



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: 08-29-2025

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 0506 2949 HSC2400000001 2	Procurement Folder:	1367123
Document Name:	VITALCHEK MULTI- EVRS AND HOSTING	Reason for Modification:	Change Order 01 To Renew Contract
Document Description:	VITALCHEK MULTI- EVRS AND HOSTING		
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-02-28

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000220077 LEXISNEXIS VITALCHEK NETWORK INC 6 CADILLAC DR STE 400  BRENTWOOD TN 37027 US Vendor Contact Phone: 615-603-1669 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: Courtney M Buskirk Requestor Phone: 304-352-4853 Requestor Email: courtney.m.buskirk@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
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES  BPH - VITAL RECORDS  350 CAPITOL ST, RM 165  CHARLESTON WV 25301-3701  US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES  BPH - VITAL RECORDS  350 CAPITOL ST, RM 165  CHARLESTON WV 25301-3701  US

Total Order Amount:	Open End
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Purchasing Division's File Copy

CH 9/14/25

PURCHASING DIVISION AUTHORIZATION
DATE: 9/10/25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 9/12/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 9-12-25
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Changer Order No. 1 is issued to renew the original contract according to al terms, conditions, prices and specifications contained in the original contract including all authorized change orders. Effective date of renewal 03/01/2025 through 02/28/2026.

Renewal Years Remaining: 2

No Other Changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111713				0.000000
<b>Service From</b>		<b>Service To</b>		<b>Service Contract Amount</b>	
2024-03-01		2025-02-28		250000.00	

**Commodity Line Description:** DAVE Connect - EDRS to STEVE Via FHIR

**Extended Description:**

- DAVE Connect - EDRS to STEVE Via FHIR
- Two System Preferences

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80111713				0.000000
<b>Service From</b>		<b>Service To</b>		<b>Service Contract Amount</b>	
2024-03-01		2025-02-28		175000.00	

**Commodity Line Description:** DAVE Connect - EBRS to STEVE Via FHIR

**Extended Description:**

- DAVE Connect - EBRS to STEVE Via FHIR
- Two System Preferences

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80111713				0.000000
<b>Service From</b>		<b>Service To</b>		<b>Service Contract Amount</b>	
2024-03-01		2025-02-28		175000.00	

**Commodity Line Description:** DAVE Connect - EFDRS to STEVE Via FHIR

**Extended Description:**

- DAVE Connect - EFDRS to STEVE Via FHIR
- Two System Preferences

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80111713				0.000000
<b>Service From</b>		<b>Service To</b>		<b>Service Contract Amount</b>	
2024-03-01		2025-02-28		25000.00	

**Commodity Line Description:** Maternal morbidity functionality

**Extended Description:**

Maternal morbidity functionality based on specifications from NCHS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80111713				0.000000
	<b>Service From</b>	<b>Service To</b>	<b>Service Contract Amount</b>		
	2024-03-01	2025-02-28	137917.00		

**Commodity Line Description:** DAVE Death - Year 1 Maintenance

**Extended Description:**  
DAVE Death - Year 1 Maintenance

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80111713				0.000000
	<b>Service From</b>	<b>Service To</b>	<b>Service Contract Amount</b>		
	2024-03-01	2025-02-28	123600.00		

**Commodity Line Description:** DAVE Birth & Fetal Death - Year 1 Maintenance

**Extended Description:**  
DAVE Birth & Fetal Death - Year 1 Maintenance

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80111713				0.000000
	<b>Service From</b>	<b>Service To</b>	<b>Service Contract Amount</b>		
	2024-03-01	2025-02-28	159135.00		

**Commodity Line Description:** DAVE Hosting - Year 1

**Extended Description:**  
DAVE Hosting - Year 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	84141602				0.000000
	<b>Service From</b>	<b>Service To</b>	<b>Service Contract Amount</b>		
	2024-03-01	2025-02-28	2400.00		

**Commodity Line Description:** POS Credit Card Gateway Fee

**Extended Description:**  
POS Credit Card Gateway Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80111713				0.000000
	<b>Service From</b>	<b>Service To</b>	<b>Service Contract Amount</b>		
	2024-03-01	2025-02-28	246863.00		

**Commodity Line Description:** Induced Termination of Pregnancy Module

**Extended Description:**  
Induced Termination of Pregnancy Module

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	80111713				0.000000
	<b>Service From</b>	<b>Service To</b>	<b>Service Contract Amount</b>		
	2024-03-01	2025-02-28	245863.00		

**Commodity Line Description:** Marriage Module

**Extended Description:**  
Marriage Module

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	80111713				0.000000
	<b>Service From</b>	<b>Service To</b>	<b>Service Contract Amount</b>		
	2024-03-01	2025-02-28	245863.00		

**Commodity Line Description:** Divorce Module

**Extended Description:**  
Divorce Module

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	80111713				0.000000
	<b>Service From</b>	<b>Service To</b>	<b>Service Contract Amount</b>		
	2024-03-01	2025-02-28	0.00		

**Commodity Line Description:** Annual Maintenance

**Extended Description:**  
Annual Maintenance - 20% of license costs. Subject to 3% annual increase Year 2 and beyond.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	80111713				0.000000
	<b>Service From</b>	<b>Service To</b>	<b>Service Contract Amount</b>		
	2024-03-01	2025-02-28	0.00		

**Commodity Line Description:** End User Training

**Extended Description:**  
End User Training -  
\$1,000 per four-hour class

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	80111713				0.000000
	<b>Service From</b>	<b>Service To</b>	<b>Service Contract Amount</b>		
	2024-03-01	2025-02-28	0.00		

**Commodity Line Description:** Help Desk Support

**Extended Description:**  
Help Desk Support - Bronze Level Support  
\$29,200/mo  
Inbound calls to toll-free number provided by VitalChek to Agency's end users. (Funderal Directors, Medical Certifiers, Birth Clerks, etc.)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	80111713				0.000000
	<b>Service From</b>	<b>Service To</b>	<b>Service Contract Amount</b>		
	2025-03-01	2026-02-28	142054.52		

**Commodity Line Description:** DAVE Death - Year 2 Maintenance

**Extended Description:**  
DAVE Death - Year 2 Maintenance

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	80111713				0.000000
	<b>Service From</b>	<b>Service To</b>	<b>Service Contract Amount</b>		
	2025-03-01	2026-02-28	127308.00		

**Commodity Line Description:** DAVE Birth & Fetal Death - Year 2 Maintenance

**Extended Description:**  
DAVE Birth & Fetal Death - Year 2 Maintenance

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2025-03-01	2026-02-28		163909.05	

Commodity Line Description: DAVE Hosting - Year 2

Extended Description:  
DAVE Hosting - Year 2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	84141602				0.000000
	Service From	Service To		Service Contract Amount	
	2025-03-01	2026-02-28		60000.00	

Commodity Line Description: FHIR MAINTENANCE

Extended Description:  
FHIR MAINTENANCE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	84141602				0.000000
	Service From	Service To		Service Contract Amount	
	2025-03-01	2026-02-28		2400.00	

Commodity Line Description: POS Credit Card Gateway Fee

Extended Description:  
POS Credit Card Gateway Fee



LexisNexis VitalChek Network Inc.  
840 Crescent Centre Drive  
Suite 300  
Franklin, TN 37067

07/29/2025  
RE: CMA HSC2400000001

Matthew Wickert  
State Registrar, WV Health Statistics Center  
350 Capitol Street, Room 165  
Charleston, WV 25301

Dear Mr. Wickert,

This letter is regarding the renewal of contract CMA HSC2400000001. LexisNexis VitalChek Network Inc. (LN VCN) agrees to renew contract CMA HSC2400000001 with the WV Department of Health, Bureau for Public Health, Health Statistics Center effective March 01, 2025, through February 28, 2026, according to the terms, conditions, and pricing contained in the original contract, including all change orders.

Serving and supporting your agency remains a fundamental commitment within LN VCN. During this contract gap, our organization has consistently provided hosting and maintenance services, along with perpetual licenses for the VitalIQ/DAVE system, ensuring uninterrupted service for the West Virginia Department of Health and its constituents.

Sincerely,

Haywood Talcove  
CEO (LNSSI)  
LexisNexis VitalChek Network Inc.

Agreed



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH  
BUREAU FOR PUBLIC HEALTH  
Health Statistics Center

Arvin Singh, EdD, MBA, MPH, MS, FACHE  
Health Secretary

Justin J. Davis  
Interim Commissioner

**Date:** 07/24/2025

**To:** Central Finance Unit

*Matthew Wickert*

**From:** Matthew R Wickert, State Registrar of Vital Statistics  
**Through:** Phillipa Lewin, Office Director

*PL*

**RE:** Request to renew contract CMAHSC24\*1

The Health Statistics Center requests permission to renew CMA HSC24\*1 held by Lexis Nexis VitalChek Network, Inc. This contract is instrumental in the ongoing maintenance, support, and hosting of the electronic death, birth and fetal death registration system for the state of West Virginia. The term of renewal requested is March 01, 2025, through February 28, 2026. This renewal request is late as this contract is the result of combining two other pre-existing contracts and the dates of renewal/expiration of the various contracts caused confusion during personnel transitions at the state as well as with the vendor. The vendor has not stopped working and has consistently provided the ongoing support and maintenance required of the contract during the contract period as well as during the renewal period without the renewal documents being processed.

Multiple years of renewals are available, and better tracking of required documentation dates will be implemented for future renewals.

If you have any questions or concerns, please contact me directly at [Matthew.R.Wickert@wv.gov](mailto:Matthew.R.Wickert@wv.gov) or 304-356-4175.



*Backdate  
app'd  
HJ*



## West Virginia Department of Health

## PURCHASE REQUEST

Bill To:
Health Statistics Center
350 Capitol Street Room 165
Charleston WV, 25301

Ship To:
Health Statistics Center
Attn: Director
350 Capitol Street Room 165
Charleston WV, 25301

Request #: HSC  
Date of Request: 7/24/2025  
Requested by: Matthew R Wickert  
Program: Health Statistics Center

Contact Person: Matthew R Wickert  
Contact Tel #: 304-356-4175  
Work Location: Diamond Building, Room 165  
Date Needed: Immediately

Justification: Renewal year for Electronic Vital Records System (justification attached)

QUANTITY	UNIT	DESCRIPTION	ITEM #	EST. UNIT COST	EST. TOTAL COST	ACTUAL COST (BPH Pur. Use)
1	ea	DAVE CONNECT EBRS,EDRS,EFDRS,HOSTING, SUPPORT, MAINTENANCE, CUSTOMIZATIONS, POS GATEWAY		\$1,987,897.00	\$1,987,891.00	

Use Continuation Sheet if additional space is needed

Shipping and Handling

Check One: OFFICE MAX ☐

OTHER ☒

TOTAL

\$1,987,891.00

Purchasing Use ONLY: If total actual cost is more than \$500 and exceeds Program's estimated total by more than 10%, please reconfirm funding with appropriate Central Finance Accountant.

Suggested Vendor: LEXISNEXIS VITALCHEK NETWORK INC

Suggested Vendor Phone: 606-278-3611

Suggested Vendor Website: [julie.smith@lexisnexis.com](mailto:julie.smith@lexisnexis.com)

(For online orders only)

Prepared By: Matthew R Wickert

*Matthew Wickert*

7/24/2025

Date

Program Director Approval:

Date

Division Director Approval:

Date

Office Director Approval:

Date

Commissioner's Office Approval:

Date

Fund Accounting:

Fund: \_\_\_\_\_ Sub Fund: \_\_\_\_\_ Department: \_\_\_\_\_ Unit: \_\_\_\_\_ Appr Unit: \_\_\_\_\_ Object: \_\_\_\_\_ Sub Object: \_\_\_\_\_ BFY: \_\_\_\_\_

Detail Accounting:

Major Program: \_\_\_\_\_ Program Name: \_\_\_\_\_ Program Period: \_\_\_\_\_ Function: \_\_\_\_\_

Fund Accounting:

Fund: \_\_\_\_\_ Sub Fund: \_\_\_\_\_ Department: \_\_\_\_\_ Unit: \_\_\_\_\_ Appr Unit: \_\_\_\_\_ Object: \_\_\_\_\_ Sub Object: \_\_\_\_\_ BFY: \_\_\_\_\_

Detail Accounting:

Major Program: \_\_\_\_\_ Program Name: \_\_\_\_\_ Program Period: \_\_\_\_\_ Function: \_\_\_\_\_

Fund Accounting:

Fund: \_\_\_\_\_ Sub Fund: \_\_\_\_\_ Department: \_\_\_\_\_ Unit: \_\_\_\_\_ Appr Unit: \_\_\_\_\_ Object: \_\_\_\_\_ Sub Object: \_\_\_\_\_ BFY: \_\_\_\_\_

Detail Accounting:

Major Program: \_\_\_\_\_ Program Name: \_\_\_\_\_ Program Period: \_\_\_\_\_ Function: \_\_\_\_\_

For BPH Purchasing Use:

ORDER DATE: \_\_\_\_\_ VENDOR CONTACT NAME: \_\_\_\_\_ CONFIRMATION #: \_\_\_\_\_





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:** Curtis Burress, Information Systems Consultant  
State Registrar of Vital Statistics

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

**SUBJECT:** INFORMATION TECHNOLOGY PROCUREMENT  
WVOT Number 2026-0128

**DATE:** September 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 to renew contract CMA HSC2400000001. LexisNexis VitalChek Network Inc. effective March 01, 2025, through February 28, 2026, the Office of Technology has determined:

- X Your request is approved with the understanding that DoHS will adhere to ethical use best practices, specifically ensuring that no AI system may impersonate a state official. Additionally, all related training materials must clearly disclose that the content was generated by artificial intelligence.

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).



**Revolutionary FAR Overhaul Impacts to SAM.gov** [Show Details](#)  
Aug 15, 2025

[See All Alerts](#)

**Records Retention Policy Impacts Old SAM Registration Data** [Show Details](#)  
May 21, 2025



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e.g. 1606N020Q02


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☐ Any Words 

☐ All Words 

☐ Exact Phrase 

e.g. 123456789, Smith Corp

"LEXISNEXIS VITALCHEK NETWORK INC" 

Classification 

Excluded Individual 

Excluded Entity 

Federal Organizations 

Exclusion Type 

Exclusion Program 

Location 

Dates 

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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.*

#### LEXISNEXIS VITALCHEK NETWORK INC.

*\*See Attached\**

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	11/20/1995		11/20/1995	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5111 - Information - Publishing Industries (except Internet) - Newspaper/Periodical/Book/Directory & Mailing List/Greeting Cards Publishers		<b>Capital Stock</b> 0.0000
<b>Charter County</b>			<b>Control Number</b> 0
<b>Charter State</b>	TN		<b>Excess Acres</b> 0
<b>At Will Term</b>			<b>Member Managed</b>
<b>At Will Term Years</b>			<b>Par Value</b> 0.000000
<b>Authorized Shares</b> 0			<b>Young Entrepreneur</b> Not Specified

**Addresses**

Type	Address
<b>Mailing Address</b>	1000 ALDERMAN DRIVE ALPHARETTA, GA, 30005 USA
<b>Notice of Process Address</b>	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
<b>Principal Office Address</b>	1000 ALDERMAN DRIVE ALPHARETTA, GA, 30005 USA
Type	Address

**Officers**

Type	Name/Address
<b>Director</b>	MARK KELSEY 1000 ALDERMAN DRIVE ALPHARETTA, GA, 30005
<b>Director</b>	WILLIAM MIN 1105 NORTH MARKET STREET SUITE 501 WILMINGTON, DE, 19801
<b>President</b>	MARK KELSEY 1000 ALDERMAN DR ALPHARETTA, GA, 30005
<b>Secretary</b>	RENEE SIMONTON 1105 NORTH MARKET ST SUITE 501 WILMINGTON, DE, 19801
<b>Treasurer</b>	SUZANNE PERRY 1105 NORTH MARKET ST SUITE 501 WILMINGTON, DE, 19801
<b>Vice-President</b>	SUZANNE PERRY 1105 NORTH MARKET STREET SUITE 501 WILMINGTON, DE, 19801
Type	Name/Address

**DBA**

DBA Name	Description	Effective Date	Termination
LEXISNEXIS PAYMENT SOLUTIONS	TRADENAME	12/30/2021	

DBA Name	Description	Effective Date	Termination Date
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**Name Changes**

Date	Old Name
1/6/2010	VITAL CHEK NETWORK, INC.
Date	Old Name

Date	Amendment
1/6/2010	NAME CHANGE: FROM VITAL CHEK NETWORK, INC.
Date	Amendment

**Annual Reports**

Filed For
2025
2024
2023
2022
2021
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2017x
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2015
2014
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2009
2008
2007

2006
2005
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2003
2002
2001
2000
1999
<b>Date filed</b>

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

Wednesday, August 27, 2025 — 9:16 AM

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## Connecticut

201 Merritt 7 Corporate  
Park  
Norwalk, CT 06851

[View in Google Maps](#)

4 Davis Road West  
Old Lyme, CT 06371

[View in Google Maps](#)

## District of Columbia

1150 18th St NW, Ste 600  
Washington, DC 20036

[View in Google Maps](#)

1400 K Street NW Suite  
1100

Washington, DC 20005

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## Delaware

1105 North Market Street  
Wilmington, DE 19801

[View in Google Maps](#)

## Florida

777 Yamato Rd  
2nd and 6th Floors  
Boca Raton, FL 33487

[View in Google Maps](#)

6601 Park of Commerce  
Blvd  
Boca Raton, FL 33487

[View in Google Maps](#)

643 SW 4th Avenue Suite  
130  
Gainesville, FL 32601

[View in Google Maps](#)

12802 Tampa Oaks  
Boulevard Suite 120  
Temple Terrace, FL 33637

[View in Google Maps](#)

## Georgia

1000 Alderman Dr  
Alpharetta, GA 30005

[View in Google Maps](#)

1100 Alderman Dr  
Alpharetta, GA 30005

[View in Google Maps](#)

1855 Satellite Boulevard,  
Sugarloaf Business Park  
Duluth, GA 30097

[View in Google Maps](#)

## Oregon

522 SW 5th Ave.  
Portland, Oregon 97204

[View in Google Maps](#)

830 NE Holladay Street  
Portland, OR 97232

[View in Google Maps](#)

## Pennsylvania

7 Walnut Grove Drive  
Horsham, PA 19044  
[View in Google Maps](#)

2520 Renaissance Blvd,  
Ste 100  
King of Prussia, PA 19406  
[View in Google Maps](#)

1600 John F. Kennedy  
Boulevard, Four Penn  
Center  
Philadelphia, PA 19103  
[View in Google Maps](#)

Nova Tower 2, 2  
Allegheny Center  
Pittsburgh, PA 15212  
[View in Google Maps](#)

## Puerto Rico

1095 Wilson Avenue,  
Puerta Del Condado  
Office Center  
San Juan, PR 00907  
[View in Google Maps](#)

## Tennessee

One Creekside Crossing  
Six Cadillac Dr, Ste 400  
Brentwood, TN 37027

[View in Google Maps](#)

901 Woodland St  
Nashville, TN 37206  
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## Texas

4691 N Mesa St  
El Paso, TX 79912

2727 Allen Parkway,  
Wortham Tower,  
Houston, TX 77019

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>9/4/25</u>  Solicitation No. <u>CMA HSC24#01</u>	Agency: BPH HSC  Procurement Officer Submitting Requisition: Heather White  Requisition No. CMA HSC2400000001  PF No.: 1367123
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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 ( <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 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
<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### FOR CHANGE ORDERS/RENEWALS:

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

*Christopher Hustead*