



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: 11-06-2025

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 0225 0225 PEI2100000003 2	Procurement Folder:	800220
Document Name:	MICROSOFT DYNAMICS GP & RELATED LICENSES	Reason for Modification:	Change Order 1 To Renew Contract
Document Description:	MICROSOFT DYNAMICS GP & RELATED LICENSES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-11-02
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-11-01

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000209693 INTELLIPOINT TECHNOLOGIES LLC 9212 DEBOLD KOEBEL ROAD  PLEASANT PLAIN OH 45162 US Vendor Contact Phone: 999-999-9999 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: Jessica L Virtz Requestor Phone: (304) 558-7850 Requestor Email: jessica.l.virtz@wv.gov  <b>2026</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
PUBLIC EMPLOYEES INSURANCE STE 2 601 57TH ST SE CHARLESTON WV 25304 US	PUBLIC EMPLOYEES INSURANCE STE 2 601 57TH ST, SE CHARLESTON WV 25304 US

CR 11-14-25

Purchasing Division's File Copy

Total Order Amount: Open End

CH 11/6/25  
PURCHASING DIVISION AUTHORIZATION  
DATE: *Tarah* 11/13/25  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
DATE: *11/18/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *11-19-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 1 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: 11/2/2025 through 11/1/2026

Renewal Years/Months Remaining: 2

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43231512			EA	952.250000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** MICROSOFT GP LICENSE FEES - 16

**Extended Description:**

See attached Exhibit A Pricing Page

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	43231512			EA	1596.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** eONE LICENSE FEES - 1

**Extended Description:**

See attached Exhibit A Pricing Page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	43231512			EA	1414.250000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** PROFESSIONAL ADVANTAGE LICENSE FEES - 1

**Extended Description:**

See attached Exhibit A pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	43231512			EA	1200.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** MERIT SOLUTIONS LICENSE FEES - 1

**Extended Description:**

See attached Exhibit A pricing page

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81110000			JOB	21375.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** UPGRADE SERVICES (PER UPGRADE)

**Extended Description:**  
SOFTWARE MAINTENANCE AND SUPPORT SERVICES.  
See attached Exhibit A pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81110000			JOB	2137.500000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** PATCH INSTALLATION (PER INSTALLATION)

**Extended Description:**  
SOFTWARE MAINTENANCE AND SUPPORT SERVICES  
See attached Exhibit A pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	81110000			HOURL	200.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** FUNCTIONAL REQUIREMENT DEVELOPMENT COST (PER HOUR)

**Extended Description:**  
SOFTWARE MAINTENANCE AND SUPPORT SERVICES.  
See Attached Exhibit A pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	81110000			HOURL	200.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** PERFORMANCE ISSUE CONSULT SERVICES (PER HOUR)

**Extended Description:**  
SOFTWARE MAINTENANCE AND SUPPORT SERVICES.  
See attached Exhibit A pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	81110000			HOURL	200.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** USER TRAINING (PER HOUR)

**Extended Description:**  
SOFTWARE MAINTENANCE AND SUPPORT SERVICES.  
See attached Exhibit A pricing page.



601 57th Street SE  
Suite 2  
Charleston, WV 25304  
888-680-7342  
peia.help@wv.gov  
www.peia.wv.gov

To: Tara Lyle, Purchasing, Buyer Supervisor  
From: Jessica Vitz, PEIA, RHBT Controller & Procurement Officer  
Subject: Change Order, CMA PE12100000003

Change Order No. 1 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 11/2/2025 through 11/1/2026

Renewal Years/Months Remaining 2

No other changes

PEIA

Jessica L. Vitz

Name

Jessica L. Vitz

Signature

Procurement Officer

Title

October 30, 2025

Date

Intellipoint

DENNIS A. BARRY

Name

Dennis A. Barry

Signature

CEO

Title

OCT 30, 2025

Date



(888) 680-7342

601 57th Street SE • Suite 2 • Charleston, WV 25304

ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION

SAMANTHA WILLIS  
PURCHASING DIRECTOR

PURCHASING DIVISION

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:

*Eric L. Householder*  
\_\_\_\_\_  
Agency Head  
*Eric L. Householder*  
\_\_\_\_\_  
Cabinet Secretary/Department Head

10/30/2025

Date

11/3/25

Date

~~Governor's Office Representative~~

~~Date~~



## Public Employees Insurance Agency

WV Toll-free: 1 (888) 680-7342  
Phone: 1 (304) 558-7850  
Fax: 1 (877) 233-4295  
Website: [www.wvpeia.com](http://www.wvpeia.com)

### Approval Request - Renewal

Pursuant to Executive order 4-25, signed into effect by Governor Morrisey on January 14<sup>th</sup>, 2025, all expenditures over \$100,000 annually must be reviewed by the Cabinet Secretary and/or Governor's Office in advance. This includes the solicitation of, or renewal of, contracts that are expected to exceed \$100,000 in total annually.

In accordance with this requirement, and a previously established requirement for Cabinet Secretary approval of new contracts that fall under our legislative exemption (West Virginia Code §5A-3-10b), PEIA requests approval from Cabinet Secretary and/or Governor's Office for a renewal of our contract with Intellipoint Technologies LLC for management and maintenance of our Microsoft Great Plains & Related Software licenses.

Total Annual Contract Estimate                      \$65,000 - \$100,000

The contract between PEIA and Intellipoint is established to provide PEIA with accounting software for the financial management of the Public Employees Insurance Agency and the Retiree Health Benefit Trust. The current contract has been in place since 2020 and will be renewed for one year.

The approval memorandum is attached for the Cabinet Secretary and/or Governor.

Thank you,

A handwritten signature in black ink that reads "Jessica L. Virtz".



**JESSICA VIRTZ**  
Fiscal/Procurement Officer

☎ 304-741-8646  
🌐 [www.peia.wv.gov](http://www.peia.wv.gov)  
📍 601 57th St SE Ste 2, Charleston, WV 25304



Lyle, Tara L <tara.l.lyle@wv.gov>

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**Re: Draft Letter to Vendor**

1 message

**Virtz, Jessica L** <jessica.l.virtz@wv.gov>  
To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Wed, Oct 29, 2025 at 4:21 PM

Fantastic - I'll send it over to them right away. Thank you!!

---

**Jessica Virtz**

WV RHBT Controller



☎ 304-741-8646  
🌐 [www.peia.wv.gov](http://www.peia.wv.gov)  
📍 601 57th Street SE, Suite 2  
Charleston, WV 25304

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On Wed, Oct 29, 2025 at 4:20 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:  
I added some words in red and removed "bid".

Looks good.

**Tara Lyle**

**Buyer Supervisor**

Purchasing Division

304-558-2544 | [Tara.L.Lyle@wv.gov](mailto:Tara.L.Lyle@wv.gov)

2019 Washington St. E., Charleston, WV 25305



WEST VIRGINIA  
**PURCHASING DIVISION**

On Wed, Oct 29, 2025 at 4:11 PM Virtz, Jessica L <jessica.l.virtz@wv.gov> wrote:

Draft below:

Dennis / Julie,

I just got off the phone with the Purchasing Division.

After discussion with Purchasing Division senior directors, it's been determined that a price increase upon renewal will require more clear and supporting documentation to justify. Because Intellipoint submitted an offer to the State and the State accepted said offer, ~~bid~~ with fixed, firm pricing and did not include any price increases for the renewal years and/or language with the bid indicating that price increases might need to occur, we believe that even with such documentation we will end up at an impasse with no basis for increasing the price upon renewal because the license cost was offered to the State for 8 years at the same cost.

If Intellipoint cannot not renew the contract for a year at the current pricing as per the contract, it's likely that we will have no choice but to use Purchasing Division's emergency purchase procedures to procure our license fees and maintenance services for a year and then prepare a new solicitation, allowing the current one to come to an end.

Please advise how you would like to move forward.

Thank you,

**Jessica Virtz**

WV RHBT Controller



**PEIA**  
PUBLIC EMPLOYEES INSURANCE AGENCY

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Lyle, Tara L <tara.l.lyle@wv.gov>

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## Re: CMA Change Order Question

1 message

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Lyle, Tara L <tara.l.lyle@wv.gov>  
To: "Virtz, Jessica L" <jessica.l.virtz@wv.gov>

Fri, Oct 17, 2025 at 10:00 AM

I pulled the file. The vendor gave us firm pricing for the initial 5 years then pricing for the renewal years as well. If they want an increase, they will have to show that pass-through increases like I mentioned below.

We can't accept industry standards for increases - they have to show their invoices with their cost at time of bid and show the increased amount through invoices now.

So, if I am reading the draft renewal letter correctly,

Commodity Line 1 initial costs was \$761.30 - they now want \$952.25 (their pass-through increase has to be \$190.95)  
Commodity Line 2 initial costs was \$770.00 - they now want \$1,596.00 (their pass-through increase has to be \$826.00)  
Commodity Line 3 initial costs was \$1,280.00 - they now want \$1,414.25 (their pass-through increase has to be \$134.25)

Are these the only increases they are requesting? It's okay to tell the vendor no on the increases, especially since they gave firm pricing at time of bid. This would have been the best opportunity for increasing their price for the renewal years.

Let me know if you need any help or have any other questions.

Tara

**Tara Lyle**

**Buyer Supervisor**

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Thu, Oct 16, 2025 at 9:09 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:  
Good morning,

I will pull the file and see how the original contract was worded.

Normally, if there aren't built in price increases within the original contract, we only allow the vendor to increase their price for the amount they are being charged. So it's a pass-through. They have to show their pricing (by quote/invoices) at the time of bid and show current pricing so the increase.

For example, if their cost at time of bid was \$100.00 and they charged us \$150.00. Now, their pricing has increased to \$120.00, they could only raise our cost up \$20. So we would now pay \$170.00.

Sometimes the vendors get guarded because they don't want us to see their mark-ups but we're only interested in seeing the pass-through cost.

Hope this helps.

**Tara Lyle**

**Buyer Supervisor**

Purchasing Division

304-558-2544 | [Tara.L.Lyle@wv.gov](mailto:Tara.L.Lyle@wv.gov)

2019 Washington St. E., Charleston, WV 25305



WEST VIRGINIA  
**PURCHASING DIVISION**

On Wed, Oct 15, 2025 at 12:51 PM Virtz, Jessica L <[jessica.l.virtz@wv.gov](mailto:jessica.l.virtz@wv.gov)> wrote:

Tara,

I'm working on a change order memo for CMA PEI2100000003

The Vendor is requesting a price increase with the 1st optional renewal based on software costs increasing, which we are ok with. My question is, do we have to list the price increase on an "attached document" or can I have it in the memo as attached?

**Jessica Virtz**

WV RHBT Controller



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## Fwd: Intellipoint - PEIA Contract Renewal

1 message

Virtz, Jessica L <jessica.l.virtz@wv.gov>  
To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Mon, Oct 27, 2025

I got the below responses from Intellipoint (see your questions in red, and her answers supplied).

If you have time for a conversation tomorrow, I'd appreciate it.

Thanks.

### Jessica Virtz

RW RHBT Controller



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www.peia.wv.gov  
601 57th Street SE, Suite 2  
Charleston, WV 25304

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----- Forwarded message -----

From: Julie Coburn <julie.coburn@intellipoint.net>  
Date: Mon, Oct 27, 2025 at 3:55 PM  
Subject: RE: Intellipoint - PEIA Contract Renewal  
To: Virtz, Jessica L <jessica.l.virtz@wv.gov>, Dennis Barry <dennis.barry@intellipoint.net>

Hey Jessica,

I have read through the email chain specifically your red highlighted questions/comments.

Working backwards on your comments, let me respond.

1. In order for the increase and "pass through" to work, we need to see their pricing at the time of bid which is back to 2020. The screenshot below is 11/1/2024 to 11/1/25. We do not have access to what the 2020 pricing was. Our vendors do not supply that detail for us.
2. Is Dynamics GP the only increase? What is the Collections Management - \$630.00 cost from Julie's 10/16/25 email? Dynamics GP is not the only increase. You have a total of 4 licenses: Dynamics GP, which is purchased from Microsoft. Then you have 3 third-party licenses that are integrated with Dynamics to support accounting functions that Dynamics GP alone does not do. One of the third-parties is Professional Advantage. You have 2 licenses purchased from them. One is CDA, which is for company data archive, and the other is Collections Management which is a software add-on that helps you automate and streamline your accounts receivable collections process. The other third-party is eOne which carries a bundled license for SmartBuilder allowing you to create and customize reports, along with Popdock Business plan which is a cloud-based tool that integrates and provides access to your data from various business applications, allowing you to view, report on, and manage from a single location.

The 2025/2026 rates for each are:

- Microsoft Dynamics GP = \$15,236.00
- Professional Advantage CDA = \$800.00
- Professional Advantage Collections Management = \$630.00
- eOne Smartlist Builder & Popdock Business Plan are package priced for \$1,596.00

3. I see Dynamics GP with a cost of \$15,236.00 below (This is the 2025/2026 rate for Microsoft Dynamics GP) and the next email from Julie Coburn has an \$800 for 2026 renewal costs (for the Professional Advantage CDA license renewal).  $\$800 \times 16 = \$12,800$  (this formula is not applicable) where is the \$15,236.00 coming from (This rate is the 2025/2026 Microsoft rate)? The original price was  $\$761.30 \times 16 = \$12,180.80$  (This is what we have been charging since 2020. As you can see the rates have increased, but we have not charged the increased rate. We have absorbed the increased cost over that time).

4. According to the original pricing page - there was unit pricing for initial 5 year contract and then for each renewal year

Dynamics GP at \$761.30

eOne at \$770.00

Professional Advantage at \$1,280.00

Merit Solutions - 1 License at \$1,200.00

As I stated earlier, we do not have access to the 2020 pricing sheets, as our vendors have no longer made them available to us.

Your Microsoft GP license expires this Friday, October 31<sup>st</sup>. The renewal rate for it is \$15,236.00 which is what I am preparing an invoice for.

Would you prefer to work with the vendors directly and we continue only the DynamicsCare Service Agreement? Let me know your thoughts.

I hope this answers your questions,

Julie Coburn | IntelliPoint Technologies, LLC

📞 Office: 304-733-3687 X 585 | 📠 Fax: 630-604-3687 | ✉️ Mail: [julie.coburn@intellipoint.net](mailto:julie.coburn@intellipoint.net)



Visit our website: [www.intellipoint.net](http://www.intellipoint.net)

**Microsoft Partner**  
Enterprise Resource Planning



**From:** Virtz, Jessica L <[jessica.l.virtz@wv.gov](mailto:jessica.l.virtz@wv.gov)>  
**Sent:** Monday, October 27, 2025 12:35 PM  
**To:** Julie Coburn <[julie.coburn@intellipoint.net](mailto:julie.coburn@intellipoint.net)>; Dennis Barry <[dennis.barry@intellipoint.net](mailto:dennis.barry@intellipoint.net)>  
**Subject:** Fwd: Intellipoint - PEIA Contract Renewal

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Julie,

Please see at the end of the email chain the questions I got from Tara.

Thanks,

**Jessica Virtz**  
WV RHBT Controller



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----- Forwarded message -----

From: Lyle, Tara L <[tara.l.lyle@wv.gov](mailto:tara.l.lyle@wv.gov)>  
Date: Mon, Oct 27, 2025 at 11:28 AM  
Subject: Re: Intellipoint - PEIA Contract Renewal  
To: Virtz, Jessica L <[jessica.l.virtz@wv.gov](mailto:jessica.l.virtz@wv.gov)>

I have reviewed and I've some questions. I removed some of our conversation to make it a little easier to follow. See my questions in red below.

Thanks,

**Tara Lyle**

**Buyer Supervisor**  
Purchasing Division  
304-558-2544 | [Tara.L.Lyle@wv.gov](mailto:Tara.L.Lyle@wv.gov)  
2019 Washington St. E., Charleston, WV 25305



On Mon, Oct 20, 2025 at 10:06 AM Virtz, Jessica L <[jessica.l.virtz@wv.gov](mailto:jessica.l.virtz@wv.gov)> wrote:

Tara,

Below is the information from Intellipoint about their costs for the software. They are \*not\* requesting an increase in any of their service fees or upgrade/patch jobs, only increase the cost of the products themselves.

According to the original pricing page - there was unit pricing for for initial 5 year contract and then for each renewal year

Dynamics GP at \$761.30

eOne at \$770.00

Professional Advantage at \$1,280.00

Merit Solutions - 1 License at \$1,200.00

Go below -

----- Forwarded message -----

From: Dennis Barry <[dennis.barry@intellipoint.net](mailto:dennis.barry@intellipoint.net)>  
Date: Sat, Oct 18, 2025 at 12:22 PM  
Subject: RE: Intellipoint - PEIA Contract Renewal  
To: Virtz, Jessica L <[jessica.l.virtz@wv.gov](mailto:jessica.l.virtz@wv.gov)>

Hi Jessica,

Please find screenshots attached below and an eOne document attached. Hope this helps.

Thanks,

Dennis

Microsoft:

I see Dynamics GP with a cost of \$15,236.00 below and the next email from Julie Coburn has an \$800 for 2026 renewal costs.  $\$800 \times 16 = \$12,800$  where is the \$15,236.00 coming from? The original price was  $\$761.30 \times 16 = \$12,180.80$ .

Is Dynamics GP the only increase?

What is the Collections Management - \$630.00 cost from Julie's 10/16/25 email?

In order for the increase and "pass through" to work, we need to see their pricing at the time of bid which is back to 2020. The screenshot below is 11/1/2024 to 11/1/25.

**Microsoft Business Solutions**

Home | Business & Industry | Site Map

Quote Detail

**Customer Information**

State of West Virginia, Dept of Administration  
Account Number 5287355  
Public Employees Insurance Agency  
1900 Kanawha Blvd  
Charleston WV 25305  
304 558-7850  
Incidents Remaining: 0

**Current Subscriptions**

Subscription Name	Start Date	Expiration Date	Days Remaining
Microsoft Dynamics GP Renewal - Enhancement Plan	11/2/2024	11/1/2025	16

Display Currency

**Current Service Plans Information**

Service Suite	Service Plan	Start Date	End Date	Remaining Days	Status
Microsoft Dynamics GP Business Ready	Enhancement Plan - 365 Days	11/2/2024	11/1/2025	0	Lapsed
Microsoft Dynamics GP Renewal	Enhancement Plan - 365 Days	11/2/2024	11/1/2025	16	Active

Product: Microsoft Dynamics GP Renewal

Length in Days: 365

Microsoft Dynamics GP Renewal - Protected List Price: \$15,236.00

Plan	Default Plan Length	Plan % Per Year	Additional Service Fee	Support Incidents	Response Time	Business Critical	Sr. Support Engineer	Service Account Manager	Q
Enhancement Plan	365	20	0.00	Unlimited	12/24	Yes	Yes	Yes	

Total

**Comments:**

Order Comments

Purchase Order Number:

If your firm requires a purchase order number prior to placing an order with Microsoft, enter that number here.

Renewal Ends 11/2025

Professional Advantage:

RE: The State of West Va, Department of Administration 2026 Renewal



Professional Advantage Renewals <renewals@professic>

To: Julie Coburn

Cc: Dennis Barry



Thu 10/16/2025

Start your reply all with: [Thank you!](#) [Thank you very much!](#) [Received, thank you.](#) [Feedback](#)

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Hi Julie,

The 2026 renewal costs for your client State of West VA Department of Administration are below.

CDA (11-30 users) \$800.00 yearly

Collections Management - \$630.00 yearly.

**From:** Virtz, Jessica L <jessica.l.virtz@wv.gov>  
**Sent:** Thursday, October 16, 2025 9:13 AM  
**To:** Dennis Barry <dennis.barry@intellipoint.net>  
**Subject:** Re: Intellipoint - PEIA Contract Renewal

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dennis,

I've spoken with Purchasing, and while I'm waiting on confirmation, it seems unlikely that they will approve a price increase without seeing invoices or documents from the vendor showing that you are paying the increased price, thus justifying passing the cost through to us. Can you provide me with that for the three software licenses to include with change order request?

## Jessica Virts

WV RHBT Controller



**PEIA**  
PUBLIC EMPLOYEES INSURANCE AGENCY

304-741-8646  
www.peia.wv.gov  
601 57th Street SE, Suite 2  
Charleston, WV 25304

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On Wed, Oct 15, 2025 at 11:50 AM Virts, Jessica L <jessica.l.virtz@wv.gov> wrote:

Dennis,

I need the per license cost for the Microsoft. I calculate \$952.25, is that accurate?

## Jessica Virts

WV RHBT Controller



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On Tue, Oct 14, 2025 at 12:40 PM Dennis Barry <dennis.barry@intellipoint.net> wrote:

Hi Jessica,

Below are the renewal prices for 2025:

1. Microsoft = \$15,236.
2. eOne = \$1,596.00
3. Professional Advantage = \$1,414.25

Thanks,

Dennis

**From:** Virtz, Jessica L <jessica.l.virtz@wv.gov>  
**Sent:** Tuesday, October 14, 2025 10:20 AM  
**To:** Dennis Barry <dennis.barry@intellipoint.net>  
**Subject:** Re: Intellipoint - PEIA Contract Renewal

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Dennis,

We can try increasing the cost with this renewal. Let me know what the details would be based on the current pricing, and I'll draft the memo. However, please keep in mind the Purchasing Division, and not PEIA, will have the final decision as to whether they will allow a price increase.

Let me know what price increase you are requesting, as per the current contract commodity lines.

**Jessica Virtz**  
WV RHBT Controller



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www.peia.wv.gov  
601 57th Street SE, Suite 2  
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On Mon, Oct 13, 2025 at 1:44 PM Dennis Barry <dennis.barry@intellipoint.net> wrote:

Jessica,

I do have a question. We neglected to include a clause in our contract to accommodate any price increases from the software vendors. We've had multiple price increases since the inception of the contract. So we are losing money on the software portion of the contract. I was wanting to see if there was anything we could do in regards to price increases?

Thanks,

Dennis

**From:** Virtz, Jessica L <jessica.l.virtz@wv.gov>  
**Sent:** Friday, October 10, 2025 2:21 PM  
**To:** Dennis Barry <dennis.barry@intellipoint.net>  
**Subject:** Intellipoint - PEIA Contract Renewal



CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dennis,

We have reached the end of the 5 year base period of the contract between PEIA and Intellipoint. The current contract ends 11/1/25. I've attached a draft memo for a renewal of the contract.

If you have any questions or concerns, please let me know. Otherwise, please return the memo to me, signed, and I will get it processed in our system as quickly as possible.

Thank you,

**Jessica Vartz**  
WV RHBT Controller



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peia.help@wv.gov ✉  
www.peia.wv.gov 🌐

To: Tara Lyle, Purchasing, Buyer Supervisor  
From: Jessica Virts, PEIA, RHBT Controller & Procurement Officer  
Subject: Change Order, CMA PEI2100000003

Change Order No. 1 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 11/2/2025 through 11/1/2026

Price Increase	Commodity Line 1	\$ 952.25 ea	\$15,236.00
	Commodity Line 2	\$1,596.00 ea	\$ 1,596.00
	Commodity Line 3	\$1,414.25 ea	\$ 1,414.25
	<b>Total:</b>		<b>\$18,246.25</b>

Renewal Years/Months Remaining 2

No other changes

PEIA

Intellipoint

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



601 57th Street SE • Suite 2 • Charleston, WV 25304

**From:**

eOne Integrated Business Solutions  
4170 41st Ave S  
Suite 101  
Fargo, ND 58104  
United States of America

renewals@eonesolutions.com  
+1888-319-3663

**To:**

State of West Virginia, Dept of Administration  
1900 Kanawha Blvd E  
Charleston, WV 25305-0710  
USA  
heidi.uglem@eonesolutions.com

QUOTE #: 000039956  
Currency: USD  
Quote Date: Oct 16, 2025  
Expiry Date: Dec 15, 2025

eOne does charge Sales Tax where applicable. This Sales Tax is subject to change at the time of payment.

Description	Quantity	Unit Price	Discount	Total
State of West Virginia, Dept of Administration - Popdock Business Renewal - Maintenance through: Feb 06, 2027	1	\$4,200.00	\$2,604.00	\$1,596.00
State of West Virginia, Dept of Administration - Popdock Essential Support Renewal	1	\$0.00	\$0.00	\$0.00
State of West Virginia, Dept of Administration - SmartList Builder Saas Renewal - Maintenance through: Feb 06, 2027	1	\$0.00	\$0.00	\$0.00
		\$4,200.00	(\$2,604.00)	\$1,596.00



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:** Jessica Virtz, WV RHBT Controller  
WV Dept. of Administration, Public Employees Insurance Agency

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

**SUBJECT:** INFORMATION TECHNOLOGY PROCUREMENT  
WVOT Number 2026-0240 Expedite

**DATE:** November 5, 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 approval to purchase a 1 year contract renewal of Intellipoint for Microsoft GP with related licensing and maintenance, the Office of Technology has determined:

X 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](mailto: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.*

INTELLIPOINT TECHNOLOGIES, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	11/12/1998		11/12/1998	Domestic	Profit		12/26/2024	Merger

Organization Information			
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services		
Charter County	Cabell	Control Number	0
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years	0	Par Value	
Authorized Shares		Young Entrepreneur	Not Specified



**Addresses**

Type	Address
<b>Designated Office Address</b>	2 INSURANCE WAY ONA, WV, 25545
<b>Mailing Address</b>	9212 DEBOLD KOEBEL RD PLEASANT PLAIN, OH, 45162 USA
<b>Notice of Process Address</b>	DENNIS A. BARRY 9212 DEBOLD KOEBEL RD PLEASANT PLAIN, OH, 45162
<b>Principal Office Address</b>	2 INSURANCE WAY ONA, WV, 25545 USA
Type	Address

**Officers**

Type	Name/Address
<b>Member</b>	DENNIS BARRY 9212 DEBOLD KOEBEL RD PLEASANT PLAIN, OH, 45162
<b>Organizer</b>	SANDRA TJP,AS 6203 BEVERLY DR. HUNTINGTON, WV, 25705
Type	Name/Address

**Annual Reports**

Filed For
2024
2023
2022
2021
2020
2019
2018
2017
2016
2015

2014
2013
2012
2011
2010
2009
2008
2007
2006
2005
2004
2003
2002
2001
2000
<b>Date filed</b>

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

Thursday, October 30, 2025 — 10:47 AM

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**Revolutionary FAR Overhaul Impacts to SAM.gov** [Show Details](#)  
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Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"intellipoint technologies llc" 

Entity

Location

Status

- ☒ Active
- ☐ Inactive

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>11/6/25</u> Solicitation No. <u>CMA PEI21#03</u>	Agency: WV Public Employees Insurance Agency Procurement Officer Submitting Requisition: Jessica Vitz Requisition No. CMA PEI2100000003 PF No.: 800220
---	---

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 checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### FOR CHANGE ORDERS/RENEWALS:

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

*Christine Husted*