



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: 03-07-2025

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:	CMA 0511 3117 BMS2300000006 4	Procurement Folder:	1117410
Document Name:	SCHOOL BASED HEALTH SERVICES	Reason for Modification:	
Document Description:	SCHOOL BASED HEALTH SERVICES	Change Order 03	
Procurement Type:	Central Master Agreement	To Renew Contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-04-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000100824 PUBLIC CONSULTING GROUP LLC 148 STATE ST 10TH FLR BOSTON MA 02109-2510 US Vendor Contact Phone: 999-999-9999 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>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Lakendra R Burdette Requestor Phone: (304) 352-4319 Requestor Email: lakendra.burdette@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
PROCUREMENT OFFICER: 304-352-4286 HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV 25301-3709 US	PROCUREMENT OFFICER: 304-352-4286 HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV 25301-3709 US

CR 3-11-25

Purchasing Division's File Copy

Total Order Amount:

Open End

CH 3/10/25
PURCHASING DIVISION AUTHORIZATION
DATE: 3/11/2025
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 3/13/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 3-13-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 03 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 05/01/2025 through 04/30/2026.

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	85100000				0.000000
Service From		Service To		Service Contract Amount	
2023-08-01		2024-04-30		573750.00	

Commodity Line Description: Base Year One (1) Mandatory Svc 4.1.1 through 4.1.8.8

Extended Description:

Mandatory Services for Base Year One (1) Section 4.1.1 through 4.1.8.8, all-inclusive annual cost. Service from 9/01/2023 to 05/31/2024 (9 months)

Total Amount: \$573,750.00

Original Service Period:
09/01/2023-05/31/2024

Change Order 1:
08/01/2023-04/30/2024

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	85100000				0.000000
Service From		Service To		Service Contract Amount	
2023-08-01		2024-04-30		0.00	

Commodity Line Description: Add Svc Base Year One (1) - 1000 Hours (4.1.9-4.1.9.2)

Extended Description:

Additional Services Base Year One (1) Section 4.1.9-4.1.9.2) Service from 09/01/2023-05/31/2024 (9 months)

Per Hour Rate: \$200.00

Original Service Period:
09/01/2023-05/31/2024

Change Order 1:
08/01/2023-04/30/2024

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	85100000				0.000000
Service From		Service To		Service Contract Amount	
2023-06-01		2024-04-30		9785.00	

Commodity Line Description: Pr Yr Settlement-11 BY1 (4.1.10-4.1.10.1)

Extended Description:

Prior year settlement Base Year One (1). Section 4.1.10-4.1.10.1.

Total Cost: \$9,785.00

Original Service Period:
06/01/2023-05/31/2024

Change Order 1:
06/01/2023-04/30/2024

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	85100000				0.000000
Service From		Service To		Service Contract Amount	
2023-06-01		2023-07-31		0.00	

Commodity Line Description: Start Up Costs (4.1.8.9-4.1.8.10)

Extended Description:

Year 1 Start Up Costs Section 4.1.8.9-4.1.8.10-(3 Months)

Total Cost: \$0.00

Original Service Period:

06/01/2023-08/31/2023

Change Order 1:

06/01/2023-07/31/2023

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	85100000				0.000000
Service From		Service To		Service Contract Amount	
2024-05-01		2025-04-30		800000.00	

Commodity Line Description: Optional Renewal Year 1 Mandatory Svc. 4.1.1 though 4.1.8.8

Extended Description:

Mandatory Services for Optional Renewal Year One (1) Mandatory Requirements Section 4.1.1 through 4.1.8.8, all-inclusive annual cost. Service from 5/01/2024 to 04/30/2025

Total Amount: \$800,000.00

Change Order 2

Service Period 05/01/2024-04/30/2025

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	85100000				0.000000
Service From		Service To		Service Contract Amount	
2024-05-01		2025-04-30		0.00	

Commodity Line Description: Add Svc Optional Renewal Year 1-1000 hours (4.1.9-4.1.9.2)

Extended Description:

Additional Services Optional Renewal Year One (1). Section 4.1.9-4.1.9.2 (Enter Total Cost (Cost Per Hour x1000 estimated hours for bid evaluation.)) Service from 05/01/2024-04/30/2025.

Per Hour Rate: \$210.00

Change Order 2

Service Period 05/01/2024-04/30/2025

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	85100000				0.000000
Service From		Service To		Service Contract Amount	
2024-05-01		2025-04-30		9785.00	

Commodity Line Description: Pr Yr Settlement-11 OY1 (4.1.10-4.1.10.1)

Extended Description:

Prior year settlement Optional Renewal Year One (1). Section 4.1.10-4.1.10.1. (Enter Total Cost (Cost Per Settlement x11 estimated settlements for bid evaluation.)) Service from 05/01/2024-04/30/2025.

Total Amount: \$ 9,785.00

Change Order 2

Service Period: 05/01/2024-04/30/2025

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	85100000				0.000000
Service From		Service To		Service Contract Amount	
2025-05-01		2026-04-30		840000.00	

Commodity Line Description: Optional Renewal Year 2 Mandatory Svc. 4.1.1 though 4.1.8.8

Extended Description:

Mandatory Services for Optional Renewal Year Two (2) Mandatory Requirements Section 4.1.1 through 4.1.8.8 all-inclusive annual cost. Service from 05/01/2025 to 04/30/2026

Total Amount: \$840,000.00

Change Order 3

Service Period 05/01/2025-04/30/2026

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	85100000				0.000000
Service From		Service To		Service Contract Amount	
2025-05-01		2026-04-30		0.00	

Commodity Line Description: Add Svc Optional Renewal Year 2-1000 hours (4.1.9-4.1.9.2)

Extended Description:

Additional Services Optional Renewal Year Two (2). Section 4.1.9 -4.1.9.2 (Enter Total Cost (Cost Per Hour x1000 estimated hours for bid evaluation.)) Service from 05/01/2025-04/30/2026.

Per Hour Rate: \$220.00

Change Order 3

Service Period 05/01/2025-04/30/2026

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	85100000				0.000000
Service From		Service To		Service Contract Amount	
2025-05-01		2026-04-30		9785.00	

Commodity Line Description: Pr Yr Settlement-11 OY2 (4.1.10-4.1.10.1)

Extended Description:

Prior year settlement Optional Renewal Year Two (2). Section 4.1.10-4.1.10.1. (Enter Total Cost (Cost Per Settlement x11 estimated settlements for bid evaluation.)) Service from 05/01/2025-04/30/2026.

Total Amount: \$ 9,785.00

Change Order 3

Service Period: 05/01/2025-04/30/2026



Solutions that Matter

December 17, 2024

Mr. Jimmy Dowden
State of West Virginia
Department of Human Services
Bureau of Medical Services
350 Capitol Street, RM 251
Charleston, WV 25301

RE: School Based Health Services (SBHS) Renewal – CMA BMS23*06

Mr. Dowden,

Public Consulting Group LLC (PCG) respectfully requests to renew contract CMA BMS23*06 according to all terms, conditions, prices and specifications contained in the original contract and all authorized change orders. The contract (unit prices, hourly rates, annual fees, etc.) remains the same as stated in the original contract covering August 1, 2023 to April 30, 2024 and the initial extension period covering May 1, 2024 to April 30, 2025.

- Effective dates of renewal: May 1, 2025 – April 30, 2026
- All-inclusive annual cost for renewal period: \$840,000
- Renewals remaining: One (1) renewal remaining

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

If you have any questions, please contact Joe Weber at (518) 375-2413. We look forward to continuing our role with the state on this engagement.

Sincerely,

A handwritten signature in dark ink, appearing to read 'William S. Mosakowski'.

William S. Mosakowski
President and CEO
Public Consulting Group

Agree to Renew.

A handwritten signature in dark ink, appearing to read 'Althea Greenhowe'.

CC: Peter Gilles
Sean Huse


RFQ CL	Service	Estimate	Rate	Total
1	BY1 Mandatory Services	1	\$573,750.00	\$573,750.00
2	ORY1 Mandatory Services	1	\$800,000.00	\$800,000.00
3	ORY2 Mandatory Services	1	\$840,000.00	\$840,000.00
4	ORY3 Mandatory Services	1	\$885,000.00	\$885,000.00
5	BY1 Additional Services	1000	\$200.00	\$200,000.00
6	ORY1 Additional Services	1000	\$210.00	\$210,000.00
7	ORY2 Additional Services	1000	\$220.00	\$220,000.00
8	ORY3 Additional Services	1000	\$230.00	\$230,000.00
9	BY1 Pr Yr Settlements	11	\$889.55	\$9,785.00
10	OR1 Pr Yr Settlements	11	\$889.55	\$9,785.00
11	OR2 Pr Yr Settlements	11	\$889.55	\$9,785.00
12	OR3 Pr Yr Settlements	11	\$889.55	\$9,785.00
13	Start-Up Costs	1	\$0.00	\$0.00
Total:				\$3,997,890.00

Y1	\$783,535.00
Y2	\$1,019,785.00
Y3	\$1,069,785.00
Y4	\$1,124,785.00
Total	\$3,997,890.00

SFY24	\$783,535.00	(Plus 3 months of operation from the Current Contract)
SFY25	\$1,019,785.00	
SFY26	\$1,069,785.00	
SFY38	\$1,124,785.00	

Vendor

\$3,997,890.00

Ok




STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR MEDICAL SERVICES

Alex J. Mayer
Cabinet Secretary

Cynthia Beane, MSW, LCSW
Commissioner

DATE: February 21, 2025

TO: Crystal Hustead
Senior Buyer
State of West Virginia Purchasing Division

FROM: Althea Greenhowe *Althea Greenhowe*
Procurement Specialist, Senior
Office of Shared Administration

RE: PF1117410, CMA BMS23*06 – Change Order 3
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the approval of the above-referenced change order with Public Consulting Group LLC. Change Order No. 3 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.

Currently, we are requesting the contract renewal of CMA BMS 23*06. The service period will be 05/01/2025-04/30/2026.

Thank you for your time and consideration in this matter. If you have questions or need additional information, please feel free to contact me at 304-957-0218 or althea.m.greenhowe@wv.gov.



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

[Signature]

Agency Head

1-24-25

Date

[Signature]

Cabinet Secretary/Department Head

2/18/25

Date

Governor's Office Representative

Date





STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR MEDICAL SERVICES

Alex J. Mayer
Cabinet Secretary

Cynthia Beane, MSW, LCSW
Commissioner

MEMORANDUM

TO: Alex Mayer 
Cabinet Secretary

FROM: Cynthia Beane, MSW, LCSW 
Commissioner

DATE: February 4, 2025

RE: CMA BMS 23*06
Change Order 3 - PF1117410
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests approval to request permission for the above-mentioned change order with Public Consulting Group, LLC. Change Order number 3 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. The service period will be May 1, 2025 - April 30, 2026. The estimated budget for this renewal is \$1,069,785.00

Thank you for your time and consideration in this matter. If you have questions or need additional information, please feel free to contact me at Cynthia.E.Beane@wv.gov or 304-352-4212.





Greenhowe, Althea M <althea.m.greenhowe@wv.gov>

Re: Approval Request - CMA 0511 BMS23*6

1 message

Capehart, Curtis RA <curtis.r.a.capehart@wv.gov>
To: "Greenhowe, Althea M" <althea.m.greenhowe@wv.gov>

Sat, Mar 8, 2025 at 1:05 PM

Althea,

Please circle back with Secretary Mayer on this and other contract approval requests for the foreseeable future. There is a temporary pause in the need to secure my approval.

Best regards,

Curtis R. A. Capehart

Director of Policy - Office of Governor

Office: 304-558-2000 |

curtis.r.a.capehart@wv.gov | Governor.wv.gov

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On Fri, Mar 7, 2025 at 10:27 AM Greenhowe, Althea M <althea.m.greenhowe@wv.gov> wrote:
Good morning,

This is one of 3 I left a voicemail about.

Thanks!
Althea

----- Forwarded message -----

From: **Greenhowe, Althea M** <althea.m.greenhowe@wv.gov>
Date: Tue, Feb 25, 2025 at 3:14 PM
Subject: Approval Request - CMA 0511 BMS23*6
To: Curtis RA Capehart <curtis.r.a.capehart@wv.gov>

Good afternoon,

Attached is an approval request for the renewal of CMA BMS23*6. Please let me know if you need additional information.

Thanks,
Althea

--

**Althea Greenhowe**

Procurement Specialist, Senior

Office of Shared Administration

West Virginia Departments of Health, Health Facilities, and Human Services

3/10/25, 8:07 AM

State of West Virginia Mail - Re: Approval Request - CMA 0511 BMS23*6

One Davis Square, Ste 100W
Charleston, WV 25301
P: 304-352-3924 | dhhr.wv.gov

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Althea Greenhowe

Procurement Specialist, Senior
Office of Shared Administration
West Virginia Departments of Health, Health Facilities, and Human Services

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STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

Mark D. Scott
Cabinet Secretary

State Capitol
Charleston, West Virginia 25305

Joshua D. Spence
Chief Information Officer

TO: Christopher Itson, Procurement Associate
Department of Health and Human Resources

FROM: Joshua D. Spence, Chief Information Officer
Office of Technology

SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR004092 CRFQ BMS 23*02 IS&C NUMBER: 2023-2183 Expedite

DATE: March 27, 2023

West Virginia Code §5A-6-4(a)(3) permits the Chief Technology Officer to "evaluate the economic justification, system design and suitability of information equipment and related services, and review and make recommendations on the purchase, lease or acquisition of information equipment and contracts for related services by the state spending units."

West Virginia Code §5A-6-4c requires that the Chief Technology Officer review and approve "a major information technology project."

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 'major 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 Technology 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 award CRFQ BMS 23*02 to Public Consulting Group LLC for School Based Health Services blanket approval for renewals, 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.

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

e.g. 123456789, Smith Corp

"PUBLIC CONSULTING GROUP LLC" x

- Classification v
- Excluded Individual v
- Excluded Entity v
- Federal Organizations v
- Exclusion Type ^

✓ Ineligible (Proceedings Pending)

✓ Ineligible (Proceedings Complete)

✓ Prohibition/Restriction

✓ Voluntary Exclusion
- Exclusion Program v
- Location v
- Dates v

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Business and Licensing

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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.

PUBLIC CONSULTING GROUP LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC Limited Liability Company	9/28/1994		9/28/1994	Foreign	Profit				

Organization Information			
Business Purpose	5419 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Other Professional/Scientific/Technical Services (marketing research, public opinion polling, photographic, translation & interpretation, veterinary services)		Capital Stock
Charter County		Control Number	0
Charter State	DE	Excess Acres	0
At Will Term	A	Member Managed	MGR
At Will Term Years		Par Value	

**Authorized
Shares**

**Young
Entrepreneur**

Not Specified

Addresses

Type	Address
Mailing Address	148 STATE STREET BOSTON, MA, 02109 USA
Notice of Process Address	C. T. CORPORATION SYSTEM 1627 QUARRIER ST CHARLESTON, WV, 253112124
Principal Office Address	148 STATE STREET BOSTON, MA, 02109 USA
Type	Address

Officers

Type	Name/Address
Manager	WILLIAM S. MOSAKOWSKI 148 STATE STREET BOSTON, MA, 02109
Manager	STEPHEN P. SKINNER 148 STATE STREET BOSTON, MA, 02109
Member	Y
Type	Name/Address

Name Changes

Date	Old Name
2/23/2021	PUBLIC CONSULTING GROUP, INC.
Date	Old Name

Date	Amendment
2/23/2021	NAME CHANGE: FROM PUBLIC CONSULTING GROUP, INC.
Date	Amendment

Annual Reports**Filed For**

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2006

2004

2003

2001

2000

1999

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.

Friday, February 21, 2025 — 3:11 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Huskard</u> Date: <u>3/10/25</u> Solicitation No. <u>CMA BMS23*06</u>	Agency: DoHS-BMS Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CRFQ BMS23*02 CMA BMS 23*06 PF No.: 1117410
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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 (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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 Hustead