



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: 02-28-2025

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 0705 0705 LOT2500000001 2	Procurement Folder:	1474517
Document Name:	iLottery Website Portal, Mobile App Loyalty Vendor	Reason for Modification:	
Document Description:	iLottery Website Portal, Mobile App Loyalty Vendor	Change Order No. 1 - Administrative Change Only to correct commodity line-1 to reflect the award documents Schedule 3 - Charges & Fees of \$399,375.00	
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-08-22
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2033-08-21

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000012035 Pollard Banknote Limited 140 Otter Street  Winnipeg MB R3T 0M8 CA Vendor Contact Phone: 204-474-2323 Extension: 679  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: Thomas P Hymes Requestor Phone: 304-558-2350 Requestor Email: thymes@wvlottery.com  <b>2025</b> FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE LOTTERY PO BOX 2067  CHARLESTON WV 25327-2067 US	PURCHASING LOTTERY 900 PENNSYLVANIA AVE  CHARLESTON WV 25302 US

3/4/25 6L

Purchasing Division's File Copy

Total Order Amount:

Open End

TLW 2/28/25

PURCHASING DIVISION AUTHORIZATION

DATE: *Munk* 3/04/2025  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *3/5/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *3-6-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 1 - is issued for administrative purposes only and is intended to correct an oversight of a typo on commodity line-1 cost/price amount, the actual cost amount should be as stated and according to the award documents Schedule 3 - Charges & Fees of \$399,375.00, on the commodity line-1 \$339,375.00 was inadvertently entered. The original contract, including all terms, conditions, prices, specifications, and change orders contained therein remain in full force and effect.

No Other Changes

Open-End Contract: Direct Award (Pursuant to WV Code 5A-3-10c)  
iLottery Website Portal, Mobile Application.

The vendor, Pollard Banknote Limited, agrees to enter into this open-end contract with The West Virginia Department of Revenue, State Lottery Commission to provide an iLottery Website portal and mobile app as detailed in the attached quote terms and conditions attached hereto and incorporated herein by reference.

Effective Dates 08/22/2024 - 08/21/2033

Renewals remaining - One (1)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81112103				0.000000
Service From		Service To		Service Contract Amount	
				399375.00	

**Commodity Line Description:** Website design services - Implementation**Extended Description:**

See Schedule 3 - Charges &amp; Fees

Implementation Cost: \$399,375  
- 25% on execution of the Website Design  
and Development Agreement  
- 50% on delivery of the Site to User  
Acceptance Testing  
- 25% on Go Live

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81112105			YR	16800.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Annual Database Management Services**Extended Description:**

See Schedule 3 - Charges &amp; Fees

Database Management Cost: \$16,800 US/Year {cost for hosting, maintenance and overall management of the database to support the Business Website}

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81112105			MO	7600.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Monthly Maintenance and Hosting Services**Extended Description:**

See Schedule 3 - Charges &amp; Fees

Maintenance and Hosting Cost  
\$7,600 US/Month

Maintenance and Hosting Cost is subject to annual increase based on CPI {defined as the Consumer Price Index as determined by Statistics Canada (or its successor) for the month immediately preceding the anniversary date of the effective date of a contract for the services contemplated herein}

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81112105			hour	100.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Hourly Rate Additional over and above the scope

**Extended Description:**  
See Schedule 3 - Charges & Fees

Hourly Rate: Any additional work {including Change Requests) needed over and above the scope would be billable at \$100US/hour



P.O. BOX 2067  
CHARLESTON, WV 25327

JOHN A. MYERS  
DIRECTOR

PHONE: 304.558.0500  
wvlottery.com

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February 28, 2025

**To:** Toby L Welch, Senior Buyer  
WV Purchasing Division

**From:** Thomas Hymes, Procurement Specialists, Senior  
WV Lottery

A handwritten signature in black ink, appearing to be "TH" or similar initials, written over the "From:" line.

**Subject:** CMA LOT25\*01 - Change Order No. 1 - Administrative Change Only

Lottery is requesting this Administrative Change to the subject contract for an oversight of a typo on commodity line-1 cost/price amount. The actual cost should be **\$399,375.00** according to the solicitation and award documents. On commodity line-1 **\$339,375.00** was entered inadvertently (typo), if you notice in the commodity line-1 extended description and the in contract award documents specifically *Schedule 3 - Charges & Fees (attached for reference)*, states the correct amount of **\$399,375.00**.

### **Schedule 3 Charges**

#### **Fees:**

- **Implementation Cost: \$399,375 US**
- **Database Management Cost: \$16,800 US/Year (cost for hosting, maintenance and overall management of the database to support the Business Website)**
- **Maintenance and Hosting Cost\*\*: \$7,600 US/Month**
- **\*\*Maintenance and Hosting Cost is subject to annual increase based on CPI (defined as the Consumer Price Index as determined by Statistics Canada (or its successor) for the month immediately preceding the anniversary date of the effective date of a contract for the services contemplated herein).**
- **Hourly Rate: Any additional work (including Change Requests) needed over and above the scope would be billable at \$100US/hour.**

#### **Implementation Cost Payment Milestones:**

- **25% on execution of the Website Design and Development Agreement**
- **50% on delivery of the Site to User Acceptance Testing**
- **25% on Go Live**

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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### POLLARD BANKNOTE LIMITED

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/13/2015		7/13/2015	Foreign	Profit			

Organization Information		
Business Purpose	3231 - Manufacturing - Printing and Related Support Activities - Printing and Related Support Activities (commercial printing, books)	Capital Stock
Charter County		Control Number
Charter State	CAN	Excess Acres
At Will Term		Member Managed
At Will Term Years		Pa
Authorized Shares		Y Entr

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## Addresses

Type	Address
<b>Local Office Address</b>	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Mailing Address</b>	140 OTTER STREET WINNIPEG, MB, R3T 0M8
<b>Notice of Process Address</b>	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
<b>Principal Office Address</b>	140 OTTER STREET WINNIPEG, MB, R3T 0M8
Type	Address

## Officers

Type	Name/Address
<b>Director</b>	GORDON O. POLLARD 580 PARK BLVD. WEST WINNIPEG, MB, R3P 0H4
<b>Director</b>	DOUGLAS E. POLLARD 132 OAK STREET WINNIPEG, MB, R3M 3R3
<b>President</b>	DOUGLAS E. POLLARD 132 OAK STREET WINNIPEG, MB, R3M 3R3
<b>Secretary</b>	RIVA J. RICHARD 24 JORDANAS RUN EAST ST. PAUL, MB, R2E 0N6
<b>Treasurer</b>	ROBERT W. ROSE 74 PINE VALLEY DRIVE WINNIPEG, MB, R3K 1Y1
Type	Name/Address

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Filed For

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2023

2022

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

Monday, March 3, 2025 — 8:31 AM

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"pollard banknote"



Entity



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Welch, Toby L <toby.l.welch@wv.gov>

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## CMA LOT25\*01 Pollard Banknote

3 messages

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Welch, Toby L <toby.l.welch@wv.gov>

Mon, Mar 3, 2025 at 9:11 AM

To: Thomas Hymes <THymes@wvlottery.com>, Crystal Crouch <ccrouch@wvlottery.com>

Good morning,

I am processing this this morning. As I understand it, this is just to fix an error from the original, but we are adding \$60,000.00 to the contract.

I was asked that we speak to the Governor's executive order. Do we need it on this one or not? We can't really make that call. If not, can you please send me something saying we dont, and if we do, I will need the memo.

thanks so much

**Toby Welch**

Senior Buyer, Purchasing Division  
304-558-8802 • Toby.L.Welch@wv.gov



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Crystal Crouch <ccrouch@wvlottery.com>

Mon, Mar 3, 2025 at 9:18 AM

To: "Welch, Toby L" <toby.l.welch@wv.gov>, Thomas Hymes <THymes@wvlottery.com>

Good morning Toby! We do not feel that we need Governor's approval for this correction. All documents were originally approved for \$399,375 when we received the quotes in September 2024.

Thank you!

## Crystal Crouch

West Virginia Lottery

Budget & Accounting Manager

304-352-1816 Office

304-558-4183 Fax

[Quoted text hidden]

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Welch, Toby L <toby.l.welch@wv.gov>

Mon, Mar 3, 2025 at 9:38 AM

Draft To: Crystal Crouch <ccrouch@wvlottery.com>

Cc: Thomas Hymes <THymes@wvlottery.com>

Thank you Crystal