



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: 05-30-2025

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 0803 0081 DOT81220053A 4 | Procurement Folder: | 1049585 |
| Document Name: | WVDOT IT Temporary Staffing Services 81220053A | Reason for Modification: | |
| Document Description: | WVDOT IT Temporary Staffing Services -81220053A CO3 | Change Order 3: To Renew Contract | |
| Procurement Type: | Central Master Agreement | | |
| Buyer Name: | | | |
| Telephone: | | | |
| Email: | | | |
| Shipping Method: | Best Way | Effective Start Date: | 2022-07-15 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2026-07-14 |

| VENDOR | DEPARTMENT CONTACT | | | | | | | | | | | | | | | | | | | | |
|---|--------------------|---------------------|---------------------|---------------|----|----|--------|---|----|----|--|--|----|----|--|--|----|----|--|--|---|
| Vendor Customer Code: VS0000038779 SQL DATA SOLUTIONS INC 450 N UNIVERSITY AVE STE 203 PROVO UT 84601 US Vendor Contact Phone: 516-358-1998 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table> | | Discount Allowed | Discount Percentage | Discount Days | #1 | No | 0.0000 | 0 | #2 | No | | | #3 | No | | | #4 | No | | | Requestor Name: Sidney Oliver Requestor Phone: 304-414-7119 Requestor Email: jr.oliver@wv.gov 2026 FILE LOCATION _____ |
| | Discount Allowed | Discount Percentage | Discount Days | | | | | | | | | | | | | | | | | | |
| #1 | No | 0.0000 | 0 | | | | | | | | | | | | | | | | | | |
| #2 | No | | | | | | | | | | | | | | | | | | | | |
| #3 | No | | | | | | | | | | | | | | | | | | | | |
| #4 | No | | | | | | | | | | | | | | | | | | | | |

| INVOICE TO | SHIP TO |
|---|---|
| INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US | INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US |

CR 6-26-25

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: 6.26.25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 6/27/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 7-8-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 3 is issued to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

Effective date of renewal: 7/15/25 - 7/14/26

Renewal Years Remaining: (0)

No other changes.

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|----------|-------------------------|------------|
| 1 | 80111609 | | | | 0.000000 |
| | Service From | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Senior Mainframe Application Analyst ON SITE**Extended Description:**

ON-SITE

Senior Mainframe Application Analyst

\$69.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|----------|-------------------------|------------|
| 2 | 80111609 | | | | 0.000000 |
| | Service From | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Mainframe Application Analyst ON SITE**Extended Description:**

ON-SITE

Mainframe Application Analyst

\$55.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|----------|-------------------------|------------|
| 3 | 80111609 | | | | 0.000000 |
| | Service From | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Senior Application Oracle Database Administrator ON SITE**Extended Description:**

ON SITE

Senior Application Oracle Database Administrator

\$69.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|-------------------------|------|------------|
| 4 | 80111609 | | | | 0.000000 |
| | Service From | Service To | Service Contract Amount | | |
| | | | 0.00 | | |

Commodity Line Description: Application Oracle Database Administrator ON SITE

Extended Description:

ON SITE
Application Oracle Database Administrator
\$55.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|-------------------------|------|------------|
| 5 | 80111609 | | | | 0.000000 |
| | Service From | Service To | Service Contract Amount | | |
| | | | 0.00 | | |

Commodity Line Description: Senior Application DB2 Database Administrator ON SITE

Extended Description:

ON SITE
Senior Application DB2 Database Administrator
\$64.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|-------------------------|------|------------|
| 6 | 80111609 | | | | 0.000000 |
| | Service From | Service To | Service Contract Amount | | |
| | | | 0.00 | | |

Commodity Line Description: Application DB2 Database Administrator
ON SITE

Extended Description:

ON SITE
Application DB2 Database Administrator
\$50.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|-------------------------|------|------------|
| 7 | 80111609 | | | | 0.000000 |
| | Service From | Service To | Service Contract Amount | | |
| | | | 0.00 | | |

Commodity Line Description: PC Programmer Analyst ON SITE

Extended Description:

ON SITE
PC Programmer Analyst
\$45.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 8 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Senior Mainframe Application Analyst ON SITE - Y2

Extended Description:

ON-SITE
Senior Mainframe Application Analyst- Y2
\$69.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|----------|-------------------------|------------|
| 9 | 80111609 | | | | 0.000000 |
| | Service From | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Mainframe Application Analyst ON SITE Y2

Extended Description:

ON-SITE
Mainframe Application Analyst - Y2
\$55.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|----------------|--------------|-------------------------|------|------------|
| 10 | 80111609 | | | | 0.000000 |
| | Service From | Service To | Service Contract Amount | | |
| | | | 0.00 | | |

Commodity Line Description: Senior Application Oracle Database Administrator ON SITE Y2

Extended Description:

ON SITE
Senior Application Oracle Database Administrator - Y2
\$69.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 11 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Application Oracle Database Administrator ON SITE Y2

Extended Description:

ON SITE
Application Oracle Database Administrator - Y2
\$55.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 12 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Senior Application DB2 Database Administrator ON SITE Y2

Extended Description:

ON SITE
Senior Application DB2 Database Administrator Y2
\$64.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 13 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Application DB2 Database Administrator
ON SITE Y2

Extended Description:

ON SITE
Application DB2 Database Administrator Y2
\$50.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 14 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: PC Programmer Analyst ON SITE Y2

Extended Description:

ON SITE
PC Programmer Analyst Y2
\$45.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 15 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Senior Mainframe Application Analyst ON SITE - Y3

Extended Description:

ON-SITE
Senior Mainframe Application Analyst- Y3
\$69.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 16 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Mainframe Application Analyst ON SITE Y3

Extended Description:

ON-SITE
Mainframe Application Analyst - Y3
\$55.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 17 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Senior Application Oracle Database Administrator ON SITE Y3

Extended Description:

ON SITE
Senior Application Oracle Database Administrator - Y3
\$69.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 18 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Application Oracle Database Administrator ON SITE Y3

Extended Description:

ON SITE
Application Oracle Database Administrator - Y3
\$55.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 19 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Senior Application DB2 Database Administrator ON SITE Y3

Extended Description:

ON SITE
Senior Application DB2 Database Administrator Y3
\$64.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 20 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Application DB2 Database Administrator
ON SITE Y3

Extended Description:
ON SITE
Application DB2 Database Administrator Y3
\$50.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 21 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: PC Programmer Analyst ON SITE Y3

Extended Description:
ON SITE
PC Programmer Analyst Y3
\$45.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 22 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Senior Mainframe Application Analyst ON SITE - Y4

Extended Description:
ON-SITE
Senior Mainframe Application Analyst- Y4
\$69.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 23 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Mainframe Application Analyst ON SITE Y4

Extended Description:
ON-SITE
Mainframe Application Analyst - Y4
\$55.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 24 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Senior Application Oracle Database Administrator ON SITE Y4

Extended Description:

ON SITE
Senior Application Oracle Database Administrator - Y4
\$69.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 25 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Application Oracle Database Administrator ON SITE Y4

Extended Description:

ON SITE
Application Oracle Database Administrator - Y4
\$55.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 26 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Senior Application DB2 Database Administrator ON SITE Y4

Extended Description:

ON SITE
Senior Application DB2 Database Administrator Y4
\$64.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 27 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: Application DB2 Database Administrator
ON SITE Y4

Extended Description:

ON SITE
Application DB2 Database Administrator Y4
\$50.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 28 | 80111609 | | | | 0.000000 |
| Service From | | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: PC Programmer Analyst ON SITE Y4

Extended Description:
 ON SITE
 PC Programmer Analyst Y4
 \$45.00 per hour

SEE ATTACHED PRICING PAGE AND SYNOPSIS SHEET FOR AWARDS



WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444

Michael J. DeMers
Deputy Secretary of Transportation

04/16/2025

Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

SQL DATA SOLUTIONS INC
450 N UNIVERSITY AVE STE 203
PROVO UT 84601

Subject Contract Renewal: CMA DOT81220053A
Procurement folder: 1049585

The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

The renewal dates are 7/15/25 through 7/14/26 . If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to

dottechpurchasing@wv.gov

Please contact the email listed above if you have any questions.
Thank you,

JR Oliver

Information Technology Division, Procurement

We agree to renew the contract for the period as state above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.

D.S.V.

Name/Signature

04/18/2025
Date

Manager
Title

| | |
|----------------------|--|
| PROCUREMENT USE ONLY | |
| | |
| Signature Title/Date | |



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

Mark D. Scott
Cabinet Secretary

State Capitol
Charleston, West Virginia 25305

Heather D. Abbott
Chief Information Officer

**TO: Lisa DiNallo, Procurement
Department of Transportation**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
IS&C NUMBER: 2024-2262**

DATE: May 09, 2024

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

After conducting a review of your request for Blanket approval for remaining contract renewals for WVDOT CMAs for IT Temporary Staffing Services, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached

to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at Consulting.Services@wv.gov.

You are viewing this page over a secure connection. [Click here for more information.](#)

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.

SQL DATA SOLUTIONS, INC.

| Organization Information | | | | | | | | |
|--------------------------|----------------|------------------|-------------|---------|--------|----------|------------------|--------------------|
| Org Type | Effective Date | Established Date | Filing Date | Charter | Class | Sec Type | Termination Date | Termination Reason |
| C Corporation | 5/6/2022 | | 5/5/2022 | Foreign | Profit | | | |

| Organization Information | | |
|---------------------------|--|---------------------|
| Business Purpose | 5415 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Computer Systems Design and Related Services (design, programming, facilities mgmt) | |
| Charter County | Control Number | |
| Charter State | UT | Excess Acres |
| At Will Term | Member Managed | |
| At Will Term Years | Par Value | |
| Authorized Shares | Young Entrepreneur | No |

| Addresses | |
|---------------------------|--|
| Type | Address |
| Local Office Address | 450 N UNIVERSITY AVE 203 PROVO, UT, 84604 |
| Mailing Address | 450 N UNIVERSITY AVE 203 PROVO, UT, 84604 |
| Notice of Process Address | James Kommu 450 N UNIVERSITY AVE 203 PROVO, UT, 84604 |
| Principal Office Address | 450 N UNIVERSITY AVE 203 PROVO, UT, 84604 |
| Type | Address |

| Officers | |
|-----------|--|
| Type | Name/Address |
| President | JAMES KOMMU 450 N UNIVERSITY AVE 203 PROVO, UT, 84604 |
| Type | Name/Address |

| Annual Reports | |
|----------------|--|
| Filed For | |
| 2024 | |
| 2023 | |
| Date filed | |

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

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

Tuesday, June 3, 2025 — 11:14 AM

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Entities

Disaster Response Registry

Responsibility / Q

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☒ All Words ⁱ
☐ Exact Phrase ⁱ

e.g. 123456789, Smith Corp

SQL Data Solutions x

Entity ▼

Location ▼

Status ^

☒ Active

☒ Inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|---|--|
| <i>Purchasing Division Use:</i> Buyer: <u>J. Estep</u> Date: <u>6/3/25</u> Solicitation No. <u>CMA DOT 81220053A</u> <u>CO#3</u> | Agency: WVDOT Procurement Officer Submitting Requisition: JAMES MOFFATT Requisition No. CMA DOT 81220053A PF No.: 1049585 |
|---|--|

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

| | Compliance Check Type | Required | Provided, if Required | Not Required | Purch. Div. Confirmation |
|---|--|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| 1 | Specifications and Pricing Page included | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2 | Use of correct specification template | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3 | Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4 | Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5 | Maximum budgeted amount in wvOASIS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6 | Suggested vendors in wvOASIS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7 | Capitol Building Commission pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8 | Financing (Governor's Office) pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9 | Fleet Management Division pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

FOR CHANGE ORDERS/RENEWALS:

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

*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

