



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

# State of West Virginia Contract

Order Date: 04-01-2025

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 1400 4902 AGR2300000001 4	Procurement Folder:	1074213
Document Name:	WEB-BASED CONSERVATION MANAGEMENT SOFTWARE	Reason for Modification:	Change Order 2: To renew contract.
Document Description:	CHANGE ORDER 2 WEB-BASED CONSERVATION MANAGEMENT SOFTWARE		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Larry D McDonnell		
Telephone:	304-558-2063		
Email:	larry.d.mcdonnell@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-09-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code: 000000160983				Requestor Name: Christopher J Martin	
GANNETT FLEMING INC				Requestor Phone: (304) 558-2204	
207 SENATE AVE				Requestor Email: cmartin@wva.us	
CAMP HILL		PA	17011-2316		
US					
Vendor Contact Phone: 717-763-7211		Extension:	2828		
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				
				2025	
				FILE LOCATION _____	

INVOICE TO	SHIP TO
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES  1900 KANAWHA BLVD E  CHARLESTON WV 25305-0173  US	ADMINISTRATIVE SERVICES 304-558-2204 WEST VIRGINIA CONSERVATION AGENCY WEST VIRGINIA CONSERVATION AGENCY  255 GUS R DOUGLASS LN  CHARLESTON WV 25305-0193  US

CR 4-9-25

Total Order Amount: \$87,260.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  DATE: <i>Tamara 4/9/2025</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM  DATE: <i>4/15/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION  DATE: <i>4-16-25</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**  
Change Order

Change Order No 2 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: 10/1/2024 through 9/30/2025

Renewals Remaining: 1

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43230000	0.00000		0.000000	\$54,760.00
Service From	Service To	Manufacturer		Model No	
2022-10-01	2023-09-30				

**Commodity Line Description:** Web-Based Custom Software

**Extended Description:**  
Web-Bases Software Application, Updates, and Maintenance Year 1 (Includes Set Up)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43230000	0.00000		0.000000	\$16,250.00
Service From	Service To	Manufacturer		Model No	
2023-10-01	2024-09-30				

**Commodity Line Description:** Year 2 Web-Based Custom Software

**Extended Description:**  
Web-Bases Software Application, Updates, and Maintenance Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	43230000	0.00000		0.000000	\$16,250.00
Service From	Service To	Manufacturer		Model No	
2024-10-01	2025-09-30				

**Commodity Line Description:** Year 3 Web-Based Custom Software

**Extended Description:**  
Web-Based Software Application, Updates, and Maintenance Year 3



## West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



November 19, 2024

Gannett Fleming Inc  
Attn: Trent Park  
207 Senate Ave  
Camp Hill, PA 17011-2316

RE: CCT 1400 AGR2300000001 – Web-Based Conservation Management Software

Dear Trent:

The West Virginia Department of Agriculture is offering to renew the above-referenced contract under the same terms and conditions, pricing, and specifications as the current contract and all subsequent change orders. The renewal dates are October 1, 2024 through September 30, 2025. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible.

Please let me know if you have any questions.

Sincerely,

*Alan Clemans*

Alan Clemans, CFO/Director of  
Administrative Services Division

*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.*

A handwritten signature in blue ink, appearing to read "Trent Park".

Trent Park (Nov 23, 2024 02:08 EST)

Name/Signature

23/11/24

Date

President

Title

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009  
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312  
telephone: 304-558-3550 • fax: 304-558-2203

[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

In accordance with federal and state laws, the West Virginia Department of Agriculture is prohibited from discrimination in its programs and services on the basis of race, color, religion, sex, age, national origin or ancestry, disability (including blindness), medical condition, marital status, veteran status, and political affiliation.





West Virginia  
Conservation Agency

## MEMORANDUM

To: Larry McDonnell, Senior Buyer / WV Purchasing Division

From: Chris Martin, Procurement Officer / WVCA *Chris Martin*

Subject: **Justification for Late Renewal, CCT AGR23\*01 / Change Order 2**

Date: April 9, 2025

This is a letter of justification for the late renewal for PracticeKeeper software provided by Gannett Fleming Inc dba GeoDecisions.

Vendor reached out to WV Conservation Agency on November 1, 2024, noting that the calendar end date for current contract had occurred on September 30, 2024. I requested quote from vendor and noted that once I receive it, I will seek approval from WVCA staff for renewal. Quote received on November 15, 2024, and WVCA staff approval for renewal was received November 19, 2024.

Additionally, demands of the agency required the solicitation for multiple competing priorities including February 2025 WV Flood States of Emergency solicitations, which are currently being mitigated in the field.

GeoDecisions have been sympathetic to circumstances facing WVCA and are patiently awaiting the award for renewal.

CM

*Backdate  
April 9, 2025*



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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.*

#### GANNETT FLEMING, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	1/23/1990		1/23/1990	Foreign	Profit	CD		

Organization Information								
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)			<b>Capital Stock</b>	0.0000			
<b>Charter County</b>				<b>Control Number</b>	0			
<b>Charter State</b>	DE			<b>Excess Acres</b>	0			
<b>At Will Term</b>				<b>Member Managed</b>				
<b>At Will Term Years</b>				<b>Par Value</b>	0.000000			
<b>Authorized Shares</b>	0			<b>Young Entrepreneur</b>	Not Specified			



**Addresses**

Type	Address
<b>Local Office Address</b>	REGISTERED AGENT ONLY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Mailing Address</b>	SAMER H. PETRO 11 COMMERCE DRIVE SUITE 200 MORGANTOWN, WV, 26501-3858 USA
<b>Mailing Address</b>	207 SENATE AVENUE CAMP HILL, PA, 170112316 USA
<b>Notice of Process Address</b>	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
<b>Principal Office Address</b>	207 SENATE AVE CAMP HILL, PA, 17011 USA
Type	Address

**Officers**

Type	Name/Address
<b>Director</b>	JON H KESSLER 1625 BOW TREE DRIVE WEST CHESTER, PA, 19380
<b>Director</b>	ROBERT M SCAER 208 DUNBAR DRIVE MECHANICSBURG, PA, 17050
<b>President</b>	ROBERT M. SCAER 208 DUNBAR DRIVE MECHANICSBURG, PA, 17050
<b>Secretary</b>	AUDREY J. DALY 31 BALFOUR DRIVE MECHANICSBURG, PA, 17050
<b>Treasurer</b>	JAMES S NEVADA 1625 BOW TREE DRIVE WEST CHESTER, PA, 19380
<b>Vice-President</b>	JON H KESSLER 1625 BOW TREE DRIVE WEST CHESTER, PA, 19380
Type	Name/Address



<b>DBA</b>			
DBA Name	Description	Effective Date	Termination Date
GEODECISIONS	TRADENAME	5/23/2022	
VERTICAL TRANSPORTATION EXCELLENCE (VTX)	TRADENAME	12/30/2009	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
<b>12/31/1990</b>	MERGER; (3 MERGERS) GANNETT FLEMING, INC. MERGED 3 QUAL PA CORPS; GANNETT FLEMING WATER RESOURCES ENGINEERS, INC.; GANNETT FLEMING TRANSPORTATION ENGINEERS, INC. & GANNETT FLEMING ENVIRONMENTAL ENGINEERS,.
Date	Amendment

<b>Annual Reports</b>
Filed For
2024
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Date filed

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

Tuesday, April 1, 2025 — 4:25 PM

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Keyword Search

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Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"GANNETT FLEMING" x

- Classification ▼
- Excluded Individual ▼
- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▲

☒ Ineligible (Proceedings Pending)

☒ Ineligible (Proceedings Complete)

☒ Prohibition/Restriction

☒ Voluntary Exclusion
- Exclusion Program ▼
- Location ▼
- Dates ▼

Reset

Entity Information ^

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Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

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No matches found

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>4/2/25</u> Solicitation No. <u>CCT AGR23401 1/02</u>	Agency: WV Conservation Agency/WV Dept. of Agriculture Procurement Officer Submitting Requisition: Chris Martin Requisition No. CRQS, 1400, AGR2300000001, Ver. 4 PF No.: 1074213
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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 ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### FOR CHANGE ORDERS/RENEWALS:

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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: \_\_\_\_\_

