



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: 09-02-2025

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 2519 MIS2600000006 2 | Procurement Folder:      | 1735953                              |
| Document Name:        | ADOBE PRODUCTS OR EQUAL       | Reason for Modification: | CHANGE ORDER 1<br>TO CANCEL CONTRACT |
| Document Description: | ADOBE PRODUCTS OR EQUAL       |                          |                                      |
| Procurement Type:     | Central Master Agreement      |                          |                                      |
| Buyer Name:           |                               |                          |                                      |
| Telephone:            |                               |                          |                                      |
| Email:                |                               |                          |                                      |
| Shipping Method:      | Best Way                      | Effective Start Date:    | 2025-08-01                           |
| Free on Board:        | FOB Dest, Freight Prepaid     | Effective End Date:      | 2025-08-21                           |

| VENDOR   | DEPARTMENT CONTACT |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |   |
|--|--------------------|---------------------|---------------------|---------------|----|----|--------|---|----|----|--|--|----|----|--|--|----|----|--|--|---|
| Vendor Customer Code: 000000224557<br>SAITECH INC<br>42640 CHRISTY ST<br><br>FREMONT CA 945383135<br>US<br>Vendor Contact Phone: 510-440-0256 Extension:<br><br>Discount Details:<br><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: Stephanie F Pettry<br>Requestor Phone: (304) 356-4011<br>Requestor Email: stephanie.f.pettry@wv.gov<br><br><b>2026</b><br>FILE LOCATION <u>536032</u><br><br><b>SCANNED</b> |
|  | Discount Allowed   | Discount Percentage | Discount Days       |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |   |
| #1   | No                 | 0.0000              | 0                   |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |   |
| #2   | No                 |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |   |
| #3   | No                 |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |   |
| #4   | No                 |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |   |

| INVOICE TO  | SHIP TO  |
|---|--|
| BUYER - 304-957-0209<br>HEALTH AND HUMAN RESOURCES<br>MANAGEMENT INFORMATION SERVICE<br>ONE DAVIS SQUARE, RM 211<br>CHARLESTON WV 25301<br>US | BUYER - 304-957-0209<br>HEALTH AND HUMAN RESOURCES<br>MANAGEMENT INFORMATION SERVICE<br>321 CAPITOL ST, STE 200<br>CHARLESTON WV 25301<br>US |

CR 9-2-25  
Purchasing Division's File Copy

|                     |          |
|---------------------|----------|
| Total Order Amount: | Open End |
|---------------------|----------|

CA 9/2/25

|                                   |
|-----------------------------------|
| PURCHASING DIVISION AUTHORIZATION |
| DATE: 9/2/25                      |
| ELECTRONIC SIGNATURE ON FILE      |

|                                      |
|--------------------------------------|
| ATTORNEY GENERAL APPROVAL AS TO FORM |
| DATE: 9/2/25                         |
| ELECTRONIC SIGNATURE ON FILE         |

|                              |
|------------------------------|
| ENCUMBRANCE CERTIFICATION    |
| DATE: 9-10-25                |
| ELECTRONIC SIGNATURE ON FILE |

**Extended Description:**

CHANGE ORDER 1

CHANGE ORDER CHANGE ORDER NO. 1 IS ISSUED TO CANCEL THIS CONTRACT/PURCHASE ORDER IN ITS ENTIRETY AND ALL FUNDS ASSOCIATED WITH THE CONTRACT.

EFFECTIVE DATE OF CANCELLATION: 08/21/2025

| Line         | Commodity Code | Manufacturer | Model No | Unit                    | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 1            | 43230000       |              |          | EA                      | 0.000000   |
| Service From |                | Service To   |          | Service Contract Amount |            |
|              |                |              |          | 0.00                    |            |

**Commodity Line Description:** Full Adobe Suite Creative Cloud/All apps

**Extended Description:**

4.5 Full Adobe Suite Creative Cloud/All apps, or equal, 1 year subscription.

| Line         | Commodity Code | Manufacturer | Model No | Unit                    | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 2            | 43230000       |              |          | EA                      | 0.000000   |
| Service From |                | Service To   |          | Service Contract Amount |            |
|              |                |              |          | 0.00                    |            |

**Commodity Line Description:** Adobe Acrobat Pro DC

**Extended Description:**

4.6. Adobe Acrobat Pro DC, or equal, 1 year subscription.

| Line         | Commodity Code | Manufacturer | Model No | Unit                    | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 3            | 43230000       |              |          | EA                      | 0.000000   |
| Service From |                | Service To   |          | Service Contract Amount |            |
|              |                |              |          | 0.00                    |            |

**Commodity Line Description:** ADOBE Photoshop Creative Cloud for Multiple Platforms

**Extended Description:**

4.7. ADOBE Photoshop Creative Cloud for Multiple Platforms, or equal, 1 year subscription.

| Line         | Commodity Code | Manufacturer | Model No | Unit                    | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 4            | 43230000       |              |          | EA                      | 0.000000   |
| Service From |                | Service To   |          | Service Contract Amount |            |
|              |                |              |          | 0.00                    |            |

**Commodity Line Description:** Adobe InDesign

**Extended Description:**

4.8. Adobe InDesign, or equal, 1 year subscription



ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

SAMANTHA WILLIS  
PURCHASING DIRECTOR

August 7, 2025

Sam Sharma  
Vice President  
Saitech Inc.  
42640 Christy Street  
Fremont, CA 94538  
[sam@esaitech.com](mailto:sam@esaitech.com)

**Re: Request for Bid Rejection- CRFQ MIS25\*02 Adobe Products or Equal**

My office recently received a copy of the letter from your team requesting that the bid you submitted for CRFQ MIS25\*02 be rejected, even though the contract was already signed and awarded.

Per WV CSR 148-1-6.3.6 "the Director may reject a bid a vendor declares to be erroneous after the bid opening, but otherwise appears to be responsive, *if*, all of the following conditions exist: (1) an error was made; (2) The error materially affected the bid; (3) Rejection of the bid would not cause a hardship on the State spending unit involved, other than losing an opportunity to receive commodities, services or printing at a reduced cost; and (4) Enforcement of the part of the bid in error would be *unconscionable*" (emphasis added). This rule specifically applies to the rejection of a bid after opening, not cancellation of a contract which is already in existence. For that reason, bid rejection would not be appropriate at this stage. After all the bids were received, evaluated, and your team was notified that you would be awarded the contract, there was an opportunity at that time for you to request a bid rejection prior to finalization of a contract award.

That being said, if the above findings are compelling, that could present a reasonable basis to agree to contract cancellation. Your letter walks through each of the four requirements stated above in turn, and I will respond to those accordingly.

1. "During our bid preparation, we mistakenly applied Level 6 Adobe pricing under the Large Government Agreement (LGA) instead of the required Level 4 pricing without LGA, as a result, our submitted bid included significantly lower pricing,

approximately \$61,000 in total for 3 years - than what was intended and appropriate under the correct terms.”

Having reviewed the file including the bid you submitted along with the bids of your competitors, in multiple places you identify that the bid pricing you provide is for “User Level 4 100+,” this is clear on your pricing page for each line item. The evidence from your bid suggests that you knowingly bid a specific price for a Level 4 User and does not suggest an error as you describe. It is also worth noting here that while this contract is awarded with renewals, renewals are optional and require agreement by both parties to continue for the remaining years.

2. “The error caused our bid to include incorrect pricing based on an LGA model the agency did not request. This made our offer non-compliant and misaligned with the State’s requirements, affecting the fairness of the evaluation and not reflecting the value we intended to offer.”

As mentioned above, each line item specification and model number provides detail that the pricing is related to a “User Level 4.” Further, a look at other bids provided shows that your price points are very similar to the next two lowest bidders after you. This suggests that in a competitive market, your cost is comparable and reasonable, it certainly does not suggest that your cost was unfairly low.

3. “We fully recognize the importance of continuity in service delivery and procurement efficiency for the State. In this instance, rejection of our bid would not result in any operational disruption, delay, or inability for the State to procure the required Adobe licenses or services in a timely manner. Other vendors can fulfill the request as specified. Therefore, rejection would not cause hardship but would maintain the integrity of the procurement process.”

Because this contract has already been awarded to your company, and we cannot simply “reject” your bid as it is an awarded contract, acceptance of your cancellation request likely would cause hardship to the State, as it would require us to cancel an existing contract, then reenter the contract negotiation process with the next vendors in line. This could cause significant delays in acquiring the services our agency needs, and which your team has already agreed to provide for a set price in the contract documents.

4. “Enforcing our bid would result in a financial loss for Saitech Inc. Proceeding under these conditions would be commercially unreasonable and go against both the agency’s intent and our good faith efforts.”

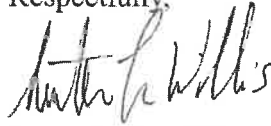
The agency entered into a signed contract with your company on the good faith understanding that you offered a fixed, firm price for the products and services they need. This contract was reviewed and evaluated both by the agency and by your team before the agreement was finalized and issued. At this stage, it seems

as though the integrity of the procurement process would be harmed by failing to require your company to follow through on the good faith promise to perform at the price you provided in your public bid. That in conjunction with the fact that your bid price is comparable to the other resellers that bid against you, suggests that it would not be unreasonable and certainly not unconscionable to request you to hold the price bid.

The State has no interest in forcing a company to provide services at a loss. If you provide additional evidence to support a cancellation of the contract based upon your inability to provide the services at the cost you bid, we can discuss that. However, please note that per WV CSR 148-1-5.4.1 circumstances such as withdrawing a bid after opening or failure to fulfill contractual obligations may be grounds for short-term suspension from the bidding process.

I would be glad to discuss this situation with you in more detail at any time to see if we can come to a mutually agreeable resolution. Please reach out to me once you have decided how your team would like to proceed. If you have any additional questions, feel free to contact my office at (304)558-2306.

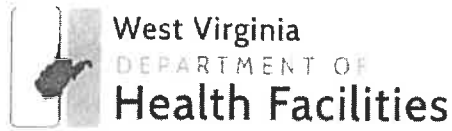
Respectfully,

A handwritten signature in black ink, appearing to read "Samantha L. Willis", written in a cursive style.

Samantha L. Willis  
Director & General Counsel  
West Virginia Purchasing Division



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



Michael Caruso  
Cabinet Secretary



Alex J. Mayer  
Cabinet Secretary

Date: August 4, 2025

To: Heather M. White, Procurement Specialist, Senior  
Office of Shared Administration - Purchasing

From: Malena Harding, Deputy Director of Procurement & Administrative Operations  
for the Office of Shared Administration - Management Information Services *MAH*

Mark A. Waid, MBA *Mark A. Waid*  
Director of Operations  
Office of Shared Administration - Management Information Services

Re: CMA MIS2600000006 - Adobe Products or equal

Saitech Inc. was awarded Contract CMA MIS2600000006 (with an effective start date of August 1, 2025) based on a responsive bid submitted on June 2, 2025 for solicitation CRFQ 0511 MIS2500000002. Other competing vendors were disqualified for noncompliance with mandatory bid requirements and ultimately Saitech was awarded the contract.

Following contract execution, Saitech requested a price modification, alleging the agency was ineligible for Level 6 pricing and should be charged Level 4 rates, citing a \$20,000 annual discrepancy and associated burden. The agency rejects this claim, noting Saitech did not contest terms nor pricing prior to the award and asserts the pricing tiers are internal to Saitech's manufacturer relationship and immaterial to the awarded contract. Also, the agency notes that renewal years are optional and the vendor may elect not to renew the contract at the end of the first contract year.

The solicitation (Section 4.1.1.1 and Addendum 1, dated May 20, 2025) specified the use of Adobe's VIP program and excluded the LGA program, of which the terms would violate State requirements for firm and fixed pricing as it allows for a "true up" pricing mechanism. Post-award, Saitech sought to alter pricing and introduce LGA terms, both actions contradicting the solicitation and executed agreement. These requests were denied, and the vendor has requested to fully cancel the contract.



They agency does not feel the vendor meets the four necessary conditions of the West Virginia Code of State Rules 148 CSR 1-5.2.G in order to have their bid rejected. The vendor did not object to or question their bid until after the contract was awarded.

Also, Saitech's proposed cancellation places the agency at risk, with critical Adobe licenses set to expire on August 11, 2025, and additional expirations are imminent. The agency lacks sufficient time to resolicit a contract prior to the current license expiration dates.

As such, the agency recommends the Purchasing Division:

- Deny Saitech's cancellation request and enforce the contract in order for the agency to preserve essential licensing - an order needs to be placed this week to avoid license expiration.
- If the vendor will not agree to abide by the contract, the agency requests the vendor be suspended from the bidding process under WV Code §5A-3-32 for material misrepresentation and noncompliance.

**Saitech Inc.**  
42640 Christy Street  
Fremont, CA 94538  
[www.saitechincorporated.com](http://www.saitechincorporated.com)

**31<sup>st</sup> July 2025**

Purchasing Director  
Office of Management Information Services  
West Virginia Departments of Human Services, Health and Health Facilities  
One Davis Square, Suite 200  
Charleston, West Virginia 25301

**Subject: Request for Bid Rejection – CRFQ MIS2500000002 Adobe Products or Equal**

Dear Purchasing Director,

We hope this letter finds you well. Saitech Inc. sincerely appreciates the opportunity to participate in the competitive bidding process with the State of West Virginia and values the longstanding partnership we share.

After careful review and internal assessment, we have identified an error in our submitted bid for the above-referenced solicitation. In accordance with the West Virginia Code of State **Rules 148 CSR 1-5.2. G**, we hereby submit this formal written request for rejection of our bid. We respectfully provide the following documented evidence demonstrating that all four conditions required for bid rejection have been met:

**1. An error was made:**

During our bid preparation, we mistakenly applied Level 6 Adobe pricing under the Large Government Agreement (LGA) instead of the required Level 4 pricing without LGA. This error was not identified until after the award notice was published. As a result, our submitted bid included significantly lower pricing, approximately \$61,000 in total for 3 years—than what was intended and appropriate under the correct terms.

**2. The error materially affected the bid:**

The error caused our bid to include incorrect pricing based on an LGA model the agency did not request. This made our offer non-compliant and misaligned with the



State's requirements, affecting the fairness of the evaluation and not reflecting the value we intended to offer.

**3. Rejection of the bid would not cause hardship on the State spending unit:**

We fully recognize the importance of continuity in service delivery and procurement efficiency for the State. In this instance, rejection of our bid would not result in any operational disruption, delay, or inability for the State to procure the required Adobe licenses or services in a timely manner. Other vendors can fulfill the request as specified. Therefore, rejection would not cause hardship but would maintain the integrity of the procurement process.

**4. Enforcement of the part of the bid in error would be unconscionable:**

Enforcing our bid would result in a financial loss for Saitech Inc. Proceeding under these conditions would be commercially unreasonable and go against both the agency's intent and our good faith efforts.

We submit this request in full good faith and with deep respect for the procurement process and the State's interest in transparency and fairness. We remain committed to continuing our strong partnership with the State of West Virginia and stand ready to support any future procurement opportunities.

Thank you for your consideration. Please do not hesitate to contact us if further clarification or documentation is required.

Sincerely,

*Sam Sharma*

Vice President

Saitech Inc.

Email: [sam@esaitech.com](mailto:sam@esaitech.com)

Phone- 510-440-0256, Ext. 304



Hustead, Crystal G <crystal.g.hustead@wv.gov>

---

**Re: Request for Contract Cancellation – Contract CMA MIS2600000006**

1 message

**Willis, Samantha L** <samantha.l.willis@wv.gov>

Thu, Aug 21, 2025 at 1:34 PM

To: "Hustead, Crystal G" <crystal.g.hustead@wv.gov>

Cc: Frank M Whittaker <frank.m.whittaker@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>

Thank you very much. We will take their suspension request under advisement. In the meantime, let's cancel this contract and have the agency get their emergency in place. Then we can work on re-soliciting and hopefully get the terms straightened out. I know OT has expressed interest in a statewide for adobe anyway.

On Thu, Aug 21, 2025 at 1:17 PM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:  
The agency has provided the below response to the vendor's latest cancellation request

**Crystal Hustead, CPPB**

**Senior Buyer**

Purchasing Division

304-558-2402 | Crystal.G.Hustead@wv.gov

2019 Washington St. E., Charleston, WV 25305



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

From: **White, Heather M** <heather.m.white@wv.gov>

Date: Thu, Aug 21, 2025 at 1:16 PM

Subject: Re: Request for Contract Cancellation – Contract CMA MIS2600000006

To: Hustead, Crystal G <crystal.g.hustead@wv.gov>

Cc: Bryan D Rosen <bryan.d.rosen@wv.gov>, Robert L Price <robert.l.price@wv.gov>, Althea M Greenhowe <althea.m.greenhowe@wv.gov>, Kimberlie K Debolt <kimberlie.k.debolt@wv.gov>

The agency would rather keep the contract, but as Saitech is refusing, MIS would like to see them temporarily suspended from being able to bid. We have plans to pursue an emergency contract for our current licenses, and then we intend to re-solicit this contract as even Saitech was above our maximum budget.

On Thu, Aug 21, 2025 at 1:05 PM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:  
Please see Director Willis' response below

**Crystal Hustead, CPPB**

**Senior Buyer**

Purchasing Division

304-558-2402 | Crystal.G.Hustead@wv.gov

2019 Washington St. E., Charleston, WV 25305



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

From: **Willis, Samantha L** <samantha.l.willis@wv.gov>  
Date: Thu, Aug 21, 2025 at 1:04 PM  
Subject: Re: Request for Contract Cancellation – Contract CMA MIS2600000006  
To: Hustead, Crystal G <crystal.g.hustead@wv.gov>  
Cc: Frank M Whittaker <frank.m.whittaker@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>

I remember their letter saying they wanted to deny the bid rejection, but did they address the company's follow up request for cancellation? If not, then yes, we need to know how they want to proceed. If we accept their cancellation request we will need to confirm the next bidder can hold their price, so we may want to go ahead and run that down. otherwise, we can keep a record of this incident and use it to consider them non-responsible on their next bid if necessary or pursue a suspension if that seems appropriate.

On Thu, Aug 21, 2025 at 12:49 PM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

Not since they submitted the letter wanting the cancellation denied, do I need to request that they provide a response to the vendor's latest email?

**Crystal Hustead, CPPB**

**Senior Buyer**

Purchasing Division

304-558-2402 | Crystal.G.Hustead@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Thu, Aug 21, 2025 at 12:46 PM Willis, Samantha L <samantha.l.willis@wv.gov> wrote:

Have we heard back from the agency on this?

On Thu, Aug 14, 2025 at 10:06 AM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

I have forwarded to them as well

**Crystal Hustead, CPPB**

**Senior Buyer**

Purchasing Division

304-558-2402 | Crystal.G.Hustead@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Thu, Aug 14, 2025 at 10:04 AM Willis, Samantha L <samantha.l.willis@wv.gov> wrote:

Have you shared this with the agency?

On Thu, Aug 14, 2025 at 10:01 AM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

Saitech has responded to the letter sent to them denying their bid rejection with the attached cancellation request

**Crystal Hustead, CPPB**

**Senior Buyer**

Purchasing Division

304-558-2402 | Crystal.G.Hustead@wv.gov

2019 Washington St. E., Charleston, WV 25305



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

From: [tech@esaitech.com](mailto:tech@esaitech.com) <[tech@esaitech.com](mailto:tech@esaitech.com)>

Date: Wed, Aug 13, 2025 at 5:06 PM

Subject: Request for Contract Cancellation – Contract CMA MIS2600000006

To: Hustead, Crystal G <[crystal.g.hustead@wv.gov](mailto:crystal.g.hustead@wv.gov)>

Cc: Harding, Malena <[malena.harding@wv.gov](mailto:malena.harding@wv.gov)>, OSA MIS Purchasing <[osamispurchasing@wv.gov](mailto:osamispurchasing@wv.gov)>, Sam <[sam@esaitech.com](mailto:sam@esaitech.com)>, Ernesto Juarez <[ernesto@esaitech.com](mailto:ernesto@esaitech.com)>, Rick Mahajan <[rick@esaitech.com](mailto:rick@esaitech.com)>, Shalini Kalra <[govtsales@esaitech.com](mailto:govtsales@esaitech.com)>

Hi Crystal,

I hope you're doing well.

I'm writing to inform you that, due to the communicated pricing error on the Contract, **CMA MIS2600000006** we are formally requesting you to cancel the Contract.

We apologize for any inconvenience this may cause and truly appreciate the time and effort you and your team have dedicated to this process.

Please find the request letter, Saitech's old and updated quote and our distributor's quotes to reflect pricing difference.

We value our partnership and highly appreciate your kind considerations on our request.

Please let us know if there are any formal steps we should follow to complete the cancellation.

Thank you for your understanding.

Best regards,



**Imran Saleh**  
Cloud Service Engineer  
Saitech, Inc.



Direct: (510) 440-0256 ext.318  
42640 Christy Street, Fremont, CA 94538  
[tech@esaitech.com](mailto:tech@esaitech.com)  
[www.ShopSaitech.com](http://www.ShopSaitech.com)  
[www.Saitechincorporated.com](http://www.Saitechincorporated.com)



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ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

SAMANTHA WILLIS  
PURCHASING DIRECTOR

August 7, 2025

Sam Sharma  
Vice President  
Saitech Inc.  
42640 Christy Street  
Fremont, CA 94538  
[sam@esaitech.com](mailto:sam@esaitech.com)

**Re: Request for Bid Rejection- CRFQ MIS25\*02 Adobe Products or Equal**

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Because this contract has already been awarded to your company, and we cannot simply “reject” your bid as it is an awarded contract, acceptance of your cancellation request likely would cause hardship to the State, as it would require us to cancel an existing contract, then reenter the contract negotiation process with the next vendors in line. This could cause significant delays in acquiring the services our agency needs, and which your team has already agreed to provide for a set price in the contract documents.

4. “Enforcing our bid would result in a financial loss for Saitech Inc. Proceeding under these conditions would be commercially unreasonable and go against both the agency’s intent and our good faith efforts.”

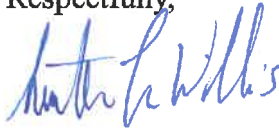
The agency entered into a signed contract with your company on the good faith understanding that you offered a fixed, firm price for the products and services they need. This contract was reviewed and evaluated both by the agency and by your team before the agreement was finalized and issued. At this stage, it seems

as though the integrity of the procurement process would be harmed by failing to require your company to follow through on the good faith promise to perform at the price you provided in your public bid. That in conjunction with the fact that your bid price is comparable to the other resellers that bid against you, suggests that it would not be unreasonable and certainly not unconscionable to request you to hold the price bid.

The State has no interest in forcing a company to provide services at a loss. If you provide additional evidence to support a cancellation of the contract based upon your inability to provide the services at the cost you bid, we can discuss that. However, please note that per WV CSR 148-1-5.4.1 circumstances such as withdrawing a bid after opening or failure to fulfill contractual obligations may be grounds for short-term suspension from the bidding process.

I would be glad to discuss this situation with you in more detail at any time to see if we can come to a mutually agreeable resolution. Please reach out to me once you have decided how your team would like to proceed. If you have any additional questions, feel free to contact my office at (304)558-2306.

Respectfully,



Samantha L. Willis  
Director & General Counsel  
West Virginia Purchasing Division



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



Michael Caruso  
Cabinet Secretary



Alex J. Mayer  
Cabinet Secretary

Date: August 4, 2025

To: Heather M. White, Procurement Specialist, Senior  
Office of Shared Administration - Purchasing

From: Malena Harding, Deputy Director of Procurement & Administrative Operations  
for the Office of Shared Administration - Management Information Services *MAH*

Mark A. Waid, MBA *Mark A. Waid*  
Director of Operations  
Office of Shared Administration - Management Information Services

Re: CMA MIS2600000006 - Adobe Products or equal

Saitech Inc. was awarded Contract CMA MIS2600000006 (with an effective start date of August 1, 2025) based on a responsive bid submitted on June 2, 2025 for solicitation CRFQ 0511 MIS2500000002. Other competing vendors were disqualified for noncompliance with mandatory bid requirements and ultimately Saitech was awarded the contract.

Following contract execution, Saitech requested a price modification, alleging the agency was ineligible for Level 6 pricing and should be charged Level 4 rates, citing a \$20,000 annual discrepancy and associated burden. The agency rejects this claim, noting Saitech did not contest terms nor pricing prior to the award and asserts the pricing tiers are internal to Saitech's manufacturer relationship and immaterial to the awarded contract. Also, the agency notes that renewal years are optional and the vendor may elect not to renew the contract at the end of the first contract year.

The solicitation (Section 4.1.1.1 and Addendum 1, dated May 20, 2025) specified the use of Adobe's VIP program and excluded the LGA program, of which the terms would violate State requirements for firm and fixed pricing as it allows for a "true up" pricing mechanism. Post-award, Saitech sought to alter pricing and introduce LGA terms, both actions contradicting the solicitation and executed agreement. These requests were denied, and the vendor has requested to fully cancel the contract.





They agency does not feel the vendor meets the four necessary conditions of the West Virginia Code of State Rules 148 CSR 1-5.2.G in order to have their bid rejected. The vendor did not object to or question their bid until after the contract was awarded.

Also, Saitech's proposed cancellation places the agency at risk, with critical Adobe licenses set to expire on August 11, 2025, and additional expirations are imminent. The agency lacks sufficient time to resolicit a contract prior to the current license expiration dates.

As such, the agency recommends the Purchasing Division:

- Deny Saitech's cancellation request and enforce the contract in order for the agency to preserve essential licensing - an order needs to be placed this week to avoid license expiration.
- If the vendor will not agree to abide by the contract, the agency requests the vendor be suspended from the bidding process under WV Code §5A-3-32 for material misrepresentation and noncompliance.



Hustead, Crystal G <crystal.g.hustead@wv.gov>

## Fwd: CRFQ MIS2500000002 Adobe Products or Equal- Additional docs Submission

1 message

White, Heather M <heather.m.white@wv.gov>  
To: Crystal G Hustead <crystal.g.hustead@wv.gov>

Mon, Aug 4, 2025 at 2:04 PM

Please see attached. The agency requests that the cancellation be denied, specifically citing the fact that the program we utilize was listed at the beginning of the specs and further clarified in Addendum 1. Please let me know if you need anything further.

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

From: **Harding, Malena** <malena.harding@wv.gov>  
Date: Mon, Aug 4, 2025 at 1:59 PM  
Subject: Re: CRFQ MIS2500000002 Adobe Products or Equal- Additional docs Submission  
To: White, Heather M <heather.m.white@wv.gov>

Corrected version.

Thank you!  
Malena Harding  
Office of Shared Administration - Management Information Services (MIS)

On Mon, Aug 4, 2025 at 1:53 PM Harding, Malena <malena.harding@wv.gov> wrote:  
wait

On Mon, Aug 4, 2025 at 1:52 PM White, Heather M <heather.m.white@wv.gov> wrote:  
Thank you. I'll pass this on to Crystal.

On Mon, Aug 4, 2025 at 1:48 PM Harding, Malena <malena.harding@wv.gov> wrote:  
Please see our attached request to deny the contract cancellation. If you need anything further, please let me know.

Thank you!  
Malena Harding  
Office of Shared Administration - Management Information Services (MIS)

On Mon, Aug 4, 2025 at 10:29 AM White, Heather M <heather.m.white@wv.gov> wrote:

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

From: **Hustead, Crystal G** <crystal.g.hustead@wv.gov>  
Date: Mon, Aug 4, 2025 at 10:16 AM  
Subject: Fwd: CRFQ MIS2500000002 Adobe Products or Equal- Additional docs Submission  
To: Heather M White <Heather.M.White@wv.gov>, Bryan D Rosen <bryan.d.rosen@wv.gov>, Robert L Price <robert.l.price@wv.gov>, Althea M Greenhowe <althea.m.greenhowe@wv.gov>, Kimberlie K Debolt <kimberlie.k.debolt@wv.gov>

Sending as an FYI

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

From: **tech@esaitech.com** <tech@esaitech.com>  
Date: Thu, Jul 31, 2025 at 5:08 PM  
Subject: Re: CRFQ MIS2500000002 Adobe Products or Equal- Additional docs Submission  
To: Hustead, Crystal G <crystal.g.hustead@wv.gov>  
Cc: Harding, Malena <malena.harding@wv.gov>, Itson, Christopher F <christopher.f.itson@wv.gov>, OSA MIS Purchasing <osamis purchasing@wv.gov>, Heather M White <heather.m.white@wv.gov>, Mark A Waid <mark.a.waid@wv.gov>, Ernesto Juarez <ernesto@esaitech.com>, Sam <sam@esaitech.com>, Rick <rick@esaitech.com>

Dear Crystal,

Thank you for your feedback and for outlining the requirements under West Virginia Code of State Rules 148 CSR 1-5.2.G.

In response, please find attached our formal written request for bid rejection. The letter includes justification addressing all four conditions as required for the Purchasing Director's consideration.

We appreciate your time and attention to this matter and remain committed to maintaining a transparent and compliant relationship with the State of West Virginia.

Please let us know if any further information or clarification is needed.

Best regards,



Imran Saleh  
Cloud Service Engineer  
Saitech, Inc.



Direct: (510) 440-0256 ext.318  
42640 Christy Street, Fremont, CA 94538  
[tech@esaitech.com](mailto:tech@esaitech.com)  
[www.ShopSaitech.com](http://www.ShopSaitech.com)  
[www.Saitechincorporated.com](http://www.Saitechincorporated.com)

Inc.  
500



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**From:** Hustead, Crystal G <crystal.g.hustead@wv.gov>  
**Sent:** Thursday, July 31, 2025 7:04 AM  
**To:** tech@esaitech.com <tech@esaitech.com>  
**Cc:** Harding, Malena <malena.harding@wv.gov>; Itson, Christopher F <christopher.f.itson@wv.gov>; OSA MIS Purchasing <osamispurchasing@wv.gov>; Heather M White <heather.m.white@wv.gov>; Mark A Waid <mark.a.waid@wv.gov>; Ernesto Juarez <ernesto@esaitech.com>; Sam <sam@esaitech.com>; Rick <rick@esaitech.com>  
**Subject:** Re: CRFQ MIS2500000002 Adobe Products or Equal- Additional docs Submission

Pricing cannot be changed after the bid opening as it is a binding offer to the State of West Virginia  
Per West Virginia Code of State Rules 148 CSR 1-5.2.G, to have a bid rejected, you must submit the request in writing. For the Purchasing Director to reject a bid, the public file shall contain documented evidence that all four of the conditions below exist.  
Failure to provide documentation to address each condition will be considered non-responsive and could result in debarment from doing business with the State of West Virginia.

The written request must meet all four of the below criteria

- (1) An error was made;
- (2) The error materially affected the bid;
- (3) Rejection of the bid would not cause a hardship on the State spending unit or printing at a reduced cost; and
- (4) Enforcement of the part of the bid in error would be unconscionable

involved other than losing an opportunity to receive

On Wed, Jul 30, 2025 at 5:39 PM tech@esaitech.com <tech@esaitech.com> wrote:  
Hi Malena,

Thank you for your email and for outlining the Agency's position regarding the Adobe agreement.  
We regret to inform you that we are unable to process the PO as issued.

We prepared our initial proposal and quote based on Level 6 pricing under LGA, but your department only qualifies for Level 4 Pricing. Our proposed pricing is incorrect.

The pricing difference between LGA (Level 6) and the Agency's current VIP Level 4 is significantly over \$20,000/ year- which we are unable to absorb as a Small Business. Please accept my sincere apologies for the inconveniences caused.

Warm Regards



**Imran Saleh**  
Cloud Service Engineer  
Saitech, Inc.



Direct: (510) 440-0256 ext.318  
42640 Christy Street, Fremont, CA 94538  
[tech@esaitech.com](mailto:tech@esaitech.com)  
[www.ShopSaitech.com](http://www.ShopSaitech.com)  
[www.Saitechincorporated.com](http://www.Saitechincorporated.com)



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**From:** Harding, Malena <malena.harding@wv.gov>  
**Sent:** Wednesday, July 30, 2025 5:30 AM  
**To:** Itson, Christopher F <christopher.f.itson@wv.gov>; tech@esaitech.com <tech@esaitech.com>  
**Cc:** OSA MIS Purchasing <osamispurchasing@wv.gov>; Crystal G Hustead <crystal.g.hustead@wv.gov>; Heather M White <heather.m.white@wv.gov>; Mark A Waid <mark.a.waid@wv.gov>  
**Subject:** Re: CRFQ MIS2500000002 Adobe Products or Equal- Additional docs Submission

Hello Imran Saleh,

I am responding to your email below regarding changing the terms of our contract.

The Agency expects performance under the contract to proceed in accordance with the terms and conditions as originally agreed upon. The pricing and terms were accepted in good faith, the contract finalized, and is not subject to unilateral modification.

As clearly stated in the original specifications and Addendum 1 (attached and incorporated by reference into the contract), the Agency explicitly confirmed there would be no transition to Adobe's LGA program under this agreement. Any attempt to modify this arrangement would be inconsistent with the contract and may constitute a breach. Accordingly, the Agency must reject your request to agree to or sign terms for the LGA program, as those directly conflict with the binding terms of this agreement.

We remain committed to a successful partnership and look forward to a continued collaboration within the framework of the executed original contract terms.

The Agency has nearly 100 licenses set to expire with the next month and we must be able to add them to the contract without a lapse in service.

Please confirm your intentions to proceed under the agreed upon terms and pricing so we can continue setting up the account with your office.

Thank you!

**Malena Harding**

Deputy Director of Procurement & Administrative Operations  
for the Office of Management Information Services (MIS)

West Virginia Departments of Human Services, Health and Health Facilities

Office of Shared Administration - One Davis Square, Suite 200, Charleston, West Virginia 25301

Office : (304) 558-5640 | Cell : 304-941-9188 | <https://www.wvdhhr.org/mis/>



**"Focus on what you can do, not what you can't."**

On Wed, Jul 30, 2025 at 7:35 AM Itson, Christopher F <christopher.f.itson@wv.gov> wrote:

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

**From:** tech@esaitech.com <tech@esaitech.com>  
**Date:** Tue, Jul 29, 2025 at 5:51 PM  
**Subject:** Re: CRFQ MIS2500000002 Adobe Products or Equal- Additional docs Submission  
**To:** christopher.f.itson@wv.gov <christopher.f.itson@wv.gov>  
**Cc:** Ernesto Juarez <ernesto@esaitech.com>, Sam Sharma <sam@esaitech.com>, Aarti Kunti <salesteam@esaitech.com>, Shalini Kalra <govtsales@esaitech.com>, Sharmina A <service@esaitech.com>, Rick <rick@esaitech.com>, Hustead, Crystal G <crystal.g.hustead@wv.gov>

Dear Cristopher,

Good afternoon, and thank you for your continued partnership and collaboration as we work to successfully implement the Adobe Central Master Agreement.

**We are pleased to confirm that the creation of a new VIP under the Large Government Agreement (LGA)** will fully meet your administrative requirements along with significant cost savings.

**Why We Recommend Establishing a New VIP under LGA:**

- **Full Support for Multi-Admin Access**  
The LGA-based VIP enables centralized license control while still allowing delegated administrator roles across teams or departments, ensuring compliance with your internal structure and management practices (**as outlined in RFP section 4.1.1.2**). The agency will have their own separate VIP ID and corresponding **Adobe Admin Console** (management dashboard) allowing them to manage licenses, users, renewals, and deployments independently.
- **Enhanced Contract Alignment & Support**  
This approach fully aligns with the State's mandatory terms under section 4.1.1.1 by consolidating licenses under a single VIP, simplifying oversight by the Office of Management Information Services (OMIS).
- **\$20,000+ in Immediate Cost Savings**  
Transitioning to a new LGA-qualified VIP (Level 6) will improve pricing from your current volume tier (Level 4), avoiding unnecessary premium charges and improving overall value under this agreement.
- **Compliant with Adobe Licensing Standards**  
Establishing a new VIP ensures proper alignment with Adobe's licensing and audit policies while maintaining flexibility for renewal and growth over the life of the contract.

**Nearly every U.S. state has a 'linked agreement' in place. The total number of licenses from all accounts participating in a state's linked agreement is aggregated and assigned to a pricing level based on that cumulative volume, while still purchasing and managing licenses separately.**

We are fully prepared to initiate the VIP setup process under LGA and will coordinate directly with Adobe and OMIS to ensure all administrative and technical details are addressed promptly.

To move forward, please **confirm you agree on the attached LGA terms** and share the following:

- The designated primary contact for VIP ownership
- Email addresses of administrators to be granted access initially

We truly appreciate your long-term value of this partnership.

If you would kindly share some availability with us, **we could schedule a call with Adobe to discuss LGA terms**, review any details or walk through next steps.

Thank you again for the opportunity and we look forward to our continued collaboration.

**N.B.** Each year, Adobe conducts a look-back review on a set date to reassess the total number of licenses within each linked agreement. Based on this updated count, the pricing level is adjusted accordingly. The consolidation allows the total volume of licenses to qualify for volume-based pricing tiers, which means greater discounts or more favorable pricing as the total license count increases. The more government agencies within a state that join the linked agreement and the more licenses they collectively purchase, the better the pricing level everyone tied to the linked agreement receives. It's a way to incentivize participation and reward collective buying power.

Warm Regards



**Imran Saleh**  
Cloud Service Engineer  
Saitech, Inc.



Direct: (510) 440-0256 ext.318  
42640 Christy Street, Fremont, CA 94538  
[tech@esaitech.com](mailto:tech@esaitech.com)  
[www.ShopSaitech.com](http://www.ShopSaitech.com)  
[www.Saitechincorporated.com](http://www.Saitechincorporated.com)



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**From:** Hustead, Crystal G <crystal.g.hustead@wv.gov>

**Sent:** Tuesday, July 29, 2025 11:54 AM

**To:** tech@esaitech.com <tech@esaitech.com>

**Cc:** Ernesto Juarez <ernesto@esaitech.com>; Sam Sharma <sam@esaitech.com>; Aarti Kunti <salesteam@esaitech.com>; Shalini Kalra <govtsales@esaitech.com>; Sharmina A <service@esaitech.com>; Rick <rick@esaitech.com>

**Subject:** Re: CRFQ MIS2500000002 Adobe Products or Equal- Additional docs Submission

I have forwarded to the agency to inform them of the pricing error

Unfortunately we are unable to accept pricing changes after the bid opening, the contract would either have to be cancelled and rebid, or the bid pricing upheld.

If the bid pricing is unable to be upheld, then a letter requesting your bid be rejected must be submitted for the WV Purchasing Director to review. The letter must address each point listed in WV Code of State Rules 6.2.7, I have attached a copy of the code for reference.

On Fri, Jul 25, 2025 at 4:08 PM tech@esaitech.com <tech@esaitech.com> wrote:

Hi Crystal,

Happy Friday and hope you are doing great!

Thank you so much for the opportunity to server your department as the awarded vendor under **CRFQ 0511 MIS2500000002**.

During our post-award internal review, we identified a discrepancy in the Adobe pricing structure submitted with our final quote. Specifically, our quote reflected **Level 6 pricing** under Adobe's Value Incentive Plan (VIP), while referencing use of the State's existing Adobe VIP account, which qualifies for **Level 4 pricing** based on current license volume.

This discrepancy resulted from an unintentional **administrative/ clerical error** during our pricing compilation process. We take full responsibility for the error and deeply apologize for any confusion or inconvenience it may have caused.

In the interest of full transparency and compliance with both Adobe licensing requirements and the State's procurement policies, **we respectfully request an opportunity to submit a pricing addendum reflecting the correct Level 4 rates**. We have attached the updated pricing for your review and approval.

We remain fully committed to delivering compliant, cost-effective solutions and exceptional service to the State. We truly value this partnership and would be grateful for your understanding and consideration of this correction.

Thank you so much for your time and considerations.

Sincerely,



**Imran Saleh**  
Cloud Service Engineer  
Saitech, Inc.



Direct: **(510) 440-0256 ext.318**  
42640 Christy Street, Fremont, CA 94538  
[tech@esaitech.com](mailto:tech@esaitech.com)  
[www.ShopSaitech.com](http://www.ShopSaitech.com)  
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**From:** Hustead, Crystal G <crystal.g.hustead@wv.gov>

**Sent:** Wednesday, July 9, 2025 5:10 AM

**To:** tech@esaitech.com <tech@esaitech.com>

**Cc:** Ernesto Juarez <ernesto@esaitech.com>; Shalini Kalra <govtsales@esaitech.com>; Sam Sharma <sam@esaitech.com>; Rick <rick@esaitech.com>; service@esaitech.com <service@esaitech.com>; Aarti Kunti <salesteam@esaitech.com>; Sally <accounting@esaitech.com>

**Subject:** Re: CRFQ MIS2500000002 Adobe Products or Equal- Additional docs Submission

Confirming receipt, thank you so much for your quick response, it is much appreciated

On Tue, Jul 8, 2025 at 5:32 PM tech@esaitech.com <tech@esaitech.com> wrote:

Hi Crystal,

Good Afternoon!

Please see the attached documents in response to your request related to the subject solicitation.  
Please let us know if you require any further documents or have any concerns.

Thank you so much for your kind support and valued time.

Warm Regards



**Imran Saleh**  
Cloud Service Engineer  
Saitech, Inc.



Direct: **(510) 440-0256 ext.318**  
42640 Christy Street, Fremont, CA 94538  
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*Christopher Itson*

Information Systems Consultant

Office of Shared Administration

West Virginia Departments of Health, Health Facilities, and Human Services

One Davis Square, Suite 200

(321 Capital Street)

Charleston, West Virginia 25301-1785

Office : (304) 352.6612 | [dhr.wv.gov](http://dhr.wv.gov)



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**Heather White**

Procurement Specialist, Senior

Office of Shared Administration

West Virginia Departments of Health, Health Facilities, and Human Services

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11 attachments



Outlook-4svjyokw.png  
17K



Outlook-u3g2gyus.png  
5K



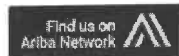
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4K



image.png  
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image.png  
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CMA MIS26\_6 Adobe (3).pdf  
344K



**Saitech Inc.**

42640 Christy Street

Fremont, CA 94538

[www.saitechincorporated.com](http://www.saitechincorporated.com)

**31<sup>st</sup> July 2025**

Purchasing Director

Office of Management Information Services

West Virginia Departments of Human Services, Health and Health Facilities

One Davis Square, Suite 200

Charleston, West Virginia 25301

**Subject: Request for Bid Rejection – CRFQ MIS2500000002 Adobe Products or Equal**

Dear Purchasing Director,

We hope this letter finds you well. Saitech Inc. sincerely appreciates the opportunity to participate in the competitive bidding process with the State of West Virginia and values the longstanding partnership we share.

After careful review and internal assessment, we have identified an error in our submitted bid for the above-referenced solicitation. In accordance with the West Virginia Code of State **Rules 148 CSR 1-5.2. G**, we hereby submit this formal written request for rejection of our bid. We respectfully provide the following documented evidence demonstrating that all four conditions required for bid rejection have been met:

**1. An error was made:**

During our bid preparation, we mistakenly applied Level 6 Adobe pricing under the Large Government Agreement (LGA) instead of the required Level 4 pricing without LGA. This error was not identified until after the award notice was published. As a result, our submitted bid included significantly lower pricing, approximately \$61,000 in total for 3 years—than what was intended and appropriate under the correct terms.

**2. The error materially affected the bid:**

The error caused our bid to include incorrect pricing based on an LGA model the agency did not request. This made our offer non-compliant and misaligned with the

State's requirements, affecting the fairness of the evaluation and not reflecting the value we intended to offer.

**3. Rejection of the bid would not cause hardship on the State spending unit:**

We fully recognize the importance of continuity in service delivery and procurement efficiency for the State. In this instance, rejection of our bid would not result in any operational disruption, delay, or inability for the State to procure the required Adobe licenses or services in a timely manner. Other vendors can fulfill the request as specified. Therefore, rejection would not cause hardship but would maintain the integrity of the procurement process.

**4. Enforcement of the part of the bid in error would be unconscionable:**

Enforcing our bid would result in a financial loss for Saitech Inc. Proceeding under these conditions would be commercially unreasonable and go against both the agency's intent and our good faith efforts.

We submit this request in full good faith and with deep respect for the procurement process and the State's interest in transparency and fairness. We remain committed to continuing our strong partnership with the State of West Virginia and stand ready to support any future procurement opportunities.

Thank you for your consideration. Please do not hesitate to contact us if further clarification or documentation is required.

Sincerely,

*Sam Sharma*

Vice President

Saitech Inc.

Email: [sam@esaitech.com](mailto:sam@esaitech.com)

Phone- 510-440-0256, Ext. 304



Hustead, Crystal G <crystal.g.hustead@wv.gov>

## Re: CRFQ MIS250000002 Adobe Products or Equal- Additional docs Submission

1 message

tech@esaitech.com <tech@esaitech.com>

Thu, Jul 31, 2025 at 5:08 PM

To: "Hustead, Crystal G" <crystal.g.hustead@wv.gov>

Cc: "Harding, Malena" <malena.harding@wv.gov>, "Itson, Christopher F" <christopher.f.itson@wv.gov>, OSA MIS Purchasing <osamispurchasing@wv.gov>, Heather M White <heather.m.white@wv.gov>, Mark A Waid <mark.a.waid@wv.gov>, Ernesto Juarez <ernesto@esaitech.com>, Sam <sam@esaitech.com>, Rick <rick@esaitech.com>

Dear Crystal,

Thank you for your feedback and for outlining the requirements under West Virginia Code of State Rules 148 CSR 1-5.2.G.

In response, please find attached our formal written request for bid rejection. The letter includes justification addressing all four conditions as required for the Purchasing Director's consideration.

We appreciate your time and attention to this matter and remain committed to maintaining a transparent and compliant relationship with the State of West Virginia.

Please let us know if any further information or clarification is needed.

Best regards,



**Imran Saleh**  
Cloud Service Engineer  
Saitech, Inc.



Direct: (510) 440-0256 ext.318  
42640 Christy Street, Fremont, CA 94538  
[tech@esaitech.com](mailto:tech@esaitech.com)  
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**From:** Hustead, Crystal G <crystal.g.hustead@wv.gov>

**Sent:** Thursday, July 31, 2025 7:04 AM

**To:** tech@esaitech.com <tech@esaitech.com>

**Cc:** Harding, Malena <malena.harding@wv.gov>; Itson, Christopher F <christopher.f.itson@wv.gov>; OSA MIS Purchasing <osamispurchasing@wv.gov>; Heather M White <heather.m.white@wv.gov>; Mark A Waid <mark.a.waid@wv.gov>; Ernesto Juarez <ernesto@esaitech.com>; Sam <sam@esaitech.com>; Rick <rick@esaitech.com>

**Subject:** Re: CRFQ MIS250000002 Adobe Products or Equal- Additional docs Submission

Pricing cannot be changed after the bid opening as it is a binding offer to the State of West Virginia

Per West Virginia Code of State Rules 148 CSR 1-5.2.G, to have a bid rejected, you must submit the request in writing. For the Purchasing Director to reject a bid, the public file shall contain documented evidence that all four of the conditions below exist.

Failure to provide documentation to address each condition will be considered non-responsive and could result in debarment from doing business with the State of West Virginia.

The written request must meet all four of the below criteria

(1) An error was made;

(2) The error materially affected the bid;

(3) Rejection of the bid would not cause a hardship on the State spending unit commodities and services or printing at a reduced cost; and involved other than losing an opportunity to receive

(4) Enforcement of the part of the bid in error would be unconscionable

On Wed, Jul 30, 2025 at 5:39 PM tech@esaitech.com <tech@esaitech.com> wrote:

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Warm Regards



**Imran Saleh**  
Cloud Service Engineer  
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Thank you!

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Subject: Re: CRFQ MIS250000002 Adobe Products or Equal- Additional docs Submission

To: christopher.f.itson@wv.gov <christopher.f.itson@wv.gov>

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The LGA-based VIP enables centralized license control while still allowing delegated administrator roles across teams or departments, ensuring compliance with your internal structure and management practices (**as outlined in RFP section 4.1.1.2**). The agency will have their own separate VIP ID and corresponding **Adobe Admin Console** (management dashboard) allowing them to manage licenses, users, renewals, and deployments independently.

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**Nearly every U.S. state has a 'linked agreement' in place. The total number of licenses from all accounts participating in a state's linked agreement is aggregated and assigned to a pricing level based on that cumulative volume, while still purchasing and managing licenses separately.**

We are fully prepared to initiate the VIP setup process under LGA and will coordinate directly with Adobe and OMIS to ensure all administrative and technical details are addressed promptly.

To move forward, please **confirm you agree on the attached LGA terms** and share the following:

- The designated primary contact for VIP ownership
- Email addresses of administrators to be granted access initially

We truly appreciate your long-term value of this partnership.

If you would kindly share some availability with us, **we could schedule a call with Adobe to discuss LGA terms**, review any details or walk through next steps.

Thank you again for the opportunity and we look forward to our continued collaboration.

**N.B.** Each year, Adobe conducts a look-back review on a set date to reassess the total number of licenses within each linked agreement. Based on this updated count, the pricing level is adjusted accordingly. The consolidation allows the total volume of licenses to qualify for volume-based pricing tiers, which means greater discounts or more favorable pricing as the total license count increases. The more government agencies within a state that join the linked agreement and the more licenses they collectively purchase, the better the pricing level everyone tied to the linked agreement receives. It's a way to incentivize participation and reward collective buying power.

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Thank you so much for your time and considerations.

Sincerely,



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Please let us know if you require any further documents or have any concerns.

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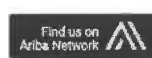
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image.png  
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Bid Rejection Letter\_SaitechInc\_CRFQ\_MIS2500000002.pdf  
98K





Hustead, Crystal G <crystal.g.hustead@wv.gov>

## Re: CRFQ MIS2500000002 Adobe Products or Equal- Additional docs Submission

1 message

White, Heather M <heather.m.white@wv.gov>  
To: "Hustead, Crystal G" <crystal.g.hustead@wv.gov>

Thu, Jul 31, 2025 at 9:36 AM

Ok, thanks for the update. I will note that the CRQM had a max budget of \$120k and Saitech and the rest of the vendors on the list are well above that. The agency proceeded with Saitech as they have an imminent need to renew licenses.

At this point, though, they're more inclined to try to figure out the upcoming batch of licenses on their own and then try to rebid this contract.

On Thu, Jul 31, 2025 at 9:33 AM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

I'm getting the file and going to talk to Frank and Tara to see how to proceed, I sent the vendor the CSR of what they need to provide in order to have their bid rejected, but they never sent it.

I will follow up with you once I have more information

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

From: tech@esaitech.com <tech@esaitech.com>

Date: Wed, Jul 30, 2025 at 5:39 PM

Subject: Re: CRFQ MIS2500000002 Adobe Products or Equal- Additional docs Submission

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Thu, Jul 31, 2025 at 10:04 AM

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Cc: "Harding, Malena" <malena.harding@wv.gov>, "Itson, Christopher F" <christopher.f.itson@wv.gov>, OSA MIS Purchasing <osamispurchasing@wv.gov>, Heather M White <heather.m.white@wv.gov>, Mark A Waid <mark.a.waid@wv.gov>, Ernesto Juarez <ernesto@esaitech.com>, Sam <sam@esaitech.com>, Rick <rick@esaitech.com>

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**From:** Harding, Malena <malena.harding@wv.gov>

**Sent:** Wednesday, July 30, 2025 5:30 AM

**To:** Itson, Christopher F <christopher.f.itson@wv.gov>; tech@esaitech.com <tech@esaitech.com>

**Cc:** OSA MIS Purchasing <osamispurchasing@wv.gov>; Crystal G Hustead <crystal.g.hustead@wv.gov>; Heather M White <heather.m.white@wv.gov>; Mark A Waid <mark.a.waid@wv.gov>

**Subject:** Re: CRFQ MIS2500000002 Adobe Products or Equal- Additional docs Submission

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## 2 attachments

**Addendum 1 (10).pdf**  
726K

**A\_0511\_CMA\_MIS2600000006.pdf**  
2500K





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**CSR\_148-01.pdf**  
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Hi Crystal,

Happy Friday and hope you are doing great!

Thank you so much for the opportunity to server your department as the awarded vendor under **CRFQ 0511 MIS2500000002**.

During our post-award internal review, we identified a discrepancy in the Adobe pricing structure submitted with our final quote. Specifically, our quote reflected **Level 6 pricing** under Adobe's Value Incentive Plan (VIP), while referencing use of the State's existing Adobe VIP account, which qualifies for **Level 4 pricing** based on current license volume.

This discrepancy resulted from an unintentional **administrative/ clerical error** during our pricing compilation process. We take full responsibility for the error and deeply apologize for any confusion or inconvenience it may have caused.

In the interest of full transparency and compliance with both Adobe licensing requirements and the State's procurement policies, **we respectfully request an opportunity to submit a pricing addendum reflecting the correct Level 4 rates**. We have attached the updated pricing for your review and approval.

We remain fully committed to delivering compliant, cost-effective solutions and exceptional service to the State. We truly value this partnership and would be grateful for your understanding and consideration of this correction.

Thank you so much for your time and considerations.

Sincerely,



**Imran Saleh**  
Cloud Service Engineer  
Saitech, Inc.



Direct: **(510) 440-0256 ext.318**  
42640 Christy Street, Fremont, CA 94538  
**tech@esaitech.com**  
www.ShopSaitech.com  
www.Saitechincorporated.com



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---

**From:** Hustead, Crystal G <crystal.g.hustead@wv.gov>

**Sent:** Wednesday, July 9, 2025 5:10 AM

**To:** tech@esaitech.com <tech@esaitech.com>

**Cc:** Ernesto Juarez <ernesto@esaitech.com>; Shalini Kalra <govtsales@esaitech.com>; Sam Sharma <sam@esaitech.com>; Rick <rick@esaitech.com>; service@esaitech.com <service@esaitech.com>; Aarti Kunti <salesteam@esaitech.com>; Sally <accounting@esaitech.com>

**Subject:** Re: CRFQ MIS2500000002 Adobe Products or Equal- Additional docs Submission

Confirming receipt, thank you so much for your quick response, it is much appreciated

On Tue, Jul 8, 2025 at 5:32 PM tech@esaitech.com <tech@esaitech.com> wrote:

Hi Crystal,  
Good Afternoon!

Please see the attached documents in response to your request related to the subject solicitation.  
Please let us know if you require any further documents or have any concerns.

Thank you so much for your kind support and valued time.

Warm Regards



**Imran Saleh**  
Cloud Service Engineer  
Saitech, Inc.



Direct: **(510) 440-0256 ext.318**  
42640 Christy Street, Fremont, CA 94538  
[tech@esaitech.com](mailto:tech@esaitech.com)  
[www.ShopSaitech.com](http://www.ShopSaitech.com)  
[www.Saitechincorporated.com](http://www.Saitechincorporated.com)



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#### 4 attachments

**Updated\_Quote 23323.pdf**  
72K

**Rrquest for Pricing Correction-CRFQ MIS2500000002.pdf**  
106K

**Filled & Signed-Addendum 1.pdf**  
3040K

**A\_0511\_CMA\_MIS2600000006.pdf**  
2500K

**ADDITIONAL INFORMATION**

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DEPARTMENT OF HEALTH, OFFICE OF SHARED SERVICES, IS SOLICITING BIDS TO ESTABLISH AN OPEN-END CONTRACT FOR ADOBE PRODUCTS OR EQUAL PER THE ATTACHED DOCUMENTS.

\*\*\*QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO CRYSTAL.G.HUSTEAD@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS\*\*\*

**INVOICE TO****SHIP TO**

HEALTH CARE AUTHORITY

HEALTH CARE AUTHORITY /  
HEALTH INFORMATION  
NETWORK

100 DEE DR

100 DEE DR

CHARLESTON  
US

WV

CHARLESTON  
US

WV

| Line | Comm Ln Desc                             | Unit Issue | Unit Price |
|------|--|------------|------------|
| 1    | Full Adobe Suite Creative Cloud/All apps | EA         | \$1,025.00 |

| Comm Code | Manufacturer | Specification  | Model #         |
|-----------|--------------|--|-----------------|
| 43230000  | Adobe        | Adobe Creative Cloud for teams All Apps<br>Subscription New Annual 1 User Level 4 100+<br>(VIP # Req.) 12 Month Term | 30002903CC04A12 |

**Extended Description:**

Full Adobe Suite Creative Cloud/All apps, or equal, 1 year subscription.

**INVOICE TO****SHIP TO**

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HEALTH INFORMATION  
NETWORK

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CHARLESTON  
US

WV

CHARLESTON  
US

WV

| Line | Comm Ln Desc         | Unit Issue | Unit Price |
|------|----------------------|------------|------------|
| 2    | Adobe Acrobat Pro DC | EA         | \$156.20   |

| Comm Code | Manufacturer | Specification  | Model #         |
|-----------|--------------|--|-----------------|
| 43230000  | Adobe        | Adobe Acrobat Pro for teams Subscription New<br>Annual 1 User Level 4 100+ (VIP # Req.) 12<br>Month Term | 30002133CC04A12 |

**Extended Description:**

Adobe Acrobat Pro DC, or equal, 1 year subscription.

| INVOICE TO            |  | SHIP TO                 |  |
|-----------------------|--|-------------------------|--|
| HEALTH CARE AUTHORITY |  | HEALTH CARE AUTHORITY / |  |
| 100 DEE DR            |  | HEALTH INFORMATION      |  |
|                       |  | NETWORK                 |  |
| CHARLESTON WV         |  | 100 DEE DR              |  |
| US                    |  | CHARLESTON WV           |  |
|                       |  | US                      |  |

| Line | Comm Ln Desc  | Unit Issue | Unit Price |
|------|---|------------|------------|
| 3    | ADOBE Photoshop Creative Cloud for Multiple Platforms | EA         | \$460.00   |

| Comm Code | Manufacturer | Specification  | Model #         |
|-----------|--------------|--|-----------------|
| 43230000  | Adobe        | Adobe Photoshop for teams Subscription New Annual 1 User Level 4 100+ (VIP # Req.) 12 Month Term | 30002994CC04A12 |

**Extended Description:**

ADOBE Photoshop Creative Cloud for Multiple Platforms, or equal, 1 year subscription.

| INVOICE TO            |  | SHIP TO                 |  |
|-----------------------|--|-------------------------|--|
| HEALTH CARE AUTHORITY |  | HEALTH CARE AUTHORITY / |  |
| 100 DEE DR            |  | HEALTH INFORMATION      |  |
|                       |  | NETWORK                 |  |
| CHARLESTON WV         |  | 100 DEE DR              |  |
| US                    |  | CHARLESTON WV           |  |
|                       |  | US                      |  |

| Line | Comm Ln Desc   | Unit Issue | Unit Price |
|------|----------------|------------|------------|
| 4    | Adobe InDesign | EA         | \$460.00   |

| Comm Code | Manufacturer | Specification   | Model #         |
|-----------|--------------|---|-----------------|
| 43230000  | Adobe        | Adobe InDesign for teams Subscription New Annual 1 User Level 4 100+ (VIP # Req.) 12 Month Term | 30002980CC04A12 |

**Extended Description:**

Adobe InDesign, or equal, 1 year subscription.

| INVOICE TO            |    | SHIP TO  |    |
|-----------------------|----|--|----|
| HEALTH CARE AUTHORITY |    | HEALTH CARE AUTHORITY /<br>HEALTH INFORMATION<br>NETWORK |    |
| 100 DEE DR            |    | 100 DEE DR   |    |
| CHARLESTON            | WV | CHARLESTON   | WV |
| US                    |    | US   |    |

| Line | Comm Ln Desc  | Unit Issue | Unit Price |
|------|---|------------|------------|
| 5    | Full Adobe Suite Creative Cloud/All apps-<br>Renewal Year 1 | EA         | \$1,025.00 |

| Comm Code | Manufacturer | Specification  | Model #         |
|-----------|--------------|--|-----------------|
| 43230000  | Adobe        | Adobe Creative Cloud for teams All Apps<br>Subscription New Annual 1 User Level 4 100+<br>(VIP # Req.) 12 Month Term | 30002903CC04A12 |

**Extended Description:**

Full Adobe Suite Creative Cloud/All apps, or equal, 1 year subscription. Renewal year 1.

| INVOICE TO            |    | SHIP TO  |    |
|-----------------------|----|--|----|
| HEALTH CARE AUTHORITY |    | HEALTH CARE AUTHORITY /<br>HEALTH INFORMATION<br>NETWORK |    |
| 100 DEE DR            |    | 100 DEE DR   |    |
| CHARLESTON            | WV | CHARLESTON   | WV |
| US                    |    | US   |    |

| Line | Comm Ln Desc                        | Unit Issue | Unit Price |
|------|-------------------------------------|------------|------------|
| 6    | Adobe Acrobat Pro DC-Renewal Year 1 | EA         | \$156.20   |

| Comm Code | Manufacturer | Specification  | Model #         |
|-----------|--------------|--|-----------------|
| 43230000  | Adobe        | Adobe Acrobat Pro for teams Subscription New<br>Annual 1 User Level 4 100+ (VIP # Req.) 12<br>Month Term | 30002133CC04A12 |

**Extended Description:**

Adobe Acrobat Pro DC, or equal, 1 year subscription. Renewal year 1

| INVOICE TO            |    | SHIP TO  |    |
|-----------------------|----|--|----|
| HEALTH CARE AUTHORITY |    | HEALTH CARE AUTHORITY /<br>HEALTH INFORMATION<br>NETWORK |    |
| 100 DEE DR            |    | 100 DEE DR   |    |
| CHARLESTON            | WV | CHARLESTON   | WV |
| US                    |    | US   |    |

| Line | Comm Ln Desc   | Unit Issue | Unit Price |
|------|--|------------|------------|
| 7    | ADOBE Photoshop Creative Cloud Multi<br>Platform-Renewal YR1 | EA         | \$460.00   |

| Comm Code | Manufacturer | Specification  | Model #         |
|-----------|--------------|--|-----------------|
| 43230000  | Adobe        | Adobe Photoshop for teams Subscription New<br>Annual 1 User Level 4 100+ (VIP # Req.) 12<br>Month Term | 30002994CC04A12 |

**Extended Description:**

ADOBE Photoshop Creative Cloud for Multiple Platforms, or equal, 1 year subscription. Renewal year 1.

| INVOICE TO            |    | SHIP TO  |    |
|-----------------------|----|--|----|
| HEALTH CARE AUTHORITY |    | HEALTH CARE AUTHORITY /<br>HEALTH INFORMATION<br>NETWORK |    |
| 100 DEE DR            |    | 100 DEE DR   |    |
| CHARLESTON            | WV | CHARLESTON   | WV |
| US                    |    | US   |    |

| Line | Comm Ln Desc                  | Unit Issue | Unit Price |
|------|-------------------------------|------------|------------|
| 8    | Adobe InDesign-Renewal Year 1 | EA         | \$460.00   |

| Comm Code | Manufacturer | Specification   | Model #         |
|-----------|--------------|---|-----------------|
| 43230000  | Adobe        | Adobe InDesign for teams Subscription New<br>Annual 1 User Level 4 100+ (VIP # Req.) 12<br>Month Term | 30002980CC04A12 |

**Extended Description:**

Adobe InDesign, or equal, 1 year subscription Renewal year 1.



| INVOICE TO            |  | SHIP TO                 |  |
|-----------------------|--|-------------------------|--|
| HEALTH CARE AUTHORITY |  | HEALTH CARE AUTHORITY / |  |
| 100 DEE DR            |  | HEALTH INFORMATION      |  |
|                       |  | NETWORK                 |  |
| CHARLESTON WV         |  | 100 DEE DR              |  |
| US                    |  | CHARLESTON WV           |  |
|                       |  | US                      |  |

| Line | Comm Ln Desc  | Unit Issue | Unit Price |
|------|---|------------|------------|
| 9    | Full Adobe Suite Creative Cloud/All apps-Renewal Year 2 | EA         | \$1,025.00 |

| Comm Code | Manufacturer | Specification  | Model #         |
|-----------|--------------|--|-----------------|
| 43230000  | Adobe        | Adobe Creative Cloud for teams All Apps Subscription New Annual 1 User Level 4 100+ (VIP # Req.) 12 Month Term | 30002903CC04A12 |

**Extended Description:**

Full Adobe Suite Creative Cloud/All apps, or equal, 1 year subscription. Renewal year 2.

| INVOICE TO            |  | SHIP TO                 |  |
|-----------------------|--|-------------------------|--|
| HEALTH CARE AUTHORITY |  | HEALTH CARE AUTHORITY / |  |
| 100 DEE DR            |  | HEALTH INFORMATION      |  |
|                       |  | NETWORK                 |  |
| CHARLESTON WV         |  | 100 DEE DR              |  |
| US                    |  | CHARLESTON WV           |  |
|                       |  | US                      |  |

| Line | Comm Ln Desc                        | Unit Issue | Unit Price |
|------|-------------------------------------|------------|------------|
| 10   | Adobe Acrobat Pro DC-Renewal Year 2 | EA         | \$156.20   |

| Comm Code | Manufacturer | Specification  | Model #         |
|-----------|--------------|--|-----------------|
| 43230000  | Adobe        | Adobe Acrobat Pro for teams Subscription New Annual 1 User Level 4 100+ (VIP # Req.) 12 Month Term | 30002133CC04A12 |

**Extended Description:**

Adobe Acrobat Pro DC, or equal, 1 year subscription. Renewal year 2.

| INVOICE TO            |  | SHIP TO                 |  |
|-----------------------|--|-------------------------|--|
| HEALTH CARE AUTHORITY |  | HEALTH CARE AUTHORITY / |  |
| 100 DEE DR            |  | HEALTH INFORMATION      |  |
|                       |  | NETWORK                 |  |
| CHARLESTON WV         |  | 100 DEE DR              |  |
| US                    |  | CHARLESTON WV           |  |
|                       |  | US                      |  |

| Line | Comm Ln Desc  | Unit Issue | Unit Price |
|------|---|------------|------------|
| 11   | ADOBE Photoshop Creative Cloud Multi Platform-Renewal YR2 | EA         | \$460.00   |

| Comm Code | Manufacturer | Specification  | Model #         |
|-----------|--------------|--|-----------------|
| 43230000  | Adobe        | Adobe Photoshop for teams Subscription New Annual 1 User Level 4 100+ (VIP # Req.) 12 Month Term | 30002994CC04A12 |

**Extended Description:**

ADOBE Photoshop Creative Cloud for Multiple Platforms, or equal, 1 year subscription. Renewal year 2.

| INVOICE TO            |  | SHIP TO                 |  |
|-----------------------|--|-------------------------|--|
| HEALTH CARE AUTHORITY |  | HEALTH CARE AUTHORITY / |  |
| 100 DEE DR            |  | HEALTH INFORMATION      |  |
|                       |  | NETWORK                 |  |
| CHARLESTON WV         |  | 100 DEE DR              |  |
| US                    |  | CHARLESTON WV           |  |
|                       |  | US                      |  |

| Line | Comm Ln Desc                  | Unit Issue | Unit Price |
|------|-------------------------------|------------|------------|
| 12   | Adobe InDesign-Renewal Year 2 | EA         | \$460.00   |

| Comm Code | Manufacturer | Specification   | Model #         |
|-----------|--------------|---|-----------------|
| 43230000  | Adobe        | Adobe InDesign for teams Subscription New Annual 1 User Level 4 100+ (VIP # Req.) 12 Month Term | 30002980CC04A12 |

**Extended Description:**

Adobe InDesign, or equal, 1 year subscription. Renewal year 2.

| INVOICE TO            |  | SHIP TO                 |  |
|-----------------------|--|-------------------------|--|
| HEALTH CARE AUTHORITY |  | HEALTH CARE AUTHORITY / |  |
| 100 DEE DR            |  | HEALTH INFORMATION      |  |
|                       |  | NETWORK                 |  |
| CHARLESTON WV         |  | 100 DEE DR              |  |
| US                    |  | CHARLESTON WV           |  |
|                       |  | US                      |  |

| Line | Comm Ln Desc  | Unit Issue | Unit Price |
|------|---|------------|------------|
| 13   | Full Adobe Suite Creative Cloud/All apps-Renewal Year 3 | EA         | \$1,025.00 |

| Comm Code | Manufacturer | Specification  | Model #         |
|-----------|--------------|--|-----------------|
| 43230000  | Adobe        | Adobe Creative Cloud for teams All Apps Subscription New Annual 1 User Level 4 100+ (VIP # Req.) 12 Month Term | 30002903CC04A12 |

**Extended Description:**

Full Adobe Suite Creative Cloud/All apps, or equal, 1 year subscription. Renewal year 3.

| INVOICE TO            |  | SHIP TO                 |  |
|-----------------------|--|-------------------------|--|
| HEALTH CARE AUTHORITY |  | HEALTH CARE AUTHORITY / |  |
| 100 DEE DR            |  | HEALTH INFORMATION      |  |
|                       |  | NETWORK                 |  |
| CHARLESTON WV         |  | 100 DEE DR              |  |
| US                    |  | CHARLESTON WV           |  |
|                       |  | US                      |  |

| Line | Comm Ln Desc                        | Unit Issue | Unit Price |
|------|-------------------------------------|------------|------------|
| 14   | Adobe Acrobat Pro DC-Renewal Year 3 | EA         | \$156.20   |

| Comm Code | Manufacturer | Specification  | Model #         |
|-----------|--------------|--|-----------------|
| 43230000  | Adobe        | Adobe Acrobat Pro for teams Subscription New Annual 1 User Level 4 100+ (VIP # Req.) 12 Month Term | 30002133CC04A12 |

**Extended Description:**

Adobe Acrobat Pro DC, or equal, 1 year subscription. Renewal year 3.

| INVOICE TO            |    | SHIP TO  |    |
|-----------------------|----|--|----|
| HEALTH CARE AUTHORITY |    | HEALTH CARE AUTHORITY /<br>HEALTH INFORMATION<br>NETWORK |    |
| 100 DEE DR            |    | 100 DEE DR   |    |
| CHARLESTON            | WV | CHARLESTON   | WV |
| US                    |    | US   |    |

| Line | Comm Ln Desc   | Unit Issue | Unit Price |
|------|--|------------|------------|
| 15   | ADOBE Photoshop Creative Cloud Multi<br>Platform-Renewal YR3 | EA         | \$460.00   |

| Comm Code | Manufacturer | Specification  | Model #         |
|-----------|--------------|--|-----------------|
| 43230000  | Adobe        | Adobe Photoshop for teams Subscription New<br>Annual 1 User Level 4 100+ (VIP # Req.) 12<br>Month Term | 30002994CC04A12 |

**Extended Description:**

ADOBE Photoshop Creative Cloud for Multiple Platforms, or equal, 1 year subscription. Renewal year 3.

| INVOICE TO            |    | SHIP TO  |    |
|-----------------------|----|--|----|
| HEALTH CARE AUTHORITY |    | HEALTH CARE AUTHORITY /<br>HEALTH INFORMATION<br>NETWORK |    |
| 100 DEE DR            |    | 100 DEE DR   |    |
| CHARLESTON            | WV | CHARLESTON   | WV |
| US                    |    | US   |    |

| Line | Comm Ln Desc                  | Unit Issue | Unit Price |
|------|-------------------------------|------------|------------|
| 16   | Adobe InDesign-Renewal Year 3 | EA         | \$460.00   |

| Comm Code | Manufacturer | Specification   | Model #         |
|-----------|--------------|---|-----------------|
| 43230000  | Adobe        | Adobe InDesign for teams Subscription New<br>Annual 1 User Level 4 100+ (VIP # Req.) 12<br>Month Term | 30002980CC04A12 |

**Extended Description:**

Adobe InDesign, or equal, 1 year subscription. Renewal year 3.

**SCHEDULE OF EVENTS**

| Line | Event                    | Event Date |
|------|--------------------------|------------|
| 1    | VENDOR QUESTION DEADLINE | 2025-05-20 |



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



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May 21, 2025



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- ☐ All Words 
- ☐ Exact Phrase 

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"saitech inc" 

Entity

Location

Status

- ☒ Active
- ☐ Inactive

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[Entities](#)

[Disaster Response Registry](#)

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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.*

#### SAITECH INC.

| Organization Information |                |                  |             |         |        |          |                  |                    |
|--------------------------|----------------|------------------|-------------|---------|--------|----------|------------------|--------------------|
| Org Type                 | Effective Date | Established Date | Filing Date | Charter | Class  | Sec Type | Termination Date | Termination Reason |
| EC   Exempt Corporation  | 7/14/2017      |                  | 7/14/2017   | Foreign | Profit |          |                  |                    |

| Organization Information |                    |               |
|--------------------------|--------------------|---------------|
| Business Purpose         | Capital Stock      |               |
| Charter County           | Control Number     | 9AJ0T         |
| Charter State            | 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> | SAITECH INC.<br>42640 CHRISTY ST<br>FREMONT, CA, 94538<br>USA |
| <b>Principal Office Address</b>  | 42640 CHRISTY ST<br>FREMONT, CA, 94538<br>USA                 |
| Type                             | 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 2, 2025 — 10:34 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

|   |  |
|---|--|
| <i>Purchasing Division Use:</i><br>Buyer: <u>Crystal Husted</u> Date: <u>9/2/25</u><br><br>Solicitation No. <u>CMA MIS26*06</u> | Agency:<br>DHHR<br><br>Procurement Officer Submitting Requisition:<br>Heather White<br><br>Requisition No.<br>CMA MIS26*06<br><br>PF No.:<br>1735953 |
|---|--|

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<br>[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<br>( <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                            |                          |                          |                          |                          |
|           | <i>Commercial General Liability</i>               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <i>Automobile Liability</i>                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <i>Workers' Compensation/Employer's Liability</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <i>Cyber Liability</i>                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <i>Builder's Risk/Installation Floater</i>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <i>Professional Liability</i>                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <i>Other (specify)</i>                            | <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 type="checkbox"/> | <input 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 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*



**ERIC L. HOUSEHOLDER**  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

**SAMANTHA WILLIS**  
PURCHASING DIRECTOR

**RE:** Notice of Contract Document Availability for Awarded Contract/Purchase Order No. CMA  
MIS2600000006, Procurement Folder No. 1735953.

Vendor(s),

This email is intended to notify you that important documents have been posted to the West Virginia Purchasing Division's website relating to the above identified solicitation and/or contract. Your firm is receiving this email because:

**Saitech Inc.**

- ☐ Participated in the State of West Virginia's competitive bid process for which a contract has now been awarded to:
- ☐ Obtained a non-competitive contract award.
- ☐ Holds a contract and is receiving a central delivery order.
- ☒ Holds a contract and is receiving confirmation of an approved change order.

The award document, delivery order, or change order in question will be published at <http://www.state.wv.us/admin/purchase/Awards/awarded.html>) within one business day. Please utilize the weblink to obtain a copy of the document for your records when available. The documents will only remain available on the website for 90 days.

The Purchasing Division appreciates your interest in doing business with the State. If you wish to attain additional details regarding the award of this purchase order/contract, please note that all officially awarded purchase orders/contracts are public information and available for public inspection at the Purchasing Division, 2019 Washington Street East, Charleston, WV 25305.

Thank you,

Crystal Hustead, Senior Buyer  
Purchasing Division

CMA MIS2600000006-Email List

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