



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: 05-13-2025

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 0323 9612 WWV2300000002 4	Procurement Folder:	1062734
Document Name:	CO#3 Maintenance and Support for the existing SIDES System	Reason for Modification:	
Document Description:	CO#3 Maintenance and Support for the existing SIDES System	Change Order #3 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-08-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-07-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000192076	Requestor Name:	Debra K Morgan
DIAMOND TECHNOLOGIES INC		Requestor Phone:	(304) 558-2631
4001 MILLER RD STE 3		Requestor Email:	debra.k.morgan@wv.gov
WILMINGTON	DE		
US	19802		
Vendor Contact Phone:	999-999-9999		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

**2025**  
FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
FISCAL AND ADMINISTRATIVE MANAGEMENT - 5301	OFFICE OF ADMIN SUPPORT - 5302
WORKFORCE WEST VIRGINIA	WORKFORCE WEST VIRGINIA
1900 KANAWHA BLVD, EAST	1900 KANAWHA BLVD E
BLDG 3, 3RD FLOOR, SUITE 300	BLDG 3, 8TH FLOOR
CHARLESTON	CHARLESTON
WV 25305	WV 25305
US	US

CR 5-15-25

Total Order Amount:

Open End

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: 5/15/2025  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 5/15/2025  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 5/16/25  
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order #03 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 08/01/2025 through 07/31/2026

Renewal Years Remaining: (0)

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43230000			HOUR	140.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Implementation/Transition Costs

Extended Description:

Implementation/Transition Costs:  
As referenced in sections 4.1.1 and 4.1.10  
\$140.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	43230000				0.000000
	Service From	Service To	Service Contract Amount		
			36880.00		

Commodity Line Description: Maintenance and Support

Extended Description:

Maintenance and Support:  
As referenced in sections 4.1.11;4.1.17;4.1.19; 4.1.31  
Year One: \$36,880.00 per attached pricing page

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	43230000			HOUR	140.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Professional Services

Extended Description:

Professional Services:  
As referenced in section 4.1.18  
Year One: \$140.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	43230000				0.000000
Service From		Service To		Service Contract Amount	
2023-08-01				0.00	

Commodity Line Description: Maintenance and Support Year 2

Extended Description:

As referenced in sections 4.1.11;4.1.17;4.1.19; 4.1.31  
Year Two: \$38,840.00 per attached pricing page

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	43230000			HOUR	145.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Professional Services Year 2

Extended Description:  
Professional Services:  
As referenced in section 4.1.18  
Year Two: \$145.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	43230000				0.000000
Service From		Service To		Service Contract Amount	
2024-08-01		2025-07-31		39840.00	

Commodity Line Description: Maintenance and Support Year 3

Extended Description:  
As referenced in sections 4.1.11;4.1.17;4.1.19; 4.1.31  
Year Three: \$39,840.00 per attached pricing page

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	43230000			HOUR	145.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Professional Services Year 3

Extended Description:  
Professional Services:  
As referenced in section 4.1.18  
Year Three: \$145.00 per hour

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	43230000				0.000000
Service From		Service To		Service Contract Amount	
2025-08-01		2026-07-31		41800.00	

Commodity Line Description: Maintenance and Support Year 4

Extended Description:  
As referenced in sections 4.1.11;4.1.17;4.1.19; 4.1.31  
Year Four: \$39,840.00 per attached pricing page

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	43230000			HOUR	150.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Professional Services Year 4

Extended Description:  
Professional Services:  
As referenced in section 4.1.18  
Year Four: \$150.00 per hour



Scott A. Adkins, Acting Commissioner

April 24, 2025

Diamond Technologies Inc.  
4001 Miller Road, Suite 3  
Wilmington, DE 19802

Re: Change Order #3 CMA WWV2300000002

WorkForce West Virginia is offering to renew the subject contract referenced above for SIDES System Maintenance & Support.

By signing below Diamond Technologies Inc. indicates their agreement to the renewal for the service period of 08-01-25 through 07-31-26.

Please return to me via email @ [Tina.L.Lesavich@wv.gov](mailto:Tina.L.Lesavich@wv.gov).

Thank you.

  
WorkForce West Virginia

5-8-25  
Date

  
Diamond Technologies Inc.

5/7/25  
Date

1900 Kanawha Blvd. East \* Building 3 Suite 808 \* Charleston, WV 25305

An agency of the Department of Commerce  
An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

[www.workforcewv.org](http://www.workforcewv.org)

American Job Center

**Cost Sheet for Support Services  
for the State Information Data Exchange System (SIDES)**

Implementation Costs				
Note: Reference the RFO Sections 4.1.1 to and including 4.1.10				
Description		Number of Hours (estimated)	Cost per Hour	Extended Cost
Implementation/Transition Costs			\$ 140.00	\$
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
<b>A. Implementation Costs</b>			<b>Subtotal for A.</b>	
Maintenance and Support				
Note: Reference the RFO Sections from 4.1.11 to and including 4.1.17, 4.1.19 to and including 4.1.31				
Description	Year		Cost Per Year	Extended Cost
Maintenance and Support	1		\$ 36,880.00	\$
Maintenance and Support	2		\$ 38,840.00	\$
Maintenance and Support	3		\$ 39,840.00	\$
Maintenance and Support	4		\$ 41,800.00	\$
<b>B. Maintenance and Support</b>			<b>Subtotal for B.</b>	
Professional Services for development and training				
Note: Reference the RFO Section 4.1.18				
Description	Year	Number of Hours (estimated)	Cost per Hour	Extended Cost
Professional Services	1		\$ 140.00	\$
Professional Services	2		\$ 145.00	\$
Professional Services	3		\$ 145.00	\$
Professional Services	4		\$ 150.00	\$
<b>B. Maintenance and Support</b>			<b>Subtotal for B.</b>	

*Instructions for completing the above Cost Sheet. The excel spreadsheet has been formatted to automatically provide the Subtotals and Grand Total. You will enter the cost associated with each Section as well as each year (1-4). All data entry items on the form are designated by a RED font. Please make sure you have entered costs in each line.*

**Professional service hours are estimated hours for bid submission only. No other fees will be allowed that are not included on Exhibit A.**

**Do not alter this cost sheet or provide any additional pricing not specifically requested hereinabove. Doing so will result in disqualification of your bid.**



**Barr, Brandon L** <brandon.l.barr@wv.gov>

---

## CMA WWV2300000002 Gov's Office Approval

---

**Lesavich, Tina L** <tina.l.lesavich@wv.gov>  
To: "Barr, Brandon L" <brandon.l.barr@wv.gov>

Thu, May 15, 2025 at 11:49 AM

Good morning,

The amount for year 4 services for maintenance and support is \$41,800.00. Based on prior year history and the needs of the Agency, we do not foresee spending over \$100k in year 4 of this contract.

[Quoted text hidden]

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10 - Brandon Barr</u> Date: <u>5/15/25</u> Solicitation No. <u>CMA WWV23*02</u>	Agency: WorkForce West Virginia Procurement Officer Submitting Requisition: Tina Lesavich Requisition No. CMA WWV2300000002 PF No.: 1062734
---	--

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
10	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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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: \_\_\_\_\_

*5/15/25*



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.*

#### DIAMOND TECHNOLOGIES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/3/2012		7/3/2012	Foreign	Profit			

Organization Information		
<b>Business Purpose</b>	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services	<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>
<b>Charter State</b>	DE	<b>Excess Acres</b>
<b>At Will Term</b>		<b>Member Managed</b>
<b>At Will Term Years</b>		<b>Par Value</b>
<b>Authorized Shares</b>		<b>Young Entrepreneur</b> Not Specified

Addresses	
Type	Address
<b>Local Office Address</b>	4001 MILLER RD SUITE 3 WILMINGTON, DE, 19802
<b>Mailing Address</b>	4001 MILLER RD SUITE 3 WILMINGTON, DE, 19802 USA
<b>Notice of Process Address</b>	MARGARET B CATALFAMO 4001 MILLER RD SUITE 3 WILMINGTON, DE, 19802
<b>Principal Office Address</b>	4001 MILLER ROAD SUITE 3 WILMINGTON, DE, 19802 USA
Type	Address

Officers	
Type	Name/Address
<b>Director</b>	GREGORY BALLANCE 218 MILFORD DR MIDDLETOWN, DE, 19709
<b>President</b>	GREGORY BALLANCE 218 MILFORD DR MIDDLETOWN, DE, 19709
Type	Name/Address

Annual Reports
----------------

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02



**Please Sign In:** You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

[Sign In](#)

## Filter By

## Keyword Search

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

## Simple Search

## Search Editor

- ☐ Any Words
- ☐ All Words
- ☐ Exact Phrase

e.g. 123456789, Smith Corp

"DIAMOND TECHNOLOGIES, INC."

Entity

Location

Status

- ☒ Active
- ☐ Inactive

Reset

Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusion



## 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](#)