



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: 06-05-2025

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 0506 3021 WIC2200000001 4	Procurement Folder:	1002137
Document Name:	DIGITAL TRANSACTION MANAGEMENT/ ESIGNATURE SUBSCRIPTION	Reason for Modification:	Change Order 03: To Renew Contract
Document Description:	DIGITAL TRANSACTION MANAGEMENT AND ESIGNATURE SUBSCRIPTION		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-06-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-06-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000195808 CARAHSOFT TECHNOLOGY CORP 11493 SUNSET HILLS RD STE 100 RESTON VA 20190 US Vendor Contact Phone: 703-673-3652 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: Courtney M Buskirk Requestor Phone: 304-352-4853 Requestor Email: courtney.m.buskirk@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
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US

6/16/25 66

Purchasing Division's File Copy

Total Order Amount:

Open End

JA 6/5/25

PURCHASING DIVISION AUTHORIZATION

DATE: *Tara H. 6/12/25*
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *6/12/25*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *6-18-25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 3

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 date of renewal: 6/15/2025 through 6/14/2026.

Renewal Years Remaining: 0

No Other Changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81112217			EA	70629.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Licenses Subscription (30,000 Annual Transactions) BASE YEAR

Extended Description:

30,000 Annual Transactions or below Third renewal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81112217			EA	1177.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: License Subscription (per ea.500 Transactions >30,000)

Extended Description:

License Subscription (per ea.500 Transactions >30,000)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81112217			EA	250.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Developing Templates, Workflow, Integration

Extended Description:

Developing Templates, Workflow, Integration

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81112217			EA	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: General User Class - Online/instructor led (Unlimited)

Extended Description:

General User Class - Online/instructor led (Unlimited)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81112217			EA	900.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Administrator Class - Online/ instructor led (Unlimited)

Extended Description:
Administrator Class - Online/ instructor led (Unlimited)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81112217			EA	70629.000000
	Service From	Service To		Service Contract Amount	
	2023-06-15	2024-06-14		0.00	

Commodity Line Description: Licenses Subscription (30,000 Annual Transactions) YEAR 2

Extended Description:
30,000 Annual Transactions or below
YEAR 2
First Renewal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	81112217			EA	1175.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: License Subscription (per ea.500 Transactions >30,000)-YR2

Extended Description:
License Subscription (per ea.500 Transactions >30,000)YR-2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	81112217			EA	74160.000000
	Service From	Service To		Service Contract Amount	
	2024-06-15	2025-06-14		0.00	

Commodity Line Description: Licenses Subscription (30,000 Annual Transactions) YEAR 3

Extended Description:
30,000 Annual Transactions or below
YEAR 3
Second Renewal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	81112217			EA	1234.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: License Subscription (per ea.500 Transactions >30,000)-YR3

Extended Description:
License Subscription (per ea.500 Transactions >30,000)YR-2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	81112217			EA	61800.000000
	Service From	Service To		Service Contract Amount	
	2025-06-15	2026-06-14		0.00	

Commodity Line Description: Licenses Subscription (30,000 Annual Transactions) YEAR 4

Extended Description:
30,000 Annual Transactions or below
YEAR 4

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	81112217			EA	13595.000000
	Service From	Service To	Service Contract Amount		
	2025-06-15	2026-06-14	0.00		

Commodity Line Description: License Subscription (per ea.500 Transactions >30,000)-YR4

Extended Description:
License Subscription (per ea.500 Transactions >30,000)YR-4

April 3, 2025

West Virginia Department of Health and Human Resources
350 Capitol Street East
Charleston, WV 25301

To Whom It May Concern:

I, Madeline Hall on behalf of Carahsoft Technology Corporation, hereby agree to the renewal of contract CMA WIC2200000001 with the effective dates of June 15, 2025 - June 14, 2026. This renewal will be under the same terms and conditions as the original contract put in place with West Virginia's Bureau for Public Health, Office of Nutrition Services. Please feel free to contact us at contracts@carahsoft.com with any questions you may have.

Thank you,
Madeline Hall

Madeline Hall

Reviewed & Approved
Heidi E. Staats, ONS Director
4/28/25
Heidi E. Staats

Agreed

Heather White



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
Office of Nutrition Services


Arvin Singh, EdD, MBA, MPH, MS, FACHE
Secretary of Health

Justin Davis
Interim Commissioner

MEMORANDUM

TO: Bryan Rosen
Director of Purchasing, Office of Shared Administration

CC: Trey Morris
Purchasing Director, Department of Health Central Finance

FROM: Heidi Staats 
Director, Office of Nutrition Services

DATE: April 25, 2025

RE: CMA WIC22*01- Request to Renew for Year 4 (3rd Allowable Renewal)

Please accept this memorandum as the Office of Nutrition Services' request to renew the Master Contract under CMA WIC2200000001.

This Master Contract was originally completed as a one-year contract (June 15, 2022 – June 14, 2023) with 3 one-year renewals. The current contract expires on June 14, 2025. The ONS is now requesting a renewal from the vendor for the 4th year of services – the third one-year renewal. The fourth year of services is for the timeframe of June 15, 2025, through June 14, 2026.

The Vendor has agreed to renew the current contract under the same terms, conditions, and prices for the current contract, as well as any other future renewals on this contract.

DocuSign has allowed WIC clinics to streamline services for securing remote service acknowledgement and authorization of release of health information documents. In addition, the WIC retailer authorization process has transitioned to electronic signature of applications and contracts. Renewal of the contract will support continued modernization of workflow processes which eliminate barriers for potential and current WIC participants and retailers.

All programs and projects under ONS are 100% federally funded by the United States Department of Agriculture Food and Nutrition Service. Funding is available for this open-ended purchase for the optional year 2 term.

Your consideration of our request is appreciated. If there are questions or need additional information, please contact Carrie Brooks by phone at 304-352-0905 or by email at Carrie.T.Brooks@wv.gov.



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

Eric L. Householder
Cabinet Secretary

State Capitol
Charleston, West Virginia 25305

Heather D. Abbott
Chief Information Officer

**TO: Ron Courtney, Procurement Associate
Office of Shared Administration**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2025-2603**

DATE: May 20, 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.

A review has been conducted of your request for Digital Transaction Management/E-Signature Subscription, the Office of Technology has determined:

☒ 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.



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
Office of Nutrition Services


Arvin Singh, EdD, MBA, MPH, MS, FACHE
Secretary of Health

Justin Davis
Interim Commissioner

MEMORANDUM

TO: Bryan Rosen
Director of Purchasing, Office of Shared Administration

CC: Trey Morris
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FROM: Heidi Staats 
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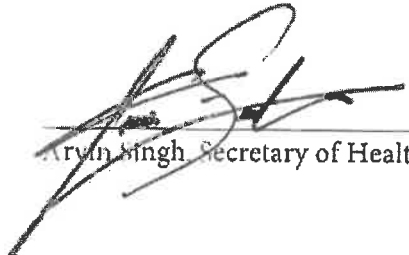
All programs and projects under ONS are 100% federally funded by the United States Department of Agriculture Food and Nutrition Service. Funding is available for this open-ended purchase for the optional year 2 term.

RECEIVED

JUN 09 2025

Your consideration of our request is appreciated. If there are questions or need additional information, please contact Carrie Brooks by phone at 304-352-0905 or by email at Carrie.T.Brooks@wv.gov.

 6/9/25
Justin Davis, Acting Commissioner


Arvin Singh, Secretary of Health

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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 ⓘ
- ☐ All Words ⓘ
- ☐ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

"CARAHSOFT TECHNOLOGY CORP" x

Entity ▼

Location ▼

Status ▲

- ☒ Active
- ☐ Inactive

Reset ↻

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



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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.

CARAHSOFT TECHNOLOGY CORP.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/24/2012		7/24/2012	Foreign	Profit			

Organization Information			
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services		Capital Stock
Charter County		Control Number	99W0J
Charter State	MD	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses

Type	Address
Mailing Address	11493 SUNSET HILLS RD SUITE 100 RESTON, VA, 20190
Notice of Process Address	COLBY BENDER 11493 SUNSET HILLS RD SUITE 100 RESTON, VA, 20190
Principal Office Address	11493 SUNSET HILLS RD SUITE 100 RESTON, VA, 20190 USA
Type	Address

Officers

Type	Name/Address
Director	KRISTINA SMITH 1860 MICHAEL FARADAY DR SUITE 100 RESTON, VA, 20190
President	CRAIG P ABOD 1860 MICHAEL FARADAY DR SUITE 100 RESTON, VA, 20190
Vice-President	ROBERT MOORE 1860 MICHAEL FARADAY DR SUITE 100 RESTON, VA, 20190
Type	Name/Address

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018
2017x
2017
2016
2015
2014
Date filed

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

Wednesday, June 11, 2025 — 12:56 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>James Atkins</u> Date: <u>6/5/25</u> Solicitation No. <u>CMA WIC22*01</u>	Agency: OSA Procurement Officer Submitting Requisition: Heather White Requisition No. CMA WIC22*001 CO3 PF No.: 1002137
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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 (www.state.wv.us/admin/purchase/TCP.pdf)	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: _____

