



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: 09-09-2025

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 2548 BSS2500000004 2	Procurement Folder:	1696817
Document Name:	Change Order 1	Reason for Modification:	Change Order 1 To correct CL12 description to match the original SOW.
Document Description:	SAFE PRACTICE MODEL IMPLEMENTATION		
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2028-06-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000213911 ACTION FOR CHILD PROTECTION INC 8920 Lawyers Road  Charlotte NC 691210 US Vendor Contact Phone: 7022658436 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: Anthony J Walizer Requestor Phone: (304) 356-2915 Requestor Email: anthony.j.walizer@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
ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES  BSS - COMMISSIONER'S OFFICE  350 CAPITOL ST, RM 730  CHARLESTON WV 25301-3711  US	ADMINISTRATIVE SERVICES ASSISTANT - 304-356-4528 HEALTH AND HUMAN RESOURCES  BSS - COMMISSIONERS OFFICE  350 CAPITOL ST, RM 730  CHARLESTON WV 25301-3711  US

CR 9-10-25

Total Order Amount:

Open End

Purchasing Division's File Copy

CH 9/10/25

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

ATTORNEY GENERAL APPROVAL AS TO FORM  
DATE: 9/12/25  
ELECTRONIC SIGNATURE ON FILE

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

**Extended Description:**

Change Order 1 is issued to correct CL12 description to match the original SOW. All remaining provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80101607				0.000000
Service From		Service To		Service Contract Amount	
2025-07-01		2025-09-30		0.00	

**Commodity Line Description:** Project Management Infrastructure  
Implementation Plan

**Extended Description:**

Project Management Infrastructure  
Develop and maintain comprehensive  
Implementation Plan.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80101607				0.000000
Service From		Service To		Service Contract Amount	
2025-07-01		2025-09-30		0.00	

**Commodity Line Description:** Project Management Infrastructure  
Steering Committee

**Extended Description:**

Project Management Infrastructure  
Develop working charter for project steering committee. Support steering committee activities. Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80101607				0.000000
Service From		Service To		Service Contract Amount	
2025-10-01		2025-12-31		0.00	

**Commodity Line Description:** Project Management Infrastructure  
Judicial Leadership Team

**Extended Description:**

Project Management Infrastructure  
Develop working charter for Judicial Leadership Team.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80101607				0.000000
Service From		Service To		Service Contract Amount	
2025-07-01		2025-09-30		0.00	

**Commodity Line Description:** Project Management Infrastructure  
Convene Implementation

**Extended Description:**

Project Management Infrastructure  
Convene Implementation teams and implement working charter.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-07-01	2025-12-31		0.00	

**Commodity Line Description:** Project Management Infrastructure  
Create inventory groups

**Extended Description:**  
Project Management Infrastructure  
Create an inventory of community groups, stakeholders, and service delivery partners.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-10-01	2026-03-31		0.00	

**Commodity Line Description:** Project Management Infrastructure  
Coordinating meetings

**Extended Description:**  
Project Management Infrastructure  
Aid in coordinating and convening meetings with stakeholders.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-07-01	2026-06-30		0.00	

**Commodity Line Description:** Project Management Infrastructure  
SAFE Practice Model

**Extended Description:**  
Project Management Infrastructure  
Develop and deliver SAFE Practice Model.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-07-01	2026-03-31		0.00	

**Commodity Line Description:** Practice and Policy Supports  
Comprehensive Review

**Extended Description:**  
Practice and Policy Supports  
Conduct a comprehensive review of all existing child and welfare policies.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-07-01	2026-06-30		0.00	

**Commodity Line Description:** Technology Integrations  
Facilitate system integrations

**Extended Description:**  
Technology Integrations  
Facilitate child welfare system integrations for each phase of the model implementation.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-07-01	2025-12-31		0.00	

**Commodity Line Description:** Training Program Review  
Review existing training programs

**Extended Description:**

Training Program Review and Redevelopment. Review existing training programs and related materials.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-10-01	2026-06-30		0.00	

**Commodity Line Description:** Staff Professional Development  
Train, coach, support staff

**Extended Description:**

Staff Professional Development  
Train, coach, and support staff in becoming SAFE Practice Model experts.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2025-10-01	2026-06-30		0.00	

**Commodity Line Description:** Travel Expenses - Year 1  
SAFE Practice Model

**Extended Description:**

Travel Expenses - Year 1  
SAFE Practice Model

Vendor may be reimbursed for travel in accordance with the State of West Virginia's published travel policy governing state employee travel with the following modifications: (1.) Vendor travel will not be reimbursed unless vendor personnel are required to be present at a location more than 75 miles away from Agency's designated headquarters, more than 75 miles away from the vendor's closest place of business, and more than 75 miles from the primary residence of the vendor's closest employee performing the work. (2.) Vendor must calculate travel costs from the required location to the agency headquarters, the vendor's closest place of business, and the closest employee's residence. Mileage reimbursement totals for travel purposes will be based on the lowest mileage of the three calculations. (3.) Vendor will not be compensated for travel time.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-07-01	2027-06-30		0.00	

**Commodity Line Description:** Project Mgmt Infrastructure Year 2  
Comprehensive Plan

**Extended Description:**

Project Management Infrastructure Year 2  
Maintain a comprehensive implementation plan and develop on-going sustainability plan  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-07-01	2027-06-30		0.00	

**Commodity Line Description:** Project Mgmt Infrastructure Year 2  
Steering Committee

**Extended Description:**

Project Management Infrastructure Year 2  
Support on-gong steering committee activities.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-07-01	2027-06-30		0.00	

**Commodity Line Description:** Project Mgmt Infrastructure Year 2  
Judicial Leadership Team

**Extended Description:**

Project Management Infrastructure Year 2  
Support on-gong Judicial Leadership Team activities.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-07-01	2027-06-30		0.00	

**Commodity Line Description:** Project Mgmt Infrastructure Year 2  
Implementation Teams

**Extended Description:**

Project Management Infrastructure Year 2  
Support implementation teams.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-07-01	2027-06-30		0.00	

**Commodity Line Description:** Project Mgmt Infrastructure Year 2  
Coordinating Meetings

**Extended Description:**

Project Management Infrastructure Year 2  
Aid in coordinating and convening meetings with stakeholders.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-07-01	2027-06-30		0.00	

**Commodity Line Description:** Project Mgmt Infrastructure Year 2  
SAFE Practice Model

**Extended Description:**

Project Management Infrastructure Year 2  
Deliver SAFE Practice Model overview education session materials.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-07-01	2027-06-30		0.00	

**Commodity Line Description:** Practice and Policy Supports Year 2  
Child Welfare Policies

**Extended Description:**

Practice and Policy Supports Year 2  
Review and revise existing child welfare policies and procedures.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-07-01	2027-06-30		0.00	

**Commodity Line Description:** Technology Integrations Year 2  
Child Welfare System

**Extended Description:**

Technology Integrations Year 2  
Facilitate child welfare system integrations for each phase of the model implementation.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-07-01	2027-06-30		0.00	

**Commodity Line Description:** Training Delivery Year 2  
SAFE Practice Model

**Extended Description:**

Training Delivery Year 2  
Deliver SAFE Practice Model training to front-line staff.  
Per Person Per Day Rate: \$450.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-07-01	2027-06-30		0.00	

**Commodity Line Description:** Staff Professional Development Year 2  
Train, Support Staff

**Extended Description:**

Staff Professional Development Year 2  
Train, coach, and support staff in becoming SAFE Practice Model experts.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	80101607				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-07-01	2027-06-30		0.00	

**Commodity Line Description:** Continuous Quality Improvement Year 2  
Develop review tools

**Extended Description:**

Continuous Quality Improvement Year 2  
Develop fidelity review tools and processes.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	80101607				0.000000
<b>Service From</b>		<b>Service To</b>		<b>Service Contract Amount</b>	
2027-07-01		2028-06-30		0.00	

**Commodity Line Description:** Project Mgmt Infrastructure Year 3  
Implementation Teams

**Extended Description:**  
Project Management Infrastructure Year 3  
Support implementation teams.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	80101607				0.000000
<b>Service From</b>		<b>Service To</b>		<b>Service Contract Amount</b>	
2027-07-01		2028-06-30		0.00	

**Commodity Line Description:** Project Mgmt Infrastructure Year 3  
Stakeholder Meetings

**Extended Description:**  
Project Management Infrastructure Year 3  
Aid in coordinating and convening meetings with stakeholders.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	80101607				0.000000
<b>Service From</b>		<b>Service To</b>		<b>Service Contract Amount</b>	
2027-07-01		2028-06-30		0.00	

**Commodity Line Description:** Project Mgmt Infrastructure Year 3  
SAFE Practice Model

**Extended Description:**  
Project Management Infrastructure Year 3  
Deliver SAFE Practice Model overview education session materials.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	80101607				0.000000
<b>Service From</b>		<b>Service To</b>		<b>Service Contract Amount</b>	
2027-07-01		2028-06-30		0.00	

**Commodity Line Description:** Practice and Policy Supports Year 3  
Child Welfare Policies

**Extended Description:**  
Practice and Policy Supports Year 3  
Review and revise existing child welfare policies and procedures.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	80101607				0.000000
<b>Service From</b>		<b>Service To</b>		<b>Service Contract Amount</b>	
2027-07-01		2028-06-30		0.00	

**Commodity Line Description:** Technology Integrations Year 3  
Child Welfare System

**Extended Description:**  
Technology Integrations Year 3  
Facilitate child welfare system integrations for each phase of the model implementation.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	80101607				0.000000
<b>Service From</b>		<b>Service To</b>		<b>Service Contract Amount</b>	
	2027-07-01		2028-06-30		0.00

**Commodity Line Description:** Training Delivery Year 3  
SAFE Practice Model

**Extended Description:**  
Training Delivery Year 3  
Deliver SAFE Practice Model training to front-life staff  
Per Person Per Day Rate: \$450.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	80101607				0.000000
<b>Service From</b>		<b>Service To</b>		<b>Service Contract Amount</b>	
	2027-07-01		2028-06-30		0.00

**Commodity Line Description:** Staff Professional Development Year 3  
Train, Support Staff

**Extended Description:**  
Staff Professional Development Year 3  
Train, coach, and support staff in becoming SAFE Practice Model experts.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	80101607				0.000000
<b>Service From</b>		<b>Service To</b>		<b>Service Contract Amount</b>	
	2027-07-01		2028-06-30		0.00

**Commodity Line Description:** Continuous Quality Improvement Year 3  
Develop review tools

**Extended Description:**  
Continuous Quality Improvement Year 3  
Conduct fidelity reviews and processes.  
Hourly Rate: \$247.50

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
36	80101607				0.000000
<b>Service From</b>		<b>Service To</b>		<b>Service Contract Amount</b>	
	2027-07-01		2028-06-30		0.00

**Commodity Line Description:** Travel Expenses - Year 3  
SAFE Practice Model

**Extended Description:**  
Travel Expenses - Year 3  
SAFE Practice Model  
Vendor may be reimbursed for travel in accordance with the State of West Virginia's published travel policy governing state employee travel with the following modifications: (1.) Vendor travel will not be reimbursed unless vendor personnel are required to be present at a location more than 75 miles away from Agency's designated headquarters, more than 75 miles away from the vendor's closest place of business, and more than 75 miles from the primary residence of the vendor's closest employee performing the work. (2.) Vendor must calculate travel costs from the required location to the agency headquarters, the vendor's closest place of business, and the closest employee's residence. Mileage reimbursement totals for travel purposes will be based on the lowest mileage of the three calculations. (3.) Vendor will not be compensated for travel time.



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

Alex J. Mayer  
Cabinet Secretary

**DATE:** September 9, 2025  
**TO:** OSA Purchasing  
**FROM:** Tony Walizer  
**SUBJECT:** Change Order 1, CMA BSS2500000004 PF1696817

Submitting Change Order 1 for CMA BSS2500000004 PF1696817 to correct a description error on CL12. The description for CL12 was incorrectly listed as the same as CL11. This change order will update CL12's description to reflect the correct information from the original SOW: Travel Expenses – Year 1 SAFE Practice Model.

Thank You  
Tony

A handwritten signature in cursive script that reads "Tony Walizer".

OK  
A handwritten signature in cursive script that reads "Althes Greenhowe".



ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

SAMANTHA WILLIS  
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division  
From: Samantha Willis, Director & General Counsel  
WV Purchasing *SW*  
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.

WV Oasis Document Number: SAFE Practice Model Implementation Summary

The Accompanying Request has been reviewed and approved by the following:

*[Signature]*  
\_\_\_\_\_  
Agency Head

*4/28/25*  
\_\_\_\_\_  
Date

*[Signature]*  
\_\_\_\_\_  
Cabinet Secretary/Department Head

*4/25/25*  
\_\_\_\_\_  
Date

*N/A*  
\_\_\_\_\_  
Governor's Office Representative

\_\_\_\_\_  
Date



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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.*

### ACTION FOR CHILD PROTECTION, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	5/30/2025		5/30/2025	Foreign	Non-Profit			

Organization Information		
Business Purpose	Capital Stock	
Charter County	Control Number	9BBT0
Charter State	NC	Excess Acres
At Will Term	Member Managed	
At Will Term Years	Par Value	
Authorized Shares	Young Entrepreneur	Not Specified



Addresses	
Type	Address
<b>Notice of Process Address</b>	CT CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 25313-1561 USA
<b>Principal Office Address</b>	5807 CHEERFUL LANE CHARLOTTE, NC, 27615 USA
Type	Address

Officers	
Type	Name/Address
<b>President</b>	LISA RUIZ-LEE (CHIEF ADMINISTRATION OFFICER) 8920 LAWYERS RD BOX 691210 CHARLOTTE, NC, 28227 USA
<b>Vice-President</b>	THERESA COSTELLO (CEO) 8920 LAWYERS RD BOX 691210 CHARLOTTE, NC, 28227 USA
Type	Name/Address

[File Your Current Year Annual Report Online Here](#)

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

Tuesday, September 9, 2025 — 11:48 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>9/10/25</u>  Solicitation No. <u>CMA BSS25*04</u>	Agency: DoHS Bureau for Social Services  Procurement Officer Submitting Requisition: Tony Walizer  Requisition No. CMA BSS2500000004  PF No.: 1696817
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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>	<b>Insurance requirements</b>				
	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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

*Crystal Hustead*