

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: 02-06-2025

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:	CDO 0511 3839 MIS2400000004 9	Procurement Folder: 1306608
Document Name:	PHE Wind Down SOW #2	Reason for Modification:
Document Description:	PHE Wind Down #2-CO3	Change Order 3 To move hours from Year 7 to Year 8.
Procurement Type:	Central Delivery Order	
Buyer Name:	Crystal G Hustead	
Telephone:	(304) 558-2402	
Email:	crystal.g.hustead@wv.gov	
Shipping Method:	Best Way	Master Agreement Number: CMA 0511 HHR1800000007 9
Free on Board:	FOB Dest, Freight Prepaid	

	VENDOR	115.5			DEPARTMENT CONTACT
Vendor Customer Code: OPTUMINSIGHT INC 11000 OPTUM CIR	000000184667			Requestor Name: Requestor Phone: Requestor Email:	Kimberly A Beckett (304) 558-5906 kimberly.a.beckett@wv.gov
EDEN PRAIRIE		MN	55344		
US Vendor Contact Phone: Discount Details:	612-642-7749	Extension:		=	2025
Discount Allowed	Discount Perce	ntage	Discount Days	-	FILE LOCATION
#1 No	0.0000		0		
#2 No					
# 3 No					
#4 No					

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

\$609,600.00 **Total Order Amount:**

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

Date Printed: Feb 11, 2025

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

ELECTRONIC SIGNATURE ON FILE

Page: 1

FORM ID: WV-PRC-CDO-002 2020/05

Extended Description:

Change Order

Change Order No. 3 is issued to move unused Modification and Enhancement Hours from Contract Year 7 to Contract Year 8.

Contract Year 7 Hours \$25,840.00/ \$128.00 = 201 Hours Contract Year 8 Hours \$25,840.00/ \$132.00 = 195 Hours

No other changes.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81111511	0.00000		\$0.0000	\$80,848.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-10-06	2023-11-16				2024-09-16

Commodity Line Description:

Modifications and Enhancements Year 6 Hourly Rate

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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81111511	0.00000		\$0.0000	\$502,912.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-11-17	2024-11-16				2024-11-15

Commodity Line Description:

Modifications and Enhancements Year 7 Hourly Rate

Extended Description:

Modifications and Enhancements Year 7 Hourly Rate at \$128.00 per hour

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81111511	0.00000		\$0.0000	\$25,840.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-11-17	2025-11-16				2025-02-11

Page: 2

Commodity Line Description:

Modifications and Enhancements Year 8 Hourly Rate

Extended Description:

Modifications and Enhancements Year 8 Hourly Rate at \$132.00 per hour for 195 hours

FORM ID: WV-PRC-CDO-002 2020/05



OptumInsight, Inc. 11000 Optum Circle Eden Prairie, MN 55344

February 3, 2025

West Virginia Department of Health and Human Resources (WV DHHR)

Management Information Services

321 One Davis Square

Charleston, WV 25301

Attn: Mr. Shaun Charles, WV DHHR Chief Information Officer

RE: # CMA 0511 3084 HHR 1800000007: Change Order / Extension of Central Delivery Order (CDO) MIS2400000004 1) for the Statement of Work PHE Wind Down SOW #2

Mr. Charles:

Optum submits the above referenced Change Order / Extension of Central Delivery Order from Year 7 to Year 8 in accordance with the terms and conditions of the WV IES master contract (# CMA 0511 3084 HHR 1800000007) to continue the work outlined within the Statement of Work (SOW) associated with the CDO as listed below.

Optum understands and requests the effective end date of the SOW will be through November 16, 2025, which would become the new expiration date of the CDO. All work associated with this Change Order will be in accordance with the pricing, terms, and conditions of the WV IES master contract.

Delivery Order	Agreement Date	Project Name	Justification	Remaining Funding	Requested Action
CDO 0511 3839 MIS24000000004 1	11/17/2023	PHE Wind Down SOW #2	Work will continue in CY8 and remaining CY7 hours will be used towards that work	\$25,840.00	Roll remaining funds to Year 8

Sincerely,

Mark Youngman y

Associate Director of Finance

CC:

Kimberly Beckett

Donna McCormick

Melanie Clark

Agreed

ather White

SECTION AND

1 Cost Proposal Introduction

Optum is pleased to submit this Cost Proposal for West Virginia's Integrated Eligibility Solution (IES) RFP. Our solution is truly modular, modern, and outcomes driven using partners and products that are known and used by DHHR and the State of West Virginia. We have taken an approach to reuse and COTS that is very different from a traditional transfer approach. The traditional approach requires customization of previously delivered monolithic systems that are glued together for use in a new state. Our modular approach achieves a much lower total cost of ownership and reduced operations and maintenance (O&M) costs using a loosely coupled integration through a common integration framework.

Optum developed our cost estimate for the WV IES by following a bottoms-up approach that considered all of the requirements in the RFP. We matched the requirements against our existing IE product functionality and solutions from our partner organizations. We then sized the remaining requirements that require configuration or development. This sizing and estimation process was based on our experience developing large scale health and human services systems. Industry standards were applied to arrive at the full DDI cost that spans all phases of the software development lifecycle. Costs were reviewed and refined based on feedback from subject matter experts as well as our existing knowledge of the size and complexity of current systems supporting West Virginia.

Similarly, M&O costs were modeled and estimated based on our experience and expertise managing large scale systems. We have many years' of actual M&O activity data, and we used that data to model the WV IES work effort. This model is based on similar system profiles and implementations and takes into account cross-module efficiencies. These costs were also vetted extensively to confirm that Optum is keeping costs as low as possible while still ensuring we are providing a fully ITIL-compliant operation.

Infrastructure costs were based on models of the computing power needed to host the WV IES, and take advantage of the economies of scale Optum can provide through our own data centers that currently support thousands of customer applications.

Our Purchasing Affidavit is provided in Appendix 3 of our Technical Proposal response.

2 Costing Assumptions

In the following table, we document the assumptions we used while developing our cost proposal.

	Cost Assumption
1	Tools and accelerators may be deployed and used during the transformation of the OSCAR application. Any customization to these tools and accelerators by Optum or its subcontractors will be at our own cost, and will be completed to support the automated transformation of programs written in the Natural programming language. The State of West Virginia shall not claim any ownership rights to these tools and accelerators.
2	All sizing, user counts, current system configuration detail, and software licensing counts are based or information from the RFP, the Procurement Library, and the subsequent answers to vendor questions provided by DHHR.
3	We will leverage West Virginia's Northwood's document management solution, which includes the State's current document repository (Hyland Onbase), and the State's current document imaging and workflow (Compass).
4	We assumed that the State's mailroom will capture and scan all paper documents in the same manner they do today in support of the legacy solution.
5	The project plan is contingent upon timely State decisions, availability of subject matter experts, and provision of requested data (e.g. for data conversion) throughout the life of the contract.
6	Optum assumes that a remote backup facility means a place where full and incremental backups of the system will be stored.
7	The DDI schedule assumed a start date of September 25, 2017. Any deviation from this start date may result in changes to the milestone and delivery dates shown in the proposal and in the draft Detailed Project Schedule.
8	The DDI schedule assumes a pilot for most of the releases, consisting of 1-2 counties per pilot, and assumes that the State resources for the selected pilot counties will be able to participate and provide feedback during the pilot period.
9	Sample Natural programs of the OSCAR system shall be supplied to Optum during customization to verify the effectiveness of transformation and further fine-tuning to derive maximum efficiency of automation.
10	After acceptance of the design of the new WV IES domain model, any changes to that domain model or data conversion scripts due to subsequent changes to the legacy applications (e.g. OSCAR, FACTS, RAPIDS) will be handled through a change management process.
1	Entrance and exit criteria for each DDI phase will be mutually agreed upon and will be the basis for determining the commencement/conclusion for each phase. For example, the entry point for the pilots will assume a certain level of acceptable defects (e.g., zero Severity 1 and 2 defects).
2	Our pricing assumes we are afforded an opportunity to discuss with the State payment terms that includes the approval process around deliverable acceptance of milestones, and to have the resulting contract reflect these terms and process.
3	In the event specifications only reference "based on West Virginia business rules" or "defined by the state", and are not further defined, our interpretation is that such specifications meet federal regulations and requirements.

E	Cost Assumption
1.	Optum is proposing a complete solution for the State's acceptance in year three. Optum is assuming responsibility for those expenses required to obtain and maintain access to State systems, such as the hardware/software, network infrastructure, and any licensing costs. Consistent with the State's instruction to include maintenance and operations costs only after acceptance of the complete solution, Optum has included those expenses as part of the DDI cost in contract years one and two.
15	Optum will take over existing computing costs, as necessary, through modernization. We assumed the current West Virginia mainframe chargeback is: \$70k/month for Mainframe Batch Cost \$143k/month for Mainframe Online Cost These costs are reflected as part of the modernization effort.
16	We assume we will be allowed use the State's licenses until they expire. Upon expiration, we will assume the cost of the new licenses. The State will transfer the legacy licenses where permissible. Otherwise, Optum will manage and pay the maintenance cost of software licenses on behalf of the State.
17	Legacy system licensing fees paid by Optum will continue until respective systems go-live into production.
18	Based on materials provided in the procurement library, West Virginia has a benefit population of 750,000. We assumed that 300,000 documents will require e-signatures.
19	We assume the State will continue to provide M&O support for legacy FACTS and OSCAR until the modernization of these systems is implemented. At that time, Optum will provide M&O services for child welfare and child support functionality.
20	Based on the "DOC064_Alerts, Reports, Letters, Forms, Notices, and Interfaces Inventory" worksheet provided in the procurement library and on the requirement specified in Section 4.3.11 that we should assume a five percent reduction in the number of reports, forms/notices/letters, and alerts, we have estimated the number of reports that will need to be converted or developed for use with the existing data marts is 796, of which 319 are currently Cognos reports and 477 are either not currently Cognos reports or are new reports.
21	We are assuming we will use the state's existing informatica MDM solution.
22	Optum and the State will work together to optimize data processing in legacy systems prior to conversion with the objective of minimizing additional conversion activities later.
23	Once legacy data has been migrated to the WV IES, that same data will not be migrated back to any legacy systems.
4	Any delays or inability to meet the project plan due to current DHHR third-party vendors' existing contractual obligations, which are outside Optum's control, are the State's responsibility to resolve.
5	The State will supply telephone and access numbers for the State AVRS/IVR solution at their cost.
6	We assumed that the AVRS/IVR will route calls to the existing State AVRS/IVR via the existing toll-free number used by the State.
7	Call volume estimates are based on information provided in the RFP and in the Procurement Library. Optum has projected 3,000 Technical Support Call Center contacts monthly.

	Cost Assumption
28	Our pricing assumes that software whose functionality must be accessed by the State, licensing shall be for external use. For software that is simply part of Optum's set of tools provided to deliver RFP-required services, Optum will obtain licenses for our internal use but in support of the State.
29	License assumptions are based on the quantities provided in the license inventory list in the Procurement Library. Additional users required to accommodate growth may be subject to RFP Sections 5.25 and 5.50.
30	Optum assumes that the license access rights provided by Optum to the State for software provided under a software-as-a-service model will be used by the State solely in conjunction with the WV IES project, and not used independent of such services or applications unless mutually agreed.
31	Optum assumes that existing external integrations present in the Oracle SOA ESB will be reused as part of the WV IES, in conjunction with Optum's integration layer.
32	Optum can make no claims nor retain responsibility for public Internet performance or failures of individual users' private ISP performance or failures. Optum will make every effort to design solutions with normal Internet functioning in mind.
33	We are assuming that we will leverage West Virginia's provider management solution for all Medicaid and non-Medicaid providers, with the exception of the Childcare providers.
34	Our proposed security approach will be used for the new WV IES platform and does not implement new security to legacy FACTS, OSCAR or RAPIDS application environments.
35	Optum assumed a maximum of 2,000 Child Care Provider log-ins/month when sizing this portion of the IES.



Attachment C: Cost Sheet

Our approach includes a separate pool capped at \$50,000 per year, as per Mandatory Requirement 5.50, reserved for modifications and enhancements that translate to direct costs rather than hours. The Agency would approve such costs through the change management process to be agreed upon after contract award.

Table 12: Design, Development & Implementation (DDI) Cost

Design, Development & Implementation (DDI)			
Item	Total		
Total DDI Costs	\$ 162,675,000		
(See Appendix II: Deliverables, Milestones, and Payments)			

Table 13: Maintenance and Operations (M&O) Cost

Period	Monthly Cost	Total (Monthly Cost x 12 Months)
Year 1*	\$ 0.00	\$ 0.00
Year 2	\$ 0.00	\$ 0.00
Year 3	\$ 1,432,667	\$ 17,192,000
Year 4	\$ 1,251,500	\$ 15,018,000
Year 5	\$ 1,162,083	\$ 13,945,000
Year 6	\$ 1,083,500	\$ 13,002,000
Year 7	\$ 1,076,667	\$ 12,920,000
Year 8	\$ 1,089,500	\$ 13,074,000
Year 9	\$ 1,117,833	\$ 13,414,000
Year 10	\$ 1,147,083	\$ 13,765,000
All inclusive Maintenance and Operations Cost	GRAND TOTAL	\$ 112,330,000

^{*}As described above, for purposes of proposal and evaluation, all vendors should estimate operations cost for Year 1 at zero dollars (\$0) in order to provide consistent evaluation of all cost bids. The Vendor should begin to include Operations and Maintenance costs in the year they plan to submit the complete solution (all modules and supporting functionality) for DHHR acceptance.

Table 14: Modifications and Enhancements Cost

			7-4-1/23
Period	Hourly Rate	Hours	Total (Hourly Rate x 30,000 Hours)
Year 1*	\$ 0.00	0	\$ 0.00
Year 2	\$ 114	30,000	\$ 3,420,000
Year 3	\$ 116	30,000	\$ 3,480,000
Year 4	\$ 118	30,000	\$ 3,540,000
Year 5	\$ 121	30,000	\$ 3,630,000
Year 6	\$ 124	30,000	\$ 3,720,000
Year 7	\$ 128	30,000	\$ 3,840,000
Year 8	\$ 132	30,000	\$ 3,960,000
Year 9	\$ 136	30,000	\$ 4,080,000
Year 10	\$ 140	30,000	\$ 4,200,000
All inclusive Main	tenance and Operations Cost	GRAND TOTAL	\$ 33,870,000

^{*}For purposes of proposal and evaluation, all vendors should estimate enhancement cost for Year 1 at zero dollars (\$0).

Table 15: All-Inclusive Total Cost

Alt Inclusive Total Cost			
Service	Cost		
Total DDI Costs (Table 12 Total Cost)	\$ 162,675,000		
Total Maintenance and Operations Cost: (Table 13 Grand Total)	\$ 112,330,000		
Total Enhancement Cost: (Table 14 Grand Total)	\$ 33,870,000		
Grand Total Project Cost	\$ 308,875,000		



Re: CDOs (MIS24*03 and MIS24*01)

1 message

White, Heather M <heather.m.white@wv.gov>

To: "Hustead, Crystal G" <crystal.g.hustead@wv.gov>

Cc: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Tue, Feb 11, 2025 at 10:15 AM

We were informed by our Governor contact that we do not need to pursue approval for CDOs.

On Tue, Feb 11, 2025 at 9:28 AM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

I have these 5 as well

MIS24*04

MIS24*06

MIS25*02

MIS25*03

MIS25*04

On Mon, Feb 10, 2025 at 4:17 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Adding CDO MIS25*01 as well.

Thanks,

Tara

------ Forwarded message ------From: Lyle, Tara L <tara.l.lyle@wv.gov>
Date: Mon, Feb 10, 2025 at 2:52 PM

Subject: CDOs (MIS24*03 and MIS24*01)

To: Heather M White <heather.m.white@wv.gov>, Crystal G Hustead <crystal.g.hustead@wv.gov>

Heather,

Just looking over the CDOs. I know these are only moving hours from year to the next but do they need Governor's Office approval?

Thanks,

Tara

Tara Lyle

Buyer Supervisor, Purchasing Division 304-558-2544 • Tara.L.Lyle@wv.gov



Procurement Excellence Through Collaboration and Service

2019 Washington St. E. • Charleston, WV 25305 (304) 558-2306 • Purchasing Division@wv.gov







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

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:

January 31, 2025

To:

Office of Shared Administration

Purchasing Division

From:

Curtis Burress, Procurement Associate

Management Information Services

Re:

CDO MIS25*04-Change Order

The Office of Management Information Services (MIS) is requesting approval for the CDO MIS25*04. This change order is to move the remaining amount of money and hours from Modification and Enhancement Year 7 to Modification and Enhancements Year 8. It is understood by OPTUM and MIS, that the number of hours from Year 8 will be less than Year 7 due to the fact of the hourly rate change from Year 7 to Year 8. We understand this process should have been completed prior to now. However, OPTUM was working on making sure the number of hours matched with what the State of WV has. MIS has been waiting for them to send us the final change order information.



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OPTUMINSIGHT, INC.

						X	See At	taded*
Organization I	nformatior	ו						
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/2/1998		12/2/1998	Foreign	Profit			

Business Purpose	6214 - Health Care and Social Assistance - Ambulatory Health Care Services - Outpatient Care Centers (family planning, mental health, substance abuse, HMO, kidney dialysis, freestanding ambulatory surgical & emergency centers)	Capital Stock	0.0000	
Charter County		Control Number	0	
Charter State	DE	Excess Acres		
At Will Term		Member Ma	SOLO! I can help	Close —
At Will Term Years			your Annual	
Authorized Shares	0	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	Not opcomed	

Туре	Address	
Mailing Address	1 OPTUM CIRCLE EDEN PRAIRIE, MN, 55344	
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561	
Principal Office Address	1 OPTUM CIRCLE EDEN PRAIRIE, MN, 55344	
Туре	Address	

Officers		
Туре	Name/Address	
Director	ROGER GERARD CONNOR 1 OPTUM CIRCLE EDEN PRAIRIE, MN, 55344	
President	ROGER GERARD CONNOR 1 OPTUM CIRCLE EDEN PRAIRIE, MN, 55344	
Secretary	ELIZABETH ANN SODERBERG 1 OPTUM CIRCLE EDEN PRAIRIE, MN, 55344	
Treasurer	MARILYN VICTORIA HIRSCH 1 OPTUM CIRCLE EDEN PRAIRIE, MN, 55344	
Туре	Name/Address	

DBA			
DBA Name	Description	Effective Date	Termination Date
INGENIX	TRADENAME	1/4/2012	5/11/2022
DBA Name	Description	Effective Date	Termination Date

Date	Old Name		
1/4/2012	INGENIX, INC.		
Date	Old Name	Neport.	
Name Changes		you file your Annual Report.	
		— Hi, I'm SOLO! I can help	

wergers				
Merger Date	Merged	Merged State	Survived	Survived Sta.
7/21/2008	GEOACCESS, INC.	KS	INGENIX, INC.	DE
7/21/2008	HWT, INC.	DE	INGENIX, INC.	DE
1/23/2009	INGENIX HEALTH INTELLIGENCE, INC.	DE	INGENIX, INC.	DE
4/8/2010	J.W. HUTTON, INC.	IA	INGENIX, INC.	DE
5/10/2010	INGENIX MERGERCO, INC.	DE	INGENIX, INC.	DE

INGENIX, INC.

Survived

CA

Merged State

DE

Survived State

GLOBAL WORKS

SYSTEMS, INC.

Merged

6/3/2010

Merger Date

Date	Amendment
1/4/2012	NAME CHANGE: FROM INGENIX, INC.
6/3/2010	MERGER: MERGING GLOBAL WORKS SYSTEMS, INC., A QUALIFIED CA CORPORATION WITH AND INTO INGENIX, INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
5/10/2010	MERGER: MERGING INGENIX MERGERCO, INC., A QUALIFIED DE CORPORATION WITH AND INTO INGENIX, INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
4/8/2010	MERGER: MERGING J.W. HUTTON, INC., A NON-QUALIFIED IA ORGANIZATION WITH AND INTO INGENIX, INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
1/23/2009	MERGER: MERGING INGENIX HEALTH INTELLIGENCE, INC., A NON-QUALIFIED DE ORGANIZATION WITH AND INTO INGENIX, INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
7/21/2008	MERGER: MERGING GEOACCESS, INC., A NON-QUALIFIED KS ORGANIZATION WITH AND INTO INGENIX, INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
7/21/2008	MERGER: MERGING HWT, INC., A QUALIFIED DE CORPORATION WITH AND INTO INGENIX, INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
Date	Amendment

Annual Reports Filed For	Hi, I'm SOLO! I can help you file your Annual	
2024	Report.	
2023		
2022		

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Date filed	

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

Monday, February 10, 2025 — 3:16 PM

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Department of State / Division of Corporations / Search Records / Search by Entity Name /

Detail by Entity Name

Foreign Profit Corporation OPTUMINSIGHT, INC.

Filing Information

Document Number

F97000000189

FEVEIN Number

41-1858498

Date Filed

01/10/1997

State

DE

Status

ACTIVE.

Last Event

AMENDMENT

Event Date Filed

11/22/2022

Event Effective Date

NONE

Principal Address

1 Optum Circle Eden Prairie, MN 55344

Changed: 10/09/2024

Mailing Address

1 Optum Circle

Eden Prairie, MN 55344

Changed: 10/09/2024

Registered Agent Name & Address

C T CORPORATION SYSTEM

1200 SOUTH PINE ISLAND ROAD

PLANTATION, FL 33324

Officer/Director Detail

Name & Address

Title Director

Shumacher M.D. Ronald Joel

(11000 Optum Circle

Eden Praine, MN 55344

Title Assistant Secretary

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use:	Agency:		
Purchasing Division Use: Buyer: 4 Justal Hustad Date: 9/11/25	WV Office of Shared Administration		
Solicitation No. CDO MIS 25 * OH	Procurement Officer Submitting Requisition: Heather White		
	Requisition No.		
	PF No.:		
	1533403		

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				
2	Use of correct specification template				
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	\square			
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	Ø			
5	Maximum budgeted amount in wvOASIS				
6	Suggested vendors in wvOASIS				
7	Capitol Building Commission pre-approval				
8	Financing (Governor's Office) pre-approval				
9	Fleet Management Division pre-approval				

Form No. WV-36 Rev. 10/26/2022

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation			
10	Insurance requirements							
	Commercial General Liability							
	Automobile Liability							
	Workers' Compensation/Employer's Liability							
	Cyber Liability							
	Builder's Risk/Installation Floater							
	Professional Liability							
	Other (specify)							
11	Office of Technology CIO pre-approval							
12	Treasurer's Office (banking) pre-approval							
FOR CHANGE ORDERS/RENEWALS:								
1	Two-party agreement		\checkmark					
2	Standard change order language		\checkmark					
3	Office of Technology CIO approval							
4	Justification for price increases/backdating/other		V					
5	Bond Rider (Construction)							
6	Secretary of State Verification	\checkmark	✓					
7	State debarment verification		✓					
8	Federal debarment verification	\checkmark	V					
*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:								

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