



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

State of West Virginia  
**Delivery Order**

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:	CDO 0705 0705 LOT2500000011 2	Change Order No:	1	Procurement Folder:	1701890
Document Name:	CRAYON SOFTWARE EXPERTS LLC			Reason for Modification: Change Order 1 to cancel contract/purchase order	
Document Description:	Microsoft Enterprise Agreement for 2025-2026				
Procurement Type:	Central Delivery Order				
Buyer Name:	Thomas P Hymes				
Telephone:	304-558-2350				
Email:	thymes@wvlottery.com				
Shipping Method:	Best Way			Master Agreement Number: CMA 0212 LAR24 2	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000017790 CRAYON SOFTWARE EXPERTS LLC 12221 MERIT DR STE 1400  DALLAS TX 75251 US Vendor Contact Phone: 469-329-0266 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: Thomas P Hymes Requestor Phone: 304-558-2350 Requestor Email: thymes@wvlottery.com  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE LOTTERY PO BOX 2067  CHARLESTON WV 25327-2067 US	PURCHASING LOTTERY 900 PENNSYLVANIA AVE  CHARLESTON WV 25302 US

Total Order Amount: \$0.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  
DATE: *[Signature]*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *[Signature]* 6-6-25  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 1 is issued to cancel this contract/purchase order in its entirety and all funds associated with the contract.

Effective date of cancellation: 06/05/2025

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43230000	0.00000	EA	\$0.0000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2025-05-21	

**Commodity Line Description:** Lottery - Microsoft Enterprise Agreement 2025-2026

**Extended Description:**

Microsoft Enterprise Agreement EA 60362316 - Annual Agreement Renewal for 2025-2026, See attached documentation.

Statewide Contract for Microsoft Licensing and Services:

Entire Microsoft Licensing Catalog

Discount Percentage - 19.30%

See attached documentation.



P.O. BOX 2067  
CHARLESTON, WV 25327

JOHN A. MYERS  
DIRECTOR

PHONE: 304.558.0500  
wvlottery.com

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June 5, 2025

**To:** Mark Atkins, Buyer Supervisor  
Purchasing Division

**From:** Thomas Hymes, Procurement Specialist, Senior Lottery

A handwritten signature in blue ink, appearing to be "TH", located next to the "From:" field.

**Subject:** Change Order No. 1 - CDO LOT2500000011, to cancel contract/purchase order in its entirety

The Vendor inadvertently submitted the wrong quote being they did not realize Lottery has some older, more expensive Enterprise Server Licenses that we are required to keep until next year, 2026. Microsoft locks in the license count for these Enterprise Server Licenses for the three-year period of the Enterprise Agreement (EA). We no longer use this version as it's more expensive and we don't need the features they provide, this will also reduce Lotteries cost of the EA for 2026.

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

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### Business Organization Detail

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#### CRAYON SOFTWARE EXPERTS LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	4/4/2022		4/4/2022	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>	A	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>	<b>Par Value</b>		
<b>Authorized Shares</b>	<b>Young Entrepreneur</b>		No

Addresses	
Type	Address
<b>Designated Office Address</b>	12221 MERIT DRIVE SUITE 1400 DALLAS, TX, 75251
<b>Mailing Address</b>	12221 MERIT DRIVE SUITE 1400 DALLAS, TX, 75251 USA
<b>Notice of Process Address</b>	CRAYON SOFTWARE EXPERTS LLC 12221 MERIT DRIVE SUITE 1400 DALLAS, TX, 75251
<b>Principal Office Address</b>	12221 MERIT DRIVE SUITE 1400 DALLAS, TX, 75251 USA
Type	Address

Officers	
Type	Name/Address
<b>Manager</b>	CANDY KAREEM 12221 MERIT DRIVE SUITE 1400 DALLAS, TX, 75251
Type	Name/Address

Annual Reports	
<b>Filed For</b>	
2025	
2024	
2023	
<b>Date filed</b>	

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

Thursday, June 5, 2025 — 7:46 AM

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e.g. 123456789, Smith Corp

"Crayon Software Experts LLC"



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