



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

State of West Virginia  
**Contract**

Order Date: 10-06-2025

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:	CCT 0313 0313 DEP2400000004 5	Procurement Folder:	1277649
Document Name:	Legal Research Subscription	Reason for Modification:	Change Order Change Order No. 02 is issued to renew the original contract for (1) one year. No Other Changes
Document Description:	Legal Research Subscription		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Joseph (Josh) E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-11-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-10-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000184365 THOMSON REUTERS WEST PO BOX 6292  CAROL STREAM IL 601976292 US Vendor Contact Phone: 800-328-4880 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: Nicole L Howard Requestor Phone: (304) 414-1225 Requestor Email: nicole.l.howard@wv.gov  <b>2026</b> 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
ENVIRONMENTAL PROTECTION LEGAL SERVICES 601 57TH ST SE CHARLESTON WV 25304 US	ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US

CR 10-8-25

Total Order Amount: \$108,332.04

Purchasing Division's File Copy

JA 10/8/25

PURCHASING DIVISION AUTHORIZATION DATE: <u>JA 10-8-25</u> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <u>[Signature]</u> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <u>10-14-25</u> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order No. 02 is issued to renew the original contract for (1) one year. The contract is renewed according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 11/01/2025 through 10/31/2026.

Renewals Remaining: 1 (one)

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No Additional Changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80121609	12.00000	MO	2892.000000	\$34,704.00
Service From	Service To	Manufacturer		Model No	
2023-11-01	2024-10-31				

**Commodity Line Description:** 12 Month subscription 11/01/2023 to 10/31/2024

**Extended Description:**

12 Month subscription, per section 4.1 of the attached specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80121609	12.00000	MO	3007.680000	\$36,092.16
Service From	Service To	Manufacturer		Model No	
2024-11-01	2025-10-31				

**Commodity Line Description:** 12 Month subscription 11/01/2024 to 10/31/2025

**Extended Description:**

12 Month subscription, per section 4.1 of the attached specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80121609	12.00000	MO	3127.990000	\$37,535.88
Service From	Service To	Manufacturer		Model No	
2025-11-01	2026-10-31				

**Commodity Line Description:** 12 Month subscription 11/01/2025 to 10/31/2026

**Extended Description:**

12 Month subscription, per section 4.1 of the attached specifications



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west virginia department of environmental protection

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Business and Technology Office  
601 57<sup>th</sup> Street, S.E.  
Charleston, WV 25304-2345  
Phone: 304-926-0499 Fax: 304-926-0461

Harold D. Ward, Cabinet Secretary  
[dep.wv.gov](http://dep.wv.gov)

September 23, 2025

Thomson Reuters West  
West Publishing Corporation  
Attn: John Perry  
PO Box 6292  
Carol Stream, IL 6197-6292

Contract Number: CCT DEP2400000004 - Legal Research Subscription

The West Virginia Department of Environmental Protection is offering to renew subject contract under the same terms, conditions, pricing, and specifications. The renewal dates are November 1, 2025, through October 31, 2026. If your company agrees to this renewal, please sign below, and return the original to my attention as soon as possible.

Please let me know if you have questions.

*Sherri Turley, WVPBC*

Business and Technology Office  
WV Dept. of Environmental Protection  
Phone (304)926-0499 X 41142  
[Sherri.weathersbee@wv.gov](mailto:Sherri.weathersbee@wv.gov)

To Be completed by the Vendor:

We agree to renew the contract for the period as stated above, according to the terms, conditions, prices and specifications contained in the original contract including all authorized change orders. See attached Order Form (Order ID: Q-10190105)

10/1/2025

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Name/Signature

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Date

West Publishing Corporation  
John S. Nelson, Director



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:** Sherri Weathersbee, Procurement Specialist, Senior  
WV Department of Environmental Protection

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

**SUBJECT:** INFORMATION TECHNOLOGY PROCUREMENT  
WVOT Number 2026-0103

**DATE:** September 4, 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 a renewal of the Thomson Reuters, Legal Research Subscription, 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).

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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.*

#### WEST PUBLISHING CORPORATION

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	6/5/2013		6/5/2013	Foreign	Profit			

Organization Information			
Business Purpose	5511 - Management of Companies and Enterprises - Management of Companies and Enterprises - Management of Companies and Enterprises Including Offices of Bank Holding Companies and Other Holding Companies		Capital Stock
Charter County		Control Number	9A0RP
Charter State	MN	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

**Addresses**

Type	Address
<b>Mailing Address</b>	2900 AMES CROSSING RD SUITE 100 EAGAN, MN, 55121 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 808 GREENBRIER STREET CHARLESTON, WV, 25311
<b>Principal Office Address</b>	2900 AMES CROSSING ROAD, SUITE 100 EAGAN, MN, 55121 USA
Type	Address

**Officers**

Type	Name/Address
<b>Director</b>	SEAN CANNIZZARO & KAREN HIRSH 2900 AMES CROSSING ROAD, SUITE 100 EAGAN, MN, 55121
<b>Director</b>	RICHARD NAPOLITANO 2900 AMES CROSSING RD SUITE 100 EAGAN, MN, 55121
<b>President</b>	RAGUNATH (RAGHU) RAMANATHAN 2900 AMES CROSSING ROAD, SUITE 100 EAGAN, MN, 55121
<b>Secretary</b>	GARY HARTMAN 2900 AMES CROSSING ROAD, SUITE 100 EAGAN, MN, 55121
<b>Treasurer</b>	RYAN KESSLER 2900 AMES CROSSING RD SUITE 100 EAGAN, MN, 55121
Type	Name/Address

**DBA**

DBA Name	Description	Effective Date	Termination Date
ODEN	TRADENAME	8/7/2018	
THOMSON REUTERS WEST	TRADENAME	3/9/2021	
DBA Name	Description	Effective Date	Termination

**Annual Reports****Filed For**

2025

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

**Date filed**

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

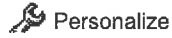
Wednesday, October 8, 2025 — 8:53 AM

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Jump to: VCUST



Close

Vendor/Customer

## Vendor/Customer

## ✓ Address

Address Information

Prenote/EFT

Remittance Advice

Contact Information

Contact Address  
Information

Geographic Designation

Change Management

## Business Type

## Service Area

## Commodity

## W-8 Form

## Authorized Dept.

## Prevent Spending

## Prevent Orders

## Certification

## Disclosures

## Vendor User Information

## Vendor Attachments

## Address

Address Type	Street 1	City	State/Province	Zip/Postal C
Payment	PO Box 417175	Boston	MA	02241-7175
Payment	PO BOX 64833	ST PAUL	MN	55164-0833
Ordering	2900 Ames Crossing Road	Eagan	MN	55121
Billing	2900 AMES CROSSING RD STE 100	EAGAN	MN	55121
Payment	2900 AMES CROSSING RD STE 100	EAGAN	MN	55121
Payment	PO BOX 6292	CAROL STREAM	IL	601976292
✓ Ordering	PO BOX 6292	CAROL STREAM	IL	601976292

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000184365

THOMSON REUTERS WEST

Address Type : Ordering

Division/Department :

Additional Address Info. :

Prevent New Spending : ☐

Default Currency : USD - US Dollar

Active F

Activ

Default Re

Mail Retu

Active Add

## ▼ Address Information

Address ID : CV30001

Street 1 : PO BOX 6292

Street 2 :

City : CAROL STREAM

State/Province : IL

Zip/Postal Code : 601976292

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Country Phone Code : 1

Phone : 800-328-4880

Phone Extension :

County :

County Name :

Country : US

## ► Prenote/EFT

## ► Remittance Advice

## ► Contact Information

## ▼ Contact Address Information

Street 1 : PO BOX 6292

Street 2 :

City : CAROL STREAM

State/Province : IL

Zip/Postal Code : 601976292

County :

County Name :

Country : US

## ► Geographic Designation

## ► Change Management

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words




e.g. 1606N020Q02

Filter By

**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

"WEST PUBLISHING CORPORATION" Entity Location Status ☒ Active☐ InactiveReset Entity Information 

All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search Inactive

Go Back

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i>		Agency:
Buyer: <u>12</u>	Date: <u>10/8/25</u>	WV Dept of Environmental Protection
Solicitation No. <u>CO#2</u>		Procurement Officer Submitting Requisition: Jessica Chambers Smith
		Requisition No. CCT DEP24*004 Legal Research Services
		PF No.: 1277649

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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### FOR CHANGE ORDERS/RENEWALS:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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: \_\_\_\_\_



**REFERENCE:**

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOI. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html).
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/TCP.pdf](http://www.state.wv.us/admin/purchase/TCP.pdf). **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**