/2021	
DBA Name	Description	Effective Date	Termination Date

**Annual Reports**

Filed For
2023
2022

2021

**Date filed**

[File Your Current Year Annual Report Online Here](#)

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

Tuesday, February 11, 2025 — 8:56 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>3/4/25</u> Solicitation No. <u>CCT MIS21#02</u>	Agency: WV DHHR OMIS Procurement Officer Submitting Requisition: Stephanie Pettry Requisition No. CCT MIS2100000002 PF No.: 808174
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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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: \_\_\_\_\_

*Crystal Husted*