



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: 05-15-2025

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 0231 0231 OOT2200000003 2	Procurement Folder:	1006716
Document Name:	CO# 1 - InfoTech Financial Mgmt. (ITFM) System	Reason for Modification:	Renewal and Change Order -
Document Description:	CO# 1- InfoTech Financial Mgmt. (ITFM) System		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-06-22
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-06-21

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000038613 NICUS SOFTWARE INC 110 CAMPBELL AVE SW #6 ROANOKE VA 24011 US Vendor Contact Phone: 770-480-8569 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><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: Sandra D Henson Requestor Phone: 304-352-4939 Requestor Email: sandra.d.henson@wv.gov 2025 FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV 25305 US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

CR 5-15-25
Purchasing Division's File Copy

Total Order Amount:	Open End
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TGW 5/15/25

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Mark DGA 5/15/2025</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>John S. Gray</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>5-15-25</i>
ELECTRONIC SIGNATURE ON FILE

5/15/2025

Extended Description:

Change Order

Change Order No. 1 is issued for the following reason:

To renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract maintenance and support shall be modified from an annual payment to a monthly payment as defined in the attached documentation.

Effective date of the renewal: June 22, 2025 - June 21, 2026

Renewals remaining: Two (2)

No other changes.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81000000				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: ITFM System - See Pricing Page**Extended Description:**

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81000000			MO	12842.250000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: CO1 ITFM System - See Pricing Page- Monthly Payment**Extended Description:**

\$154,107/ Year divided by 12 months= \$12,842.25.



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

May 9, 2025

Chris Aber, Sr. Advisor-Strategy & Success
caber@nicus.com

Subject: Change Order Request for CMA OOT22*03, Nicus Info Tech Financial Management System

Dear Mr. Aber,

I am writing to request a change order for CMA OOT22*03 concerning the Nicus Info Tech Financial Management System. WVOT requests to modify the original terms as follows:

1. WVOT would like to change our payment terms from an annual payment to a monthly payment in arrears.
2. The quoted annual price is \$154,107 with renewal dates of June 22, 2025, through June 21, 2026.
3. Please review this change order request, sign, and return at your earliest convenience.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Allison Plants".

Allison Plants, Procurement Specialist

West Virginia Office of Technology
1900 Kanawha Blvd. E., Bldg 5, 10th Floor
Charleston, WV 25305 304-352-4922
allison.m.plants@wv.gov

Attachments; CC: Rober Mischianti, and Craig Hollenbeck

We agree to change order one for the period stated above under the new terms, conditions and pricing:

Robert Mischianti

Name/Signature

5/13/25

Date

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NICUS SOFTWARE, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/3/2022		6/3/2022	Foreign	Profit			

Organization Information	
Business Purpose	5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)
Capital Stock	
Charter County	Control Number
Charter State	VA
Excess Acres	X Close
At Will Term	M
At Will Term Years	Ma
Authorized Shares	Pa
Young Entrepreneur	No

Addresses

Type	Address
Local Office Address	110 CAMPBELL AVENUE SW SUITE 6 ROANOKE, VA, 24011
Mailing Address	110 CAMPBELL AVENUE SW SUITE 6 ROANOKE, VA, 24011 USA
Notice of Process Address	NICUS SOFTWARE INCORPORATED 110 CAMPBELL AVENUE SW SUITE 6 ROANOKE, VA, 24011
Principal Office Address	110 CAMPBELL AVENUE SW SUITE 6 ROANOKE, VA, 24011 USA
Type	Address

Officers

Type	Name/Address
Vice-President	ROB MISCHianti 110 CAMPBELL AVENUE SW SUITE 6 ROANOKE, VA, 24011
Type	Name/Address

Annual Reports

Filed For
2024
2023
Date filed

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

Thursday, May 15, 2025 — 9:09 AM

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you file your Annual
Report.



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

Kim Nuckles

Agency Head

5/14/25

Date

Eric Householder

Cabinet Secretary/Department Head

5/14/25

Date

Governor's Office Representative

Date