



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 0803 0081 DOT2500000033 1	Change Order No:	Procurement Folder:	1714215
Document Name:	ROW Content Mgmt P3 Add	Reason for Modification:		
Document Description:	ROW Content Mgmt P3 Add (81250136)			
Procurement Type:	Central Delivery Order			
Buyer Name:	John W Estep			
Telephone:	304-558-2566			
Email:	john.w.estep@wv.gov			
Shipping Method:	Best Way	Master Agreement Number: CMA 0803 DOT2300000003 1		
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	000000161706	Requestor Name:	Sidney Oliver																				
DATABANK IMX LLC		Requestor Phone:	304-414-7119																				
PO Box 829878		Requestor Email:	jr.oliver@wv.gov																				
Philadelphia	PA	2025 FILE LOCATION _____																					
US	19182-9878																						
Vendor Contact Phone:	561-222-0101																						
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				
	Discount Allowed	Discount Percentage	Discount Days																				
#1	No	0.0000	0																				
#2	No																						
#3	No																						
#4	No																						

INVOICE TO	SHIP TO
INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US	INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US

Purchasing Division's File Copy

Total Order Amount: \$329,700.00

JE 6/9/25

PURCHASING DIVISION AUTHORIZATION
DATE: 6-10-25
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 6-11-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

ROW Content Management P3 Add (81250136)
Service dates: 6/1/25 - 6/30/26

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43232200	0.00000		\$0.0000	\$263,550.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-06-01	2026-06-30				

Commodity Line Description: Technical Consultant - Professional Services

Extended Description:

Technical Consultant - Professional Services
1255 Hours @ \$210.00/hr

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43232200	0.00000		\$0.0000	\$66,150.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2025-06-01	2026-06-30				

Commodity Line Description: Program Manager - Professional Services

Extended Description:

Program Manager - Professional Services
315 Hours @ \$210.00/hr

Project Delivery Order.

Company Name	West Virginia Department of Transportation
Project Name	ROW - Phase 3 - Property Management Addon
Order ID	1a
Date	05/22/25

Type and Priority of Requested Change

Type Of Change Requested (Check all that apply)		Priority (Check ONE)	
<input checked="" type="checkbox"/>	Scope Change	<input checked="" type="checkbox"/>	Critical
<input checked="" type="checkbox"/>	Schedule Change	<input type="checkbox"/>	High
<input checked="" type="checkbox"/>	Budget Change	<input type="checkbox"/>	Normal
<input type="checkbox"/>	PO Adjustment Needed	<input type="checkbox"/>	Low
<input checked="" type="checkbox"/>	New PO Required		
<input type="checkbox"/>	Design Change		

Details of Requested Change

Reason For Additional Order:

Additional time was spent on Phase 3 due to a larger number of scope items than anticipated. The Discovery and Design for Property Management portion of the project is now complete and there are additional items in the scope that will require additional hours to be added in the budget to implement. During the sales survey it was primarily identified that we needed to properly store and track data for the properties that WV is responsible for. During discovery we identified several touch points between the Property Mgmt area and other areas within West Virginia, as well as an approval process between the Prop Mgmt District Offices & the Prop Mgmt Central Office staff. We also identified several document templates as well as other customer facing communication that could be standardized within the process.

Differences between Survey/Estimate and Project Discovery:

The discovery team identified the following differences between the survey/estimate and the communicated requirements from discovery:

Original Scope:

- Basic OnBase Configuration
 - Up to 4 User Groups
- WorkView Configuration
 - 2 Classes, 30 Attributes, 2 Screens, 1 Filter Bar, 6 Filters, and connection to existing ROW WV Objects
- Integration
 - URL Links to Project Wise
- Data Import
 - Import Spreadsheet data into OnBase WorkView

New Scope:

- Basic OnBase Configuration
 - Up to 9 User Groups
 - Up to 25 Document Types
- Document Composition Templates
 - Up to 11 templates
- WorkView Configuration
 - Up to 9 Classes, Up to 100 Attributes, Up to 12 Screens, 1 Filter Bar, Up to 15 Filters, and connection to existing ROW WV Objects, as well as changes to the existing ROW Acquisitions workflow lifecycle to trigger the creation of Property events
- Integration
 - URL Links to Project Wise
 - Creation of report that can be manually imported into OASIS invoicing tool for creation of invoices. Custom scripting will not be used to export data out of OnBase. Should this be requested, a change order will be required.
- Data Import
 - Assist with massaging and validating Spreadsheet data before importing into OnBase
 - Import Spreadsheet data into OnBase WorkView
- Workflow Configuration
 - Up to 5 Lifecycles, Up to 30 Queues, Up to 45 Adhoc Tasks, Up to 12 System Tasks, WF Related Folders (for doc comp templates)
 - Lifecycles: Property Management LC, Lease LC, Lease Approval LC, Property Maintenance
 - Store, track, and increment auto numbering functionality for the following;
 - Prop Mgmt Number (for each Property)
 - BRIM Building Number (for each building)
 - PM Lease or Sale Request # (Case #) [for each lease or sale request]
 - Lease #s
- Post Go-Live Enhancements: 750 Hours

Functional Impact of Change:

new OnBase functionality will be built

Technical Impact of Change:

new OnBase functionality will be built

Project Estimate:

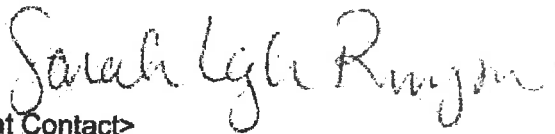
\$329,700 (1,570 hours at \$210 per hour)

PO should have the following line items added:

Program Manager - Professional Services: + 315 hours @ \$210.00/hr. = \$ 66,150

Technical Consultant - Professional Services: + 1255 hours @ \$210.00/hr. = \$ 263,550

PO should active 06/01/25 to 06/30/26

Purchase Order Approval

<Client Contact>

06/03/2025

Approval Date



<Client Contact>

Approval Date



DataBank Project Manager

06/03/25

Approval Date

EXHIBIT A - PRICING PAGE

v2.5.23.22

Content Management Software and Professional Services
LOCATION: BUILDING 5, ROOM A-720, CHARLESTON, WV 25305

Contract Item Number	Description	Unit of Measure	Estimated Quantity*	Unit Cost				Extended Cost
				Year One	Optional - Year Two	Optional - Year Three	Optional - Year Four	
4.1.2	Hyland OnBase Essential User License Part # ONB-SUB-DW or equal (25 users)	EA		\$689.17	\$689.17	\$689.17	\$689.17	
4.1.2	Hyland OnBase Essential User License Part # ONB-SUB-DW or equal (26-50 users)	EA		\$650.88	\$650.88	\$650.88	\$650.88	
4.1.2	Hyland OnBase Essential User License Part # ONB-SUB-DW or equal (51-100 users)	EA		\$593.46	\$593.46	\$593.46	\$593.46	
4.1.2	Hyland OnBase Essential User License Part # ONB-SUB-DW or equal (101-200 users)	EA		\$526.45	\$526.45	\$526.45	\$526.45	
4.1.2	Hyland OnBase Essential User License Part # ONB-SUB-DW or equal (201-500 Users)	EA		\$440.31	\$440.31	\$440.31	\$440.31	
4.1.2	Hyland OnBase Essential User License Part # ONB-SUB-DW or equal (501+ Users)	EA		\$373.30	\$373.30	\$373.30	\$373.30	
4.1.3	Hyland OnBase Standard User License Part # ONB-SUB-PW or equal (25 users)	EA		\$918.89	\$918.89	\$918.89	\$918.89	
4.1.3	Hyland OnBase Standard User License Part # ONB-SUB-PW or equal (26-50 users)	EA		\$880.60	\$880.60	\$880.60	\$880.60	
4.1.3	Hyland OnBase Standard User License Part # ONB-SUB-PW or equal (51-100 users)	EA		\$823.18	\$823.18	\$823.18	\$823.18	
4.1.3	Hyland OnBase Standard User License Part # ONB-SUB-PW or equal (101-200 users)	EA		\$756.17	\$756.17	\$756.17	\$756.17	

EXHIBIT A - PRICING PAGE

v2.5.23.22

Content Management Software and Professional Services								
LOCATION: BUILDING 5, ROOM A-720, CHARLESTON, WV 25305								
Contract Item Number	Description	Unit of Measure	Estimated Quantity*	Unit Cost				Extended Cost
				Year One	Optional - Year Two	Optional - Year Three	Optional - Year Four	
4.1.3	Hyland OnBase Standard User License Part # ONB-SUB-PW or equal (201-500 users)	EA		\$670.03	\$670.03	\$670.03	\$670.03	
4.1.3	Hyland OnBase Standard User License Part # ONB-SUB-PW or equal (501+ users)	EA		\$603.02	\$603.02	\$603.02	\$603.02	
4.1.4	Hyland OnBase Premier User License Part # ONB-SUB-KW or equal (25 users)	EA		\$1,148.62	\$1,148.62	\$1,148.62	\$1,148.62	
4.1.4	Hyland OnBase Premier User License Part # ONB-SUB-KW or equal (26-50 users)	EA		\$1,110.33	\$1,110.33	\$1,110.33	\$1,110.33	
4.1.4	Hyland OnBase Premier User License Part # ONB-SUB-KW or equal (51-100 users)	EA		\$1,052.89	\$1,052.89	\$1,052.89	\$1,052.89	
4.1.4	Hyland OnBase Premier User License Part # ONB-SUB-KW or equal (101-200 users)	EA		\$985.89	\$985.89	\$985.89	\$985.89	
4.1.4	Hyland OnBase Premier User License Part # ONB-SUB-KW or equal (201-500 users)	EA		\$899.75	\$899.75	\$899.75	\$899.75	
4.1.4	Hyland OnBase Premier User License Part # ONB-SUB-KW or equal (501+ users)	EA		\$832.74	\$832.74	\$832.74	\$832.74	

EXHIBIT A - PRICING PAGE

v2.5.23.22

Content Management Software and Professional Services								
LOCATION: BUILDING 5, ROOM A-720, CHARLESTON, WV 25305								
Contract Item Number	Description	Unit of Measure	Estimated Quantity*	Unit Cost				Extended Cost
				Year One	Optional - Year Two	Optional - Year Three	Optional - Year Four	
4.1.5	Hyland OnBase Integration for WVDOT DocuSign eSignature Part # ONB-INTG1-11 or equal	EA		\$4,594.46	\$4,594.46	\$4,594.46	\$4,594.46	
4.1.6	Hyland OnBase Integration for WVDOT ESRI ArcGIS Server Part # ONB-INTG1-14 or equal	EA		\$4,594.46	\$4,594.46	\$4,594.46	\$4,594.46	
4.1.7.1.2.1	Advanced Capture Consultant - Professional Services	EA		\$210.00	\$210.00	\$210.00	\$210.00	
4.1.7.1.2.2	Business Consultant - Professional Services	EA		\$210.00	\$210.00	\$210.00	\$210.00	
4.1.7.1.2.3	Conversion Consultant - Professional Services	EA		\$210.00	\$210.00	\$210.00	\$210.00	
4.1.7.1.2.4	Database Engineer - Professional Services	EA		\$210.00	\$210.00	\$210.00	\$210.00	
4.1.7.1.2.5	Enterprise Solutions Consultant - Professional Services	EA		\$0.00	\$0.00	\$0.00	\$0.00	
4.1.7.1.2.6	Infrastructure Analyst - Professional Services	EA		\$210.00	\$210.00	\$210.00	\$210.00	
4.1.7.1.2.7	Integration Engineer - Professional Services	EA		\$210.00	\$210.00	\$210.00	\$210.00	
4.1.7.1.2.8	Principal Consultant - Professional Services	EA		\$0.00	\$0.00	\$0.00	\$0.00	

EXHIBIT A - PRICING PAGE

v2.5.23.22

Content Management Software and Professional Services								
LOCATION: BUILDING 5, ROOM A-720, CHARLESTON, WV 25305								
Contract Item Number	Description	Unit of Measure	Estimated Quantity*	Unit Cost				Extended Cost
				Year One	Optional - Year Two	Optional - Year Three	Optional - Year Four	
4.1.7.1.2.9	Program Manager - Professional Services	EA		\$210.00	\$210.00	\$210.00	\$210.00	
4.1.7.1.2.10	Technical Consultant - Professional Services	EA		\$210.00	\$210.00	\$210.00	\$210.00	
4.1.7.1.2.11	Hyland OnBase System Administrator Training or equal	EA		\$2,720.40	\$2,720.40	\$2,720.40	\$2,720.40	
4.1.7.1.2.12	Hyland OnBase Introduction to Workflow Training or equal	EA		\$2,740.00	\$2,740.00	\$2,740.00	\$2,740.00	
4.1.7.1.2.13	Hyland OnBase Premium Subscription or equal (Pricing should be based on 25 Essential User Licenses)	LS		\$604.53	\$604.53	\$604.53	\$604.53	
<p>* The estimated purchase volume for new licenses represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.</p> <p>** TRAVEL: Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.</p> <p>***Optional Renewals- Year Two through Year Four may be renewed by Change Order upon mutual agreement between the Vendor and Agency.</p>								

Glenn Walther
DataBank IMX

Vendor Signature



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

**TO: Lisa DiNallo, Procurement
Department of Transportation**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
IS&C NUMBER: 2024-2244**

DATE: April 30, 2024

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.

After conducting a review of your request for blanket request CMA DOT23*3 Content Management System Renewal year 3 plus 2 renewals, the Office of Technology has determined:

X That 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.

DATE: June 5, 2025

TO: Kristy James, Procurement Officer
Department of Transportation, Procurement Division

FROM: JR Oliver
Information Technology Division, Procurement Section

SUBJECT: Backdate Request CDO DOT25*33

Contract Number: CDO DOT2500000033

Procurement Folder Number: 1714215

Contract Description: ROW Content Mgmt P3 Add

This is a request to process and approve CDO DOT2500000033 as submitted with a backdated service period of 06/01/2025 – 6/30/2026 per the SOW dated 05/22/2025.

The later submission of the CDO was due to minor revisions made to the original SOW and a *delay in receiving the required signatures.*

Thank you.

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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.

DATABANK IMX LLC

See ATTACHED

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	7/12/2022		7/12/2022	Foreign	Profit			

Organization Information			
Business Purpose	5419 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Other Professional/Scientific/Technical Services (marketing research, public opinion polling, photographic, translation & interpretation, veterinary services)		
Capital Stock			
Charter County	Kanawha	Control Number	0
Charter State	DE	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years	Par Value		

Authorized Shares	Young Entrepreneur	No

Addresses	
Type	Address
Designated Office Address	458 PIKE ROAD HUNTINGDON VALLEY, PA, 19006
Mailing Address	458 PIKE ROAD HUNTINGDON VALLEY, PA, 19006 USA
Notice of Process Address	DATABANK IMX LLC 458 PIKE ROAD HUNTINGDON VALLEY, PA, 19006
Principal Office Address	458 PIKE ROAD HUNTINGDON VALLEY, PA, 19006 USA
Type	Address

Officers	
Type	Name/Address
Member	MATTHEW CHARLSON 458 PIKE ROAD HUNTINGDON VALLEY, PA, 19006
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	
2023	
Date filed	

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

Monday, June 9, 2025 — 8:10 AM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Ordering	458 PIKE RD	HUNTINGTON VALLEY	PA	19008-1610	GLENN WALTHER
Payment	PO Box 829878	Philadelphia	PA	19182-9878	Glenn Walther
Ordering	PO Box 829878	Philadelphia	PA	19182-9878	Glenn Walther

First Prev Next Last

Save [Undo](#) Delete Insert [Copy](#) Paste 

Vendor/Customer : 000000161706
DATABANK IMX LLC

Address Type : Ordering ▼


Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar ▼

Active From : 07/08/2022 

Active To : 10/18/2022 

Default Record :

Mail Returned :

Active Address : No

▼ Address Information

Address ID : AD000001

Street 1 : 458 PIKE RD

Street 2 :

City : HUNTINGTON VALLEY

State/Province : PA 

Zip/Postal Code : 19008-1610

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :



Country Phone Code : 1

Phone : 800-873-9426

Phone Extension :

County :



County Name :

Country : US



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Entities

Disaster Response Registry

Responsibility / Q



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Search Editor

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

e.g. 123456789, Smith Corp

Databank IMX LLC 

Entity 

Location 

Status 

☒ Active

☒ Inactive

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