



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 0081 DOT2400000031 2 | Procurement Folder: | 1305710 |
| Document Name: | Auditing SaaS RFQ (81240046) | Reason for Modification: | |
| Document Description: | Auditing SaaS RFQ CO1 (81250081) | Change Order 1 To renew contract | |
| Procurement Type: | Central Master Agreement | | |
| Buyer Name: | | | |
| Telephone: | | | |
| Email: | | | |
| Shipping Method: | Best Way | Effective Start Date: | 2024-02-26 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2026-02-25 |

| VENDOR | DEPARTMENT CONTACT | | | | | | | | | | | | | | | | | | | | |
|--|---|---------------------|---------------------|---------------|----|----|--------|---|----|----|--|---|----|----|--|---|----|----|--|---|--|
| Vendor Customer Code: VS0000043264 ONSPRING TECHNOLOGIES LLC 10801 MASTIN ST STE 400 OVERLAND PARK KS 66210 US Vendor Contact Phone: 8433077733 Extension: | Requestor Name: Sidney Oliver Requestor Phone: 304-414-7119 Requestor Email: jr.oliver@wv.gov | | | | | | | | | | | | | | | | | | | | |
| 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>0</td></tr><tr><td>#3</td><td>No</td><td></td><td>0</td></tr><tr><td>#4</td><td>No</td><td></td><td>0</td></tr></tbody></table> | | Discount Allowed | Discount Percentage | Discount Days | #1 | No | 0.0000 | 0 | #2 | No | | 0 | #3 | No | | 0 | #4 | No | | 0 | |
| | Discount Allowed | Discount Percentage | Discount Days | | | | | | | | | | | | | | | | | | |
| #1 | No | 0.0000 | 0 | | | | | | | | | | | | | | | | | | |
| #2 | No | | 0 | | | | | | | | | | | | | | | | | | |
| #3 | No | | 0 | | | | | | | | | | | | | | | | | | |
| #4 | No | | 0 | | | | | | | | | | | | | | | | | | |

2025
FILE LOCATION

| 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 |

3/5/25 6L

Purchasing

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION
DATE: 3/05/2025
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 3/6/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 3-7-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 1 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: 2/26/25 - 2/25/26

Renewal Years Remaining: (3)

No other changes.

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|--------------|
| 1 | 81162000 | | | EA | 78865.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Enterprise SaaS Subscription**Extended Description:**

Enterprise SaaS Subscription - Year 1

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 2 | 81162000 | | | EA | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Enterprise SaaS Subscription Per Additional Core User**Extended Description:**Enterprise SaaS Subscription Per Additional Core User - no charge
- Year 1

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|-------------------------|------|--------------|
| 3 | 81162000 | | | LS | 50000.000000 |
| | Service From | Service To | Service Contract Amount | | |
| | | | | 0.00 | |

Commodity Line Description: Initial Cloud-Hosted SaaS Implementation**Extended Description:**

Initial Cloud-Hosted SaaS Implementation - Year 1

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 4 | 81162000 | | | HOUR | 295.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Initial Cloud-Hosted SaaS Virtual Instructor Led Training**Extended Description:**

Initial Cloud-Hosted SaaS Virtual Instructor Led Training - Year 1

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|----------|-------------------------|------------|
| 5 | 81162000 | | | Hour | 295.000000 |
| | Service From | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Virtual Instructor Led Training

Extended Description:

Virtual Instructor Led Training - Year 1

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|----------|-------------------------|------------|
| 6 | 81162000 | | | Hour | 295.000000 |
| | Service From | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Virtual Administrator Training

Extended Description:

Virtual Administrator Training - Year 1

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|----------|-------------------------|------------|
| 7 | 81162000 | | | Hour | 315.000000 |
| | Service From | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: On-site system Administrator Training

Extended Description:

On-site system Administrator Training - Year 1

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|----------|-------------------------|------------|
| 8 | 81162000 | | | Hour | 315.000000 |
| | Service From | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Cloud hosted SaaS Professional Services Supportrator Onsite

Extended Description:

Cloud hosted SaaS Professional Services Supportrator Onsite - Year 1

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|----------|-------------------------|------------|
| 9 | 81162000 | | | Hour | 315.000000 |
| | Service From | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Cloud hosted SaaS Professional Services Supportrator Virtual

Extended Description:

Cloud hosted SaaS Professional Services Supportrator Virtual - Year 1

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|----------|-------------------------|--------------|
| 10 | 81162000 | | | EA | 74725.000000 |
| | Service From | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Enterprise SaaS Subscription - Yr 2

Extended Description:

Enterprise SaaS Subscription - Year 2

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 11 | 81162000 | | | EA | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Enterprise SaaS Subscription Per Additional Core User Yr 2

Extended Description:

Enterprise SaaS Subscription Per Additional Core User - no charge
- Year 2

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 12 | 81162000 | | | HOURL | 295.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Virtual Instructor Led Training Yr 2

Extended Description:

Virtual Instructor Led Training - Year 2

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 13 | 81162000 | | | HOURL | 295.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Virtual Administrator Training Yr 2

Extended Description:

Virtual Administrator Training - Year 2

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 14 | 81162000 | | | HOURL | 315.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: On-site system Administrator Training Yr 2

Extended Description:

On-site system Administrator Training - Year 2

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 15 | 81162000 | | | HOURL | 315.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Cloud hosted SaaS Prof Services Support Onsite Rate Yr 2

Extended Description:

Cloud hosted SaaS Professional Services Support Onsite rate - Year 2

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 16 | 81162000 | | | HOURL | 315.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Cloud hosted SaaS Prof Services Support Virtual rate Yr 2

Extended Description:

Cloud hosted SaaS Professional Services Support Virtual Rate - Year 2



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

01/06/2025

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

ONSPRING TECHNOLOGIES LLC
10801 MASTIN ST STE 400
OVERLAND PARK KS 66210

Subject **Contract Renewal:** CMA DOT2400000031
 Procurement folder: 1305710

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 2/26/25 through 2/25/26 . 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.
Onspring Technologies, LLC

Signed by:

Name/Signature

Founder & CEO

Title

01/07/2025 | 11:31 CST

Date

| | |
|----------------------|--------|
| PROCUREMENT USE ONLY | |
| | |
| Signature/Title | Date |
| | 3/4/25 |



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Eric L. Householder
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

**TO: Lisa DiNallo, Procurement Contractor
Department of Transportation**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
IS&C NUMBER: 2025-2373**

DATE: January 13, 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 blanket request to renew CMA DOT24*31 Auditing SaaS for Year 2 and the remaining 3 renewal years, 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.

You are viewing this page over a secure connection. Click [here](#) for more information.

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.

ONSPRING TECHNOLOGIES LLC

| Organization Information | | | | | | | | |
|---------------------------------|----------------|------------------|-------------|---------|--------|----------|------------------|--------------------|
| Org Type | Effective Date | Established Date | Filing Date | Charter | Class | Sec Type | Termination Date | Termination Reason |
| LLC Limited Liability Company | 8/1/2023 | | 8/1/2023 | Foreign | Profit | | | |

| Organization Information | | | |
|--------------------------|--|----------------|---------------|
| Business Purpose | 5112 - Information - Publishing Industries - Software Publishers | | Capital Stock |
| Charter County | Control Number | | |
| Charter State | KS | 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 | 10801 MASTIN ST., STE 400 OVERLAND PARK, KS, 66210 |
| Mailing Address | 10801 MASTIN ST., STE 400 OVERLAND PARK, KS, 66210 USA |
| Notice of Process Address | ONSPRING TECHNOLOGIES LLC 10801 MASTIN ST., STE 400 OVERLAND PARK, KS, 66210 |
| Principal Office Address | 10801 MASTIN ST., STE 400 OVERLAND PARK, KS, 66210 USA |
| Type | Address |

| Officers | |
|---------------|--|
| Type | Name/Address |
| Member | CHRISTIAN PANTAENIUS 60 E DUNDEE CIRCLE VILLAGE OF LOCH LLOYD, MO, 64012 |
| Type | Name/Address |

| Annual Reports | |
|----------------|--|
| Filed For | |
| 2025 | |
| 2024 | |
| Date filed | |

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

Wednesday, March 5, 2025 — 8:07 AM

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Keyword Search

For more information on how to use our keyword search, visit our help guide [🔗](#)

Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"onspring technologies llc" x

Entity ▼

Location ▼

Status ^

☒ Active

☐ Inactive

Reset ↺



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

Go back



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

Fwd: Renewal of Contract CMA DOT 23*31

1 message

James, Kristy E <kristy.e.james@wv.gov>

To: Tara L Lyle <Tara.L.Lyle@wv.gov>

Wed, Mar 5, 2025 at 6:58 AM

FYI

Kristy James
WV DOT
Procurement Officer
304/414-7104

Procurement Requests should be directed to: DOTProcurement@wv.gov Inventory related questions should be directed to DOTInventory@wv.gov

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

From: **James, Kristy E** <kristy.e.james@wv.gov>

Date: Tue, Mar 4, 2025 at 11:27 AM

Subject: Renewal of Contract CMA DOT 23*31

To: John W Estep <John.W.Estep@wv.gov>

Cc: Amber J Heath <amber.j.heath@wv.gov>, Carla P Rotsch <carla.p.rotsch@wv.gov>, Evan M Dewey <Evan.M.Dewey@wv.gov>

John,

I am getting ready to submit CMA DOT23*31 for the renewal of the OnSpring Technologies contract.

Please note that the Department of Transportation Secretary, Todd Rumbaugh, has been in contact with the Governor's office and has the authority to approve processing of procurements over \$100,000 on the Governor's behalf. The agreement renewal has been approved by our Business Manager as well.

If you have any questions, please let me know.

Thank you

Kristy James
WV DOT
Procurement Officer
304/414-7104

Procurement Requests should be directed to: DOTProcurement@wv.gov Inventory related questions should be directed to DOTInventory@wv.gov

State of West Virginia
Purchasing Division

PURCHASE REQUISITION



| | | |
|--|------------------------|---|
| Requisition No. 81250081 | Buyer _____ | Requisition Date 1/7/2025 |
| Agency/Invoice To: WVDOT Information Technology Division Procurement Section 1900 Kanawha Blvd. East Building 5, Room 730 Charleston, WV 25305 | | WVFIMS Document # _____ |
| Agency/Ship To: WVDOT Information Technology Division Procurement Section 1900 Kanawha Blvd. East Building 5, Room 730 Charleston, WV 25305 | | Suggested Vendors: 1. _____ 2. _____ 3. _____ <i>Additional Vendors on Reverse Side</i> |
| This Section Only For: Releases, Direct Purchases, Emergency Purchases & Agreements Vendor Name & Address: ONSPRING TECHNOLOGIES LLC 10801 MASTIN ST STE 400 OVERLANDPARK KS 66210 | | PURCHASING DIVISION'S USE ONLY Commodity Code: _____ Instructions: _____ |
| WVFIMS Vendor # VS0000043264 | TEAM Vendor # _____ | |
| Terms _____ | F.O.B. _____ | |

| Item No. | Quantity | Description | Unit Price | Amount |
|----------|----------|---|------------|--------|
| | | <div style="text-align: center;"> CMA DOT24*31 <i>Type of Purchase</i> Change Order 1 - Auditing SaaS renewal - Year 2 Service Dates 2/26/25 - 2/25/26 </div> | | |

Authorized Signature *Humeini B. Elk Ranna*
 Title Chief Technology Officer
 Telephone 304-414-6911

Total Estimated Value of this Requisition: \$850,000.00
 Maximum Budgeted Amount: \$950,000.00

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|---|--|
| <i>Purchasing Division Use:</i> Buyer: <u> <i>R</i> </u> Date: <u> <i>3/5/25</i> </u> Solicitation No. <u> <i>CMAA 1</i> </u> <i>Renewal</i> <i>Email about fur off. approval attached to</i> | Agency: WVDOT - Division of Highways Procurement Officer Submitting Requisition: Kristy James Requisition No. CMA DOT 24*31 PF No.: 1305710 |
|---|--|

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 type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input checked="" 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: _____