



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

# State of West Virginia Master Agreement

Order Date: 08-11-2025

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 1600 1003 SOS2500000001 3	Procurement Folder:	1501349
Document Name:	Enterprise Registration and Licensing System Support	Reason for Modification:	
Document Description:	Enterprise Registration and Licensing System Support (ERLS)	Change Order #2	
Procurement Type:	Central Master Agreement	To renew contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VC0000113233 CIVIX 400 INTERNATIONAL PARKWAY  HEATHROW FL 32746-5037 US Vendor Contact Phone: 6143389113 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: Richard C Stricklen Requestor Phone: 304-356-2685 Requestor Email: rstricklen@wvsos.com  <b>2026</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
CFO SECRETARY OF STATE  BLDG 1 STE 157K  1900 KANAWHA BLVD E  CHARLESTON WV 25305-0770  US	SUPPLY CLERK SECRETARY OF STATE  BLDG 1 STE 157K  1900 KANAWHA BLVD E  CHARLESTON WV 25305-0770  US

CR 8-13-25

Purchasing Division's File Copy

Total Order Amount:

Open End

TLW 8/11/25

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Mary Ann</i> 8/13/2024
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>9/2/25</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>8-18-25</i>
ELECTRONIC SIGNATURE ON FILE

8/18/2025

**Extended Description:**

Change Order

Change Order #2 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: 10/1/2025 - 9/30/2026

Renewals Remaining: One (1)

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.  
No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81111511			YR	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Annual Support & Maintenance Year 1**Extended Description:**

Enterprise Registration &amp; Licensing System (ERLS) Support Year 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81111511			HOURL	210.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Project Manager**Extended Description:**

Per Standard Rate Card (4.3)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81111511			HOURL	163.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Business Analyst**Extended Description:**

Per Standard Rate Card (4.3)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81111511			HOURL	158.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Developer**Extended Description:**

Per Standard Rate Card (4.3)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81111511			HOUR	163.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Quality Assurance

**Extended Description:**  
Per Standard Rate Card (4.3)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81111511			HOUR	121.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Trainer

**Extended Description:**  
Per Standard Rate Card (4.3)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	81111511			HOUR	226.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Architect

**Extended Description:**  
Per Standard Rate Card (4.3)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	81111511			HOUR	194.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** DBA

**Extended Description:**  
Per Standard Rate Card (4.3)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	81111511				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Annual Support & Maintenance

**Extended Description:**  
Enterprise Registration & Licensing System (ERLS) Support Year 1



1900 Kanawha Blvd. E.  
Building 1, Suite 137K  
Charleston, West Virginia 25305

**Kris Warner**  
Secretary of State  
State of West Virginia

Telephone: (304) 558-6000  
Toll Free: 1-866-SOS-VOTE  
Fax: (304) 558-0990  
www.wvsos.gov

**August 11, 2025**

Civix  
3300 W Esplanade Ave Ste 400  
Metairie, LA, 70002

**RE: Change Order No. 2- Renewal of CMA SOS2500000001 Enterprise Registration & Licensing System & Support**

The West Virginia Secretary of State is offering to exercise the 1st renewal year of the original contract CMA SOS2500000001 Enterprise Registration & Licensing System & Support. This letter constitutes the contract will be renewed under the same terms and conditions, and pricing as per the original contract.

Effective dates of the renewal are October 1, 2025- September 30, 2026

Renewals remaining: 1

If you agree to these changes, please sign & date below and return.

Please let us know if you have any questions.

Best Regards,

Richard Stricklen  
Procurement Officer  
West Virginia Secretary of State

*Civix agrees to renew the subject contract for the period stated above.*

Signed by:

00771E8BADD64AA  
Name/Signature Matt Walker, COO

08/11/2025

Date

*West Virginia Secretary of State agrees to renew the subject contract for the period stated above.*

Name/Signature

8/11/25

Date

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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#### PCC TECHNOLOGY INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	12/4/2015		12/4/2015	Foreign	Profit			

Organization Information			
Business Purpose	5419 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Other Professional/Scientific/Technical Services (marketing research, public opinion polling, photographic, translation & interpretation, veterinary services)		Capital Stock
Charter County			Control Number
Charter State	DE	Excess Acres	
At Will Term		M	Hi, I'm SOLO! I can help you file your Annual Report.
At Will Term Years		Pa	
Authorized Shares		Young Entrepreneur	Not Specified

## Addresses

Type	Address
<b>Local Office Address</b>	100 NORTHFIELD DRIVE STE 300A WINDSOR, CT, 06095
<b>Mailing Address</b>	SUITE 440 400 INTERNATIONAL PARKWAY LAKE MARY, FL, 32746 USA
<b>Notice of Process Address</b>	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
<b>Principal Office Address</b>	400 INTERNATIONAL PARKWAY SUITE 440 LAKE MARY, FL, 32746 USA
Type	Address

## Officers

Type	Name/Address
<b>Director</b>	JAMES C SNYDER 8888 KEYSTONE CROSSING SUITE 600 INDIANAPOLIS, IN, 46240
<b>Director</b>	MICHAEL A FOISY 8888 KEYSTONE CROSSING SUITE 600 INDIANAPOLIS, IN, 46240
<b>President</b>	PHILLIP BRAITHWAITE. (CEO) SUITE 440 400 INTERNATIONAL PARKWAY LAKE MARY, FL, 32746
<b>Secretary</b>	JAMES C SNYDER 8888 KEYSTONE CROSSING SUITE 600 INDIANAPOLIS, IA, 46240
<b>Treasurer</b>	DAVE A. SOKALSKI (CHIEF FINANCIAL OFFICER) SUITE 440 400 INTERNATIONAL PARKWAY LAKE MARY, FL, 32746
Type	Name/Address

Hi, I'm SOLO! I can help you file your Annual Report.

## DBA

DBA Name	Description	Effective Date	Termination Date
CIVIX	TRADENAME	4/5/2022	

DBA Name	Description	Effective Date	Termination
<b>Annual Reports</b>			
<b>Filed For</b>			
2025			
2024			
2023			
2022			
2021			
2020			
2019			
2018			
2017x			
2017			
<b>Date filed</b>			

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

Tuesday, August 12, 2025 — 7:55 AM

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All Words

e.g. 1606N020Q02



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
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☐ All Words 

☐ Exact Phrase 

e.g. 123456789, Smith Corp

"pcc technology" 

Entity 

Location 

Status 

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☐ Inactive

Reset 



Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>TW-09</u> Date: <u>8/12/25</u>  Solicitation No. <u>CMA SOS 25 '01</u>	Agency: West Virginia Secretary of State <hr/> Procurement Officer Submitting Requisition: Richard Stricklen <hr/> Requisition No. CMA SOS250000001 <hr/> PF No.: 1501349
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

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

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

#### FOR CHANGE ORDERS/RENEWALS:

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