



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: 03-04-2025

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:	CMA 0803 0063 DOT2200000051 4	Procurement Folder:	881413
Document Name:	AASHTO SOFTWARE LICENSES MAINT. & SERVICE UNITS	Reason for Modification:	
Document Description:	AASHTO SOFTWARE LICENSES MAINT. & SERVICE UNITS (81250046)	Change order 3 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-01-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-12-31

VENDOR	DEPARTMENT CONTACT																
Vendor Customer Code: 000000196781 AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFF 555 12th ST NW STE 1000 WASHINGTON DC 20004 US Vendor Contact Phone: 202-624-8480 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></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			Requestor Name: Sidney Oliver Requestor Phone: 304-414-7119 Requestor Email: jr.oliver@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days														
#1	No	0.0000	0														
#2	No																
#3	No																

INVOICE TO	SHIP TO
INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US	INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US

CR 3-12-25

Total Order Amount:

Open End

Purchasing Division's File Copy

JE 3/4/25

PURCHASING DIVISION AUTHORIZATION

DATE:

3-11-25

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE:

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE:

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

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.

Effective Dates of renewal: 01/01/25 - 12/31/25
Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81112200			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: AASHTO SOFTWARE LICENSES, MAINTENANCE & SERVICE UNITS

Extended Description:

AASHTO SOFTWARE LICENSES, MAINTENANCE & SERVICE UNITS

See attached pricing pages.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

11/18/2024

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFF
555 12th ST NW STE 1000
WASHINGTON DC 20004

Subject Contract Renewal: CMA DOT2200000051
Procurement folder: 881413

The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

The renewal dates are 1/1/25 through 12/31/25 . If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to

dottechpurchasing@wv.gov

Please contact the email listed above if you have any questions.
Thank you,

JR Oliver

Information Technology Division, Procurement

We agree to renew the contract for the period as state above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.

Name/Signature

Executive Director

Title

12/17/202

Date

PROCUREMENT USE ONLY

Signature/Title/Date

E.E.O./AFFIRMATIVE ACTION EMPLOYER



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**

Michael J. DeMers
Deputy Secretary of Transportation

**1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444**

*approved
JH 3.11.25*

Stephen T. Rumbaugh, P.E.
Secretary of Transportation
Commissioner of Highways

March 4, 2025

MEMORANDUM

TO: Samatha Willis, Director
Purchasing Division

FROM: Kristy James *Kristy James*
WV DOT Procurement Officer

SUBJECT: **Backdated Justification for CMA DOT22*51**

The renewal request for CMA DOT 22*51 for the American Association of State Highway and Transportation Officials contract renewal is being submitted late due to an oversight in Procurement due to employee turnover. The Information Technology Division submitted the renewal request in a timely manner; however, the paperwork was overlooked and did not get processed.

Thank you for your assistance in this matter. If you have any questions, feel free to email, Kristy.e.james@wv.gov or call 304/414-7104.

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West Virginia Secretary of State — Online Data Services

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.

AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
EC Exempt Corporation	11/8/2012		11/8/2012	Foreign	Profit				

Organization Information			
Business Purpose		Capital Stock	
Charter County		Control Number	99XNY
Charter State	DC	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Principal Office Address	444 N CAPITOL STREET NW SUITE 249 WASHINGTON, DC, 20001 USA
Type	Address

File Your Current Year Annual Report Online Here

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

Tuesday, March 4, 2025 — 2:22 PM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	PO BOX 615051	WASHINGTON	DC	20061-5051	
Payment	PO BOX 7155051	PHILADELPHIA	PA	19171-5051	
Payment	555 12TH ST NW STE 1000	WASHINGTON	DC	20004	LARRY MILLER
Payment	555 12th ST NW STE 1000	WASHINGTON	DC	20004	LARRY MILLER
Ordering	555 12th ST NW STE 1000	WASHINGTON	DC	20004	LARRY MILLER
Payment	444 N CAPITOL ST NW STE 249	WASHINGTON	DC	200011512	Default Contact Name
Payment	444 N CAPITOL ST NW STE 249	WASHINGTON	DC	200011539	Default Contact Name
Payment	444 N CAPITOL ST NW STE 249	WASHINGTON	DC	200011512	Default Contact Name

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000196781

AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFF

Active From : 01/12/2021

Active To :

Address Type : Payment

Division/Department :

Default Record :

Mail Returned :

Active Address : Yes

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Address Information

Address ID : AD000024

Country Phone Code : 1

Street 1 : PO BOX 615051

Phone : 000-000-0000

Street 2 :

Phone Extension :

City : WASHINGTON

County :

State/Province : DC

County Name :

Zip/Postal Code : 20061-5051

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

► Prenote/EFT

► Remittance Advice

► Contact Information

► Contact Address Information

► Geographic Designation

► Change Management

Top

Modify Existing Record Add New Address

Master Address


Master Contacts

Languages

Vendor Transaction History

All Words ▾ e.g. 1606N020Q02

Q



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Main Information +

Entity Information

Disaster Response Registry

Responsibility / Qualification

Disasters

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Simple Search

Search Editor

- Words ⓘ
- Words ⓘ
- Phrase ⓘ

156789, Smith Corp

Association of State Highway and Transportation

▼

▼

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Entity Information

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. GSTEP</u> Date: <u>3/4/25</u> Solicitation No. <u>CMA DOT 22*51</u>	Agency: WVDOT - Division of Highways Procurement Officer Submitting Requisition: Kristy James Requisition No. CMA DOT 22*51 PF No.: 881413
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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: _____

