



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: 11-12-2025

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 0511 2676 BMS2100000003 2	Procurement Folder:	623121
Document Name:	Electronic Visit Verification(EVV) Request for Proposal(RFP)	Reason for Modification:	
Document Description:	Electronic Visit Verification(EVV) Request for Proposal(RFP)	Change Order 1	
Procurement Type:	Central Master Agreement	To Renew Contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-10-19
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-10-18

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000018497 HOMECARE SOFTWARE SOLUTIONS LLC 130 WEST 42ND ST 2ND FL NEW YORK NY 10036 US Vendor Contact Phone: 7189646036 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: Stuart Sellears Requestor Phone: 304-352-4319 Requestor Email: stuart.sellears@wv.gov 2026 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
PROCUREMENT OFFICER: 304-352-4286 HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV 25301-3709 US	PROCUREMENT OFFICER: 304-352-4286 HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV 25301-3709 US

CR 11-14-25

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

CUA 11/13/25

PURCHASING DIVISION AUTHORIZATION
DATE: 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

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 10/19/2025 through 10/18/2026

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	93151507				0.000000
Service From		Service To	Service Contract Amount		
2020-10-19		2021-04-18	322100.00		

Commodity Line Description: Implementation-Payment Milestones

Extended Description:

Implementation-Payment Milestones (DDI)

\$322,100.00 - See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	93151507				0.000000
Service From		Service To	Service Contract Amount		
2020-10-19		2021-04-18	5500.00		

Commodity Line Description: Implementation-Project Management Recurring

Extended Description:

Implementation-Project Management Recurring (DDI)

\$5,500.00 - see attached pricing pages

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	93151507				0.000000
Service From		Service To	Service Contract Amount		
2020-10-19		2021-04-18	205250.00		

Commodity Line Description: Implementation-Training and Meeting

Extended Description:

Implementation-Training and Meeting(DDI)

\$205,250.00 - see attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	93151507				0.000000
Service From		Service To	Service Contract Amount		
2021-04-19		2021-10-18	130266.00		

Commodity Line Description: Base Year One Operations (6 months)

Extended Description:

Base Year One Operations (6 months)

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	93151507			HOURL	0.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Base Year One Operations (6 months) Additional Services

Extended Description:

Account Manager - Base Year One Operations (6 months) Additional Services
from 04/19/2021-10/18/2021

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	93151507				0.000000
	Service From	Service To	Service Contract Amount		
	2021-10-19	2022-10-18	260532.00		

Commodity Line Description: Base Year Two Operations

Extended Description:

Base Year Two Operations

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	93151507			HOURL	0.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Base Year Two Operations Additional Services

Extended Description:

Account Manager - Base Year Two Operations Additional Services
from 10/19/2021 - 10/18/2022

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	93151507				0.000000
	Service From	Service To	Service Contract Amount		
	2022-10-19	2023-10-18	260532.00		

Commodity Line Description: Base Year Three Operations

Extended Description:

Base Year Three Operations

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	93151507			HOURL	0.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Base Year Three Operations Additional Services

Extended Description:

Account Manager - Base Year Three Operations Additional Services
from 10/19/2022 - 10/18/2023

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	93151507				0.000000
Service From		Service To		Service Contract Amount	
2023-10-19		2024-10-18		260532.00	

Commodity Line Description: Base Year Four Operations

Extended Description:

Base Year Four Operations

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	93151507			HOUR	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Base Year Four Operations Additional Services

Extended Description:

Account Manager - Base Year Four Operations Additional Services from 10/19/2023 - 10/18/2024

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	93151507				0.000000
Service From		Service To		Service Contract Amount	
2024-10-19		2025-10-18		260532.00	

Commodity Line Description: Base Year Five Operations

Extended Description:

Base Year Five Operations

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	93151507			HOUR	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Base Year Five Operations Additional Services

Extended Description:

Account Manager - Base Year Four Operations Additional Services from 10/19/2024 - 10/18/2025

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	93151507			HOUR	85.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Base Year 2-5 Operations Add'l Svcs-Project Mgr.

Extended Description:

Base Years Two through Five Operations Additional Services from 04/19/2021-10/18/2025

Hourly rate will remain the same for initial contract term.

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	93151507			HOURL	70.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Base Year 2-5 Operations Add'l Srvcs-Qual Assurance Mgr

Extended Description:

Base Years Two through Five Operations Additional Services
from 04/19/2021-10/18/2025

Hourly rate will remain the same for initial contract term.

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	93151507			HOURL	80.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Base Year 2-5 Operations Add'l Srvcs-Developer

Extended Description:

Base Years Two through Five Operations Additional Services
from 10/19/2021-10/18/2025

Hourly rate will remain the same for initial contract term.

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	93151507			HOURL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Base Year 2-5 Operations Add'l Srvcs-Project Coord.

Extended Description:

Base Years Two through Five Operations Additional Services
from 04/19/2021-10/18/2025

Hourly rate will remain the same for initial contract term.

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	93151507				0.000000
Service From		Service To		Service Contract Amount	
2025-10-19		2026-10-18		260532.00	

Commodity Line Description: Option Renewal Year 1 Operations

Extended Description:

Option Renewal Year 1 Operations

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	93151507			Hour	0.000000
	Service From	Service To	Service Contract Amount		
	2025-10-19	2026-10-18	0.00		

Commodity Line Description: Option Renewal Year 1 Operations Additional Services

Extended Description:

Account Manager - Option Renewal Year 1 Operations Additional Services
from 10/19/2025 - 10/18/2026

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	93151507			Hour	85.000000
	Service From	Service To	Service Contract Amount		
	2025-10-19	2026-10-18	0.00		

Commodity Line Description: Option Year 1 Operations Add'l Svcs-Project Mgr.

Extended Description:

Option Renewal Year 1 Operations Additional Services
from 10/19/2025-10/18/2026

Hourly rate will remain the same for initial contract term.

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	93151507			Hour	70.000000
	Service From	Service To	Service Contract Amount		
	2025-10-19	2026-10-18	0.00		

Commodity Line Description: Option Renewal Year 1 Operations Add'l Svcs-Qual Assurance

Extended Description:

Option Renewal Year 1 Operations Additional Services
from 10/19/2025-10/18/2026

Hourly rate will remain the same for initial contract term.

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	93151507			Hour	80.000000
	Service From	Service To	Service Contract Amount		
	2025-10-19	2026-10-18	0.00		

Commodity Line Description: Option Renewal Year 1 Operations Add'l Svcs-Developer

Extended Description:

Option Renewal Year 1 Operations Additional Services
from 10/19/2025-10/18/2026

Hourly rate will remain the same for initial contract term.

See attached pricing pages.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	93151507			HOUR	0.000000
	Service From	Service To	Service Contract Amount		
	2025-10-19	2026-10-18	0.00		

Commodity Line Description: Option Renewal Year 1 Operations Add'l Svcs-Project Coord.

Extended Description:
Option Renewal Year 1 Operations Additional Services
from 10/19/2025-10/18/2026

Hourly rate will remain the same for initial contract term.

See attached pricing pages.



Jimmy Dowden, WVPBC
Director, Procurement Services
Bureau for Medical Services
West Virginia Department of Human Services
350 Capitol Street, Rm 251
Charleston, WV 25301
M: 304.558.1700
D: 304.352.4286 | dhhr.wv.gov
Email: Jimmy.K.Dowden@wv.gov

Re: Contract Renewal: CMA BMS21*03 (Electronic Visit Verification(EVV)-WV Contract)

Dear Mr. Dowden,

HHAeXchange (HHAX) appreciates the opportunity to continue working with the Bureau for Medical Services, West Virginia Department of Human Services.

As it pertains to the current contract for Electronic Visit Verification (EVV), contract number CMA BMS21*03, HHAX agrees to renew the contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

The effective dates for this option renewal are 10/19/25-10/18/26, and the number of renewals remaining is two (2).

Attached as a separate file is our certificate of insurance (COI).

We look forward to continuing the strong partnership we have developed with the State. Please do not hesitate in reaching out if there is anything else needed to execute this option renewal.

Sincerely,

DocuSigned by:

50A53350D5994EA...
Steve Vaccaro
President
HHAeXchange


Agree to Renew.


Table 13: Total Cost			
Implementation Cost (All Inclusive) - 6 Months			
Expense			Cost
1. Payment Milestone Total (see Table 14)	1)	\$	322,100
2. Project Management Recurring Deliverables Total (see Table 15)	2)	\$	5,500
3. Training and Meeting Facility	3)	\$	205,250
Total Not to Exceed 6-Month Implementation Cost^{1,2} (Sum of Expense Costs.)		\$	532,850
Operations Cost			
Contract Year	Monthly Operations Cost ^{4,5}		Annual Cost (Sum of Monthly Operational Cost and Cost of all Enhancement hours for each year.)
	Enhancement Cost ⁶ (Use Tables 16 and 17 to calculate)		
Base Contract Period:			
Base 1 st year (excluding 6 month implementation): ² (See Instruction 1.6) ^{3,5,6}	\$ 21,711	x 6	\$
	\$ 143,500		
Base Year 2:	\$ 21,711	x 12	\$
(See Instruction 1.6) ^{5,6}	\$ 287,000		
Base Year 3:	\$ 21,711	x 12	\$
(See Instruction 1.6) ^{5,6}	\$ 287,000		
Base Year 4:	\$ 21,711	x 12	\$
(See Instruction 1.6) ^{5,6}	\$ 287,000		
Base Year 5:	\$ 21,711	x 12	\$
(See Instruction 1.6) ^{5,6}	\$ 287,000		
Optional Renewal Year 1:	\$ 21,711	x 12	\$
(See Instruction 1.6) ^{5,6}	\$ 287,000		
Optional Renewal Year 2:	\$ 21,711	x 12	\$
(See Instruction 1.6) ^{5,6}	\$ 287,000		
Optional Renewal Year 3:	\$ 21,711	x 12	\$
(See Instruction 1.6) ^{5,6}	\$ 287,000		
Total Operations Cost⁴ (Sum of Operations Costs for all Contract Years.)			\$
Total Vendor Cost			\$

Table 13

Medicaid Electronic Visit Verification RFP

Contract Year	Account Manager			Project Manager			Quality Assurance Manager			Developer			Project Coordinator		
	Hours	Rate	Cost (Hours x Rate)	Hours	Rate	Cost (Hours x Rate)	Hours	Rate	Cost (Hours x Rate)	Hours	Rate	Cost (Hours x Rate)	Hours	Rate	Cost (Hours x Rate)
Base Contract Period:															
Base 1st year		\$0	\$ -		\$85	\$ 25,500		\$70	\$ 14,000		\$80	\$ 104,000		\$0	\$ -
Base Year 2:		\$0	\$ -		\$85	\$ 51,000		\$70	\$ 28,000		\$80	\$ 208,000		\$0	\$ -
Base Year 3:		\$0	\$ -		\$85	\$ 51,000		\$70	\$ 28,000		\$80	\$ 208,000		\$0	\$ -
Base Year 4:		\$0	\$ -		\$85	\$ 51,000		\$70	\$ 28,000		\$80	\$ 208,000		\$0	\$ -
Base Year 5:		\$0	\$ -		\$85	\$ 51,000		\$70	\$ 28,000		\$80	\$ 208,000		\$0	\$ -
Optional															
Renewal Year 1:		\$0	\$ -		\$85	\$ 51,000		\$70	\$ 28,000		\$80	\$ 208,000		\$0	\$ -
Optional															
Renewal Year 2:		\$0	\$ -		\$85	\$ 51,000		\$70	\$ 28,000		\$80	\$ 208,000		\$0	\$ -
Optional															
Renewal Year 3:	0	\$0	\$ -	0	\$85	\$ 51,000	0	\$70	\$ 28,000		\$80	\$ 208,000		\$0	\$ -
Totals			\$ -			\$ 382,500			\$ 210,000			\$ 1,560,000			\$ -

Table 16




STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR MEDICAL SERVICES

Alex J. Mayer
Cabinet Secretary

Cynthia Beane, MSW, LCSW
Commissioner

DATE: October 2, 2025

TO: Crystal Hustead
Senior Buyer
State of West Virginia Purchasing Division

FROM: Althea Greenhowe 
Procurement Specialist, Senior
Office of Shared Administration/Purchasing

RE: PF 623121, CMA BMS21*03
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the approval of the above-referenced CMA change order one (1). This change order 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.

This will be optional renewal year one (1) of three (3) one (1) - year renewals. The service period will be 10/19/2025-10/18/2026. The estimated cost is \$300,000.00.

Please feel free to contact me if additional documentation or details are needed. I can be reached at 304-352-3924 or althea.m.greenhowe@wv.gov. Thank you for your time and consideration in this matter.





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: Christopher Itson, Information Systems Consultant
Office of Medical Services

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

SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2026-0178

DATE: October 1, 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 Electronic Visit Verification (EVV), as it pertains to the current contract, contract number CMA BMS21*03, HHAX agrees to renew the contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders, 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.

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

"HOMECARE SOFTWARE SOLUTIONS LLC" x

Classification

Excluded Individual

Excluded Entity

Federal Organizations

Exclusion Type

Exclusion Program

Location

Dates

Reset ↺

Entity Information ^



Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions



No matches found

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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.

HEMOCARE SOFTWARE SOLUTIONS LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	9/30/2020		9/30/2020	Foreign	Profit			

Organization Information			
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services		Capital Stock
Charter County		Control Number	0
Charter State	NY	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	130 WEST 42ND STREET FLOOR 2 NEW YORK, NY, 10036
Mailing Address	130 W 42ND STREET, FLOOR 2 NEW YORK, NY, 10036 USA
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST. W., STE 407 CHARLESTON, WV, 253131561
Principal Office Address	130 W 42ND STREET, FLOOR 2 NEW YORK, NY, 10036 USA
Type	Address

Officers

Type	Name/Address
Member	EDWARD DOWNING 130 W 42ND STREET, FLOOR 2 NEW YORK, NY, 10036
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
HHAEXCHANGE	TRADENAME	9/30/2020	
DBA Name	Description	Effective Date	Termination Date

Annual Reports

Filed For
2025
2024
2023
2022
2021
Date filed

10/29/25, 1:07 PM

WV SOS - Business and Licensing - Corporations - Online Data Services

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

Wednesday, October 29, 2025 — 1:07 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>11/13/25</u> Solicitation No. <u>CMA BMS21*03</u>	Agency: WV DoHS/BMS Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CMA BMS21*03 PF No.: 623121
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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 (www.state.wv.us/admin/purchase/TCP.pdf)	<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
10	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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

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

Cynthia Husted