



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

State of West Virginia
Contract

Order Date: 03-03-2025

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 0703 0703 BUD2300000002 3	Procurement Folder:	1198809
Document Name:	WV Executive Budget Books Automation Software System	Reason for Modification:	Change Order 02 To Renew Contract
Document Description:	WV Executive Budget Books Automation Software System		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-03-23
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-03-22

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000018765 VERTOSOFT LLC 1602 VILLAGE MARKET BLVD SE STE 320 LEESBURG VA 20175 US Vendor Contact Phone: 703-568-4703 Extension:	Requestor Name: Heather L Greenfield Requestor Phone: (304) 558-0040 Requestor Email: heather.l.greenfield@wv.gov																				
Discount Details:	2025 FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><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></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		Not Entered																			
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
STATE BUDGET OFFICE BLDG 1 RM W310 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	STATE BUDGET OFFICE BLDG 1 RM W310 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

3/5/25 60

Purchasing Division's File Copy

Total Order Amount:	\$309,200.00
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JA 3-4-25

PURCHASING DIVISION AUTHORIZATION DATE: <i>M. Hager</i> 3/05/2025 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John L. Hager</i> DATE: <i>3/6/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>3-6-25</i> DATE: <i>3-6-25</i> ELECTRONIC SIGNATURE ON FILE
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3/6/2025

Extended Description:

Change Order
Change Order No. 02 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 March 23, 2025 through March 22, 2026.
Renewal Years Remaining: 0
No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43231500	1.00000	EA	129200.000000	\$129,200.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Implementation and Installation

Extended Description:

Per Specification 4.2.1 - 4.2.2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43231500	2.00000	EA	30000.000000	\$60,000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: First year maintenance and support/warranty/hosting

Extended Description:

Per Specification 4.2.1 - 4.2.2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	43231500	2.00000	EA	30000.000000	\$60,000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Second year maintenance and support/warranty/hosting

Extended Description:

Per Specification 4.2.1 - 4.2.2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	43231500	2.00000	EA	30000.000000	\$60,000.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Third year maintenance and support/warranty/hosting

Extended Description:

Per Specification 4.2.1 - 4.2.2



DEPARTMENT OF REVENUE

STATE BUDGET OFFICE
BUILDING 1, ROOM W310
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WEST VIRGINIA 25305

Eric Nelson
CABINET SECRETARY

To: David Ball
1602 Village Market Blvd, Suite 215
Leesburg, VA 20175

From: Heather Greenfield, Budget Analyst
State Budget Office

Date: February 10, 2025

Subject: **CCT BUD23*02** - WV Executive Budget Books Automation Software System

Dear Mr. Ball:

The State Budget Office is offering to renew subject contract under the same terms and conditions, pricing, and specifications as the current contract and all subsequent change orders. The renewal dates are March 23, 2025 – March 22, 2026. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please let me know if you have any questions.

Thank you,

A handwritten signature in cursive script, appearing to read "Heather Greenfield".

Heather Greenfield

We agree to renew the contract for the period as stated above under the same terms and conditions, and pricing as the original contract and any change orders thereto.

Name/Signature David Ball

Date 2/28/25

Title Senior Director



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: Heather Greenfield, Budget Analyst III
Department of Revenue**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
IS&C NUMBER: 2025-2429**

DATE: February 26, 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 renew contract for WData by Workiva, 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.

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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.

VERTOSOFT, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	3/12/2020		3/12/2020	Foreign	Profit			

Organization Information					
Business Purpose	5112 - Information - Publishing Industries - Software Publishers			Capital Stock	
Charter County				Control Number	
Charter State	WV			Excess Acres	
At Will Term	A			Member Managed	MBR
At Will Term Years				Par Value	
Authorized Shares				Young Entrepreneur	No



Addresses

Type	Address
Designated Office Address	1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175
Mailing Address	1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175 USA
Notice of Process Address	VERTOSOFT LLC 1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175
Principal Office Address	1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175 USA
Type	Address

Officers

Type	Name/Address
Member	HOWARD COLAVITA 19592 GLASTONBURY LANE LEESBURG, VA, 20175
Type	Name/Address

Annual Reports

Filed For
2025
2024
2023
2022
2021
Date filed

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

Monday, March 3, 2025 — 8:43 AM

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Subaward Reporting is coming to SAM.gov on March 8th
Show Details
Feb 27, 2025



See All Alerts

Entity Validation **Show Details**
Feb 4, 2025



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e.g. 1606N020Q02

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Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



Keyword Search

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Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"vertosoft llc" ×

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

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

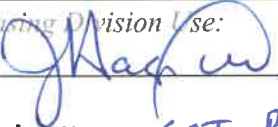
Please try another search or go back to previous results.

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Feedback

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u></u> Date: <u>3-4-25</u> Solicitation No. <u>CCT Bud 23A02</u> <u>c/o #2</u>	Agency: State Budget Office Procurement Officer Submitting Requisition: Heather Greenfield Requisition No. CCT ORG 0703 DOC ID: BUD23*02 PF No.: 1198809
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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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: _____

