



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

State of West Virginia Contract

Order Date: 05-28-2025

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 0511 2520 HHR2100000002 18	Procurement Folder:	831103
Document Name:	CHANGE ORDER 8	Reason for Modification:	Change Order 8 To renew contract.
Document Description:	BLACKBOARD LEARNING MANAGEMENT SYSTEMS (LMS)		
Procurement Type:	Central Sole Source		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-03-30
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-06-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000195577 BLACKBOARD LLC 11720 PLAZA AMERICA DR 11TH FL RESTON VA 20190 US Vendor Contact Phone: 2023039333 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>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Linda L Leighton-Clark Requestor Phone: 304-558-6820 Requestor Email: linda.l.leighton-clark@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF HUMAN RESOURCES MGMT ONE DAVIS SQUARE, STE 400 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF HUMAN RESOURCES MGMT ONE DAVIS SQUARE, STE 400 CHARLESTON WV 25301 US

Purchasing Division's File Copy

Total Order Amount: \$543,804.13

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya 6/2/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>6/10/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>6-10-25</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 8 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: July 1, 2025 through June 30, 2026

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43232500	0.00000		0.000000	\$27,605.48
Service From	Service To	Manufacturer		Model No	
2021-03-30	2022-06-30				

Commodity Line Description: Collaborate Enterprise License

Extended Description:

Collaborate Enterprise License - 5M Minutes Cap, 1024 GB Storage

Product code: CL-WC-ENT-5M

Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	43232500	0.00000		0.000000	\$7,500.00
Service From	Service To	Manufacturer		Model No	
2021-03-30	2022-06-30				

Commodity Line Description: Consulting Time - FFP

Extended Description:

Consulting Time - FFP

AS-ICS-HRS-FFP

PERIOD YEAR 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	43232500	0.00000		0.000000	\$7,034.25
Service From	Service To	Manufacturer		Model No	
2021-03-30	2022-06-30				

Commodity Line Description: Online Training Subscription

Extended Description:

Online Training Subscription

AS-TRN-OLN-S

Period 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
26	43232500	0.00000		0.000000	\$81,164.40
Service From	Service To	Manufacturer		Model No	
2021-03-30	2022-06-30				

Commodity Line Description: LEARNING PRO SAAS + 5001 - 10000 Users

Extended Description:

LEARNING PRO SAAS 5001 - 10000 Users SAAS2-LP-PRO-P

Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
27	43232500	0.00000		0.000000	\$2,500.00
Service From	Service To	Manufacturer	Model No		
2021-03-30	2022-06-30				

Commodity Line Description: Exceeds Storage Capacity of 2TB

Extended Description:

Storage capacity is limited to 2 TB. Storage in excess of the Storage Capacity is subject to additional fees and purchase.
Additional Storage: 1 TB = \$2,500.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
28	43232500	0.00000		0.000000	\$4,000.00
Service From	Service To	Manufacturer	Model No		
2021-03-30	2022-06-30				

Commodity Line Description: Exceeds Contracted Minutes of 5 million

Extended Description:

Minutes used in excess of contracted Minutes of 5 million is subject to additional fees and purchase.
Additional Minutes: 1M = \$4,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
29	43232500	0.00000		0.000000	\$22,000.00
Service From	Service To	Manufacturer	Model No		
2022-07-01	2023-06-30				

Commodity Line Description: Collaborate Enterprise License

Extended Description:

Collaborate Enterprise License - 5M Minutes Cap, 1024 GB Storage
Product code: CL-WC-ENT-5M
Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
30	43232500	0.00000		0.000000	\$75,000.00
Service From	Service To	Manufacturer	Model No		
2022-07-01	2023-06-30				

Commodity Line Description: LEARNING PRO SAAS + 5001 - 10000 Users

Extended Description:

LEARNING PRO SAAS 5001 - 10000 Users SAAS2-LP-PRO-P

Optional Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
31	43232500	0.00000		0.000000	\$2,500.00
Service From	Service To	Manufacturer	Model No		
2022-07-01	2023-06-30				

Commodity Line Description: Exceeds Storage Capacity of 2TB

Extended Description:

Storage capacity is limited to 2 TB. Storage in excess of the Storage Capacity is subject to additional fees and purchase.
Additional Storage: 1 TB = \$2,500.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
32	43232500	0.00000		0.000000	\$4,000.00
Service From	Service To	Manufacturer	Model No		
2022-07-01	2023-06-30				

Commodity Line Description: Exceeds Contracted Minutes of 5 million

Extended Description:

Minutes used in excess of contracted Minutes of 5 million is subject to additional fees and purchase.
Additional Minutes: 1M = \$4,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
33	43232500	0.00000		0.000000	\$2,500.00
Service From	Service To	Manufacturer	Model No		
2023-07-01	2024-06-30				

Commodity Line Description: Exceeds Storage Capacity of 2TB

Extended Description:

Storage capacity is limited to 2 TB. Storage in excess of the Storage Capacity is subject to additional fees and purchase.
Additional Storage: 1 TB = \$2,500.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
34	43232500	0.00000		0.000000	\$4,000.00
Service From	Service To	Manufacturer	Model No		
2023-07-01	2024-06-30				

Commodity Line Description: Exceeds Contracted Minutes of 5 million

Extended Description:

Minutes used in excess of contracted Minutes of 5 million is subject to additional fees and purchase.
Additional Minutes: 1M = \$4,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
35	43232500	0.00000		0.000000	\$22,000.00
Service From	Service To	Manufacturer	Model No		
2023-07-01	2024-06-30				

Commodity Line Description: Collaborate Enterprise License

Extended Description:

Collaborate Enterprise License - 5M Minutes Cap, 1024 GB Storage

Optional Renewal Period 3

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
36	43232500	0.00000		0.000000	\$75,000.00
Service From	Service To	Manufacturer	Model No		
2023-07-01	2024-06-30				

Commodity Line Description: LEARNING PRO SAAS + 5001 - 10000 Users

Extended Description:

LEARNING PRO SAAS 5001 - 10000 Users SAAS2-LP-PRO-P

Optional Year 3

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
37	43232500	0.00000		0.000000	\$22,000.00
Service From	Service To	Manufacturer		Model No	
2024-07-01	2025-06-30				

Commodity Line Description: Collaborate Enterprise License

Extended Description:

Collaborate Enterprise License - 5M Minutes Cap, 1024 GB Storage

Optional Renewal Period 4

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
38	43232500	0.00000		0.000000	\$75,000.00
Service From	Service To	Manufacturer		Model No	
2024-07-01	2025-06-30				

Commodity Line Description: LEARNING PRO SAAS + 5001 - 10000 Users

Extended Description:

LEARNING PRO SAAS 5001 - 10000 Users SAAS2-LP-PRO-P

Optional Year 4

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
39	43232500	0.00000		0.000000	\$2,500.00
Service From	Service To	Manufacturer		Model No	
2024-07-01	2025-06-30				

Commodity Line Description: Exceeds Storage Capacity of 2TB

Extended Description:

Storage capacity is limited to 2 TB. Storage in excess of the Storage Capacity is subject to additional fees and purchase.

Additional Storage: 1 TB = \$2,500.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
40	43232500	0.00000		0.000000	\$4,000.00
Service From	Service To	Manufacturer		Model No	
2024-07-01	2025-06-30				

Commodity Line Description: Exceeds Contracted Minutes of 5 million

Extended Description:

Minutes used in excess of contracted Minutes of 5 million is subject to additional fees and purchase.

Additional Minutes: 1M = \$4,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
41	43232500	0.00000		0.000000	\$22,000.00
Service From	Service To	Manufacturer		Model No	
2025-07-01	2026-06-30				

Commodity Line Description: Collaborate Enterprise License

Extended Description:

Collaborate Enterprise License - 5M Minutes Cap, 1024 GB Storage

Optional Renewal Period 5

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
42	43232500	0.00000		0.000000	\$75,000.00
Service From	Service To	Manufacturer		Model No	
2025-07-01	2026-06-30				

Commodity Line Description: LEARNING PRO SAAS + 5001 - 10000 Users

Extended Description:

LEARNING PRO SAAS 5001 - 10000 Users SAAS2-LP-PRO-P

Optional Year 5

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
43	43232500	0.00000		0.000000	\$2,500.00
Service From	Service To	Manufacturer		Model No	
2025-07-01	2026-06-30				

Commodity Line Description: Exceeds Storage Capacity of 2TB

Extended Description:

Storage capacity is limited to 2 TB. Storage in excess of the Storage Capacity is subject to additional fees and purchase.

Additional Storage: 1 TB = \$2,500.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
44	43232500	0.00000		0.000000	\$4,000.00
Service From	Service To	Manufacturer		Model No	
2025-07-01	2026-06-30				

Commodity Line Description: Exceeds Contracted Minutes of 5 million

Extended Description:

Minutes used in excess of contracted Minutes of 5 million is subject to additional fees and purchase.

Additional Minutes: 1M = \$4,000.00

Blackboard
NOW PART OF ANTHOLOGY

5201 Congress Avenue
Boca Raton, Florida

May 12, 2025

Linda L. Leighton-Clark
Director – Employee Development
Office of Shared Administration (OSA)
Department of Health and Human Resources (DHHR)
One Davis Square Ste. 400
Charleston, WV 25301

Ms. Leighton-Clark,

Pursuant to your request, we would like to confirm that the Blackboard License and Services Agreement, executed between Blackboard and West Virginia Network for Educational Telecomputing, the "Agreement", is in full force and effect for the July 1, 2024 - June 30, 2025, term. Blackboard is agreeable to renewing such Agreement according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders. The effective date of the renewal will be 07/01/25 through 6/30/26. All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Thank you for choosing Blackboard. Please contact us should you have any questions or need additional information.

Regards,



Michael Pohorylo
Chief Legal Officer
(202) 602-1117
michael.pohorylo@blackboard.com

Anthology
Advancing Knowledge

Agree to renew
CCT OSII HHR 21 #2

Thanks,





Software & Services Product and Pricing Summary

Period Number	Total (USD)
Period 5	USD 97,000.00
Contract Total	USD 97,000.00

Period 5				
Qty	Product Code	Product Name	Dates	Net Total (USD)
1	TLL.3S.ENTMIN5M.S	COLLAB ENT LIC 5M MINUTE CAP Entitlements for Period 5 Purchased Storage: 1024 GB Purchased Minutes: 5000000	01-Jul-2025 to 30-Jun-2026	USD 22,000.00
1	LSS.SW.SAAS2.S	BLACKBOARD LEARN SAAS PLUS Entitlements for Period 5 Band: 5,001 - 10,000 FTE Purchased Storage: 1024 GB	01-Jul-2025 to 30-Jun-2026	USD Included - PKG.MMT.SAAS2LPPRO
1	LSS.TR.LRNLTM.S	TRAINING PROGRAM DEVELOPMENT	01-Jul-2025 to 30-Jun-2026	USD Included - PKG.MMT.SAAS2LPPRO
1	LSS.TR.LRNULTRAESS.S	LRN TEACH ESS FOR ULTRA	01-Jul-2025 to 30-Jun-2026	USD Included - PKG.MMT.SAAS2LPPRO
1	LSS.TR.LRNGUIADM.S	LEARN SAAS GUI ADMINISTRATION	01-Jul-2025 to 30-Jun-2026	USD Included - PKG.MMT.SAAS2LPPRO
1	PKG.MMT.SAAS2LPPRO	PKG- LRNG PROF SAAS PLUS Entitlements for Period 5 Band: 5,001 - 10,000 FTE Purchased Storage: 1024 GB	01-Jul-2025 to 30-Jun-2026	USD 75,000
Period 5 Total				USD 97,000.00



Software & Services Product and Pricing Summary

Period Number	Total (USD)
Period 5	USD 6,500.00
Contract Total	USD 6,500.00

Period 5				
Qty	Product Code	Product Name	Dates	Net Total (USD)
1	TLL.3S.ENTMIN1M.S	ADDTL MIN (1M) FOR COLLAB ENT Entitlements for Period 5 Purchased Minutes: 1000000	01-Jul-2025 to 30-Jun-2026	USD 4,000.00
1	TLL.3S.ENTSTG1TB.S	COLLAB STORAGE ENTERPRISE 1TB Entitlements for Period 5 Purchased Storage: 1024 GB	01-Jul-2025 to 30-Jun-2026	USD 2,500.00
Period 5 Total				USD 6,500.00



Arvin Singh, EdD, MBA, MPH, MS,
FACHE
DH Cabinet Secretary



Michael J. Caruso
DHF Cabinet Secretary



Alex J. Mayer
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES
OFFICE OF SHARED ADMINISTRATION

DATE: May 9, 2025

TO: Crystal Hustead, Senior Buyer
DOA Purchasing

FROM: *Althea Greenhowe*
Althea Greenhowe, Procurement Specialist, Senior
Office of Shared Administration Purchasing

RE: CCT 0511 HHR21*2

Please accept this justification memo for the Change Order to the above referenced contract. We are requesting a renewal to be effective from 07/01/2025 through 06/30/2026 according to the same terms and conditions, prices, and specifications contained in the original contract, including all authorized change orders.

If you have any questions, please feel free to contact me.

Thank you.



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 *SLW*
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:

[Signature]
Agency Head

5-15-25
Date

[Signature]
Cabinet Secretary/Department Head

5-15-25
Date

NIA
Governor's Office Representative

Date

Filter By

Keyword Search

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Simple Search

Search Editor

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e.g. 123456789, Smith Corp

"blackboard llc" x

Entity

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

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2025-2611**

DATE: May 23, 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 Blackboard Learning Management System (LMS), 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.

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.

BLACKBOARD LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	4/22/2004		4/22/2004	Foreign	Profit			

Organization Information			
Business Purpose	6117 - Educational Services - Educational Services - Educational Support Services		Capital Stock
Charter County		Control Number	65929
Charter State	DE	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	11720 PLAZA AMERICA DR 11TH FLOOR RESTON, VA, 20190
Mailing Address	11720 PLAZA AMERICA DR 11TH FLOOR RESTON, VA, 20190 USA
Notice of Process Address	CORPORATE CREATIONS NETWORK INC. 126 EAST BURKE STREET MARTINSBURG, WV, 25401
Principal Office Address	11720 PLAZA AMERICA DR.,11TH FLOOR RESTON, VA, 20190 USA
Type	Address

Officers	
Type	Name/Address
Member	BRUCE DAHLGREN 11720 PLAZA AMERICA DR 11TH FLOOR RESTON, VA, 20190
Member	GARRICK BERNSTEIN 11720 PLAZA AMERICA DR 11TH FLOOR RESTON, VA, 20190
Type	Name/Address

Name Changes	
Date	Old Name
5/8/2024	BLACKBOARD INC.
Date	Old Name

Date	Amendment
5/8/2024	CONVERSION NAME CHANGE: FROM BLACKBOARD INC.
Date	Amendment

Annual Reports
Filed For
2025
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Date filed

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

Monday, June 2, 2025 — 9:04 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>6/2/25</u> Solicitation No. <u>CCT HHR21*02</u>	Agency: WV OSA <hr/> Procurement Officer Submitting Requisition: Althea Greenhowe <hr/> Requisition No. CCT HHR21*2 <hr/> PF No.: 831103
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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: _____

Crystal Husted