



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: 12-03-2025

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 2662 BMS2400000003 4	Procurement Folder:	1187213
Document Name:	FEA SUPPORT TO SELF-DIRECTION MEMBERSP	Reason for Modification:	
Document Description:	FEA SUPPORT TO SELF-DIRECTION MEMBERS	Change Order - 3 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-01-02
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-01-01

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000009556 PALCO INC 501 MILLWOOD CIRCLE STE A MAUMELLE AR 72113 US Vendor Contact Phone: 501-658-1075 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Stuart Sellears Requestor Phone: 304-352-4319 Requestor Email: stuart.sellears@wv.gov 2026 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

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

CR 12-5-25

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION
DATE: 12/4/25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 12/11/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 12-11-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

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 01/02/2026 through 01/01/2027

Renewal Years Remaining: Three (3)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80000000				0.000000
Service From		Service To		Service Contract Amount	
2024-01-02		2024-04-01		0.00	

Commodity Line Description: Start-Up Costs (3 Months)

Extended Description:

Start-Up Costs (3 Months)

Enter Total Start-Up Costs

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80000000				0.000000
Service From		Service To		Service Contract Amount	
2024-04-02		2025-01-01		0.00	

Commodity Line Description: Fiscal Agent Support BY 1 (9 Months)

Extended Description:

Fiscal Agent Support Base Year One (9 Months)

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80000000				0.000000
Service From		Service To		Service Contract Amount	
2024-04-02		2025-01-01		0.00	

Commodity Line Description: Fiscal Agency Supp for ADW Comm Trans Svc BY1-(9 Months)

Extended Description:

Fiscal Agency Support for ADW Community Transition Services-Base Year 1-(9 Months)

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80000000				0.000000
Service From		Service To		Service Contract Amount	
2024-04-02		2025-01-01		0.00	

Commodity Line Description: Fiscal Mgnt Svc for TBI Comm Trans Svc BY1-(9 Months)

Extended Description:

Fiscal Management Services for TBI Community Transition Services-Base Year 1-(9 Months)

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2024-04-02	2025-01-01		0.00	

Commodity Line Description: Ad Hoc Reporting-Base Year 1 (9 Months)

Extended Description:
Ad Hoc Reporting-Base Year 1 (9 Months)

Cost Per Hour: \$100.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2024-04-02	2025-01-01		0.00	

Commodity Line Description: Additional Services-Base Year 1 (9 Months)

Extended Description:
Additional Services-Base Year 1 (9 Months)

Cost Per Hour: \$100.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2024-04-02	2025-01-01		0.00	

Commodity Line Description: Opt Svc-Resource Consulting (Waivers/TMH)-BY 1 (9 Mo)

Extended Description:
Optional Service-Resource Consulting (Waivers/TMH)-Base Year 1 (9 Months)

Cost Per Member: \$95.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2024-04-02	2025-01-01		0.00	

Commodity Line Description: Opt Svc-Pers Care Fiscal Agent Support -BY 1 (9 Mo)

Extended Description:
Optional Service-Personal Care Fiscal Agent Support -Base Year 1 (9 Mo)

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2024-04-02	2025-01-01		0.00	

Commodity Line Description: Opt Svc-PC Resource Consulting -BY 1 (9 Mo)

Extended Description:
Optional Service-Personal Care Resource Consulting-Base Year 1 (9 Mo)

Cost Per Member: \$95.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2025-01-02	2026-01-01		0.00	

Commodity Line Description: Fiscal Agent Support OR 1

Extended Description:

Fiscal Agent Support Optional Renewal Year 1

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2025-01-02	2026-01-01		0.00	

Commodity Line Description: Fiscal Agency Supp for ADW Comm Trans Svc OR 1

Extended Description:

Fiscal Agency Support for ADW Community Transition Services-Optional Renewal Year 1

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2025-01-02	2026-01-01		0.00	

Commodity Line Description: Fiscal Mgmt Svc for TBI Comm Trans Svc OR 1

Extended Description:

Fiscal Management Services for TBI Community Transition Services-Optional Renewal Year 1

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2025-01-02	2026-01-01		0.00	

Commodity Line Description: Ad Hoc Reporting-OR 1

Extended Description:

Ad Hoc Reporting-Optional Renewal Year 1

Cost Per Hour: \$100.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2025-01-02	2026-01-01		0.00	

Commodity Line Description: Additional Services-OR 1

Extended Description:

Additional Services-Optional Renewal Year 1

Cost Per Hour: \$100.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2025-01-02	2026-01-01		0.00	

Commodity Line Description: Opt Svc-Resource Consulting (Waivers/TMH)-OR 1

Extended Description:

Optional Service-Resource Consulting (Waivers/TMH)-Optional Renewal Year 1

Cost Per Member: \$95.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2025-01-02	2026-01-01		0.00	

Commodity Line Description: Opt Svc-Pers Care Fiscal Agent Support -OR 1

Extended Description:

Optional Service-Personal Care Fiscal Agent Support -Optional Renewal Year 1

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2025-01-02	2026-01-01		0.00	

Commodity Line Description: Opt Svc-PC Resource Consulting -OR 1

Extended Description:

Optional Service-Personal Care Resource Consulting-Optional Renewal Year 1

Cost Per Member: \$95.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2026-01-02	2027-01-01		0.00	

Commodity Line Description: Fiscal Agent Support OR 2

Extended Description:

Fiscal Agent Support Optional Renewal Year 2

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2026-01-02	2027-01-01		0.00	

Commodity Line Description: Fiscal Agency Supp for ADW Comm Trans Svc OR 2

Extended Description:

Fiscal Agency Support for ADW Community Transition Services-Optional Renewal Year 2

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	80000000				0.000000
Service From		Service To		Service Contract Amount	
2026-01-02		2027-01-01		0.00	

Commodity Line Description: Fiscal Mgnt Svc for TBI Comm Trans Svc OR 2

Extended Description:

Fiscal Management Services for TBI Community Transition Services-Optional Renewal Year 2

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	80000000				0.000000
Service From		Service To		Service Contract Amount	
2026-01-02		2027-01-01		0.00	

Commodity Line Description: Ad Hoc Reporting-OR 2

Extended Description:

Ad Hoc Reporting-Optional Renewal Year 2

Cost Per Hour: \$100.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	80000000				0.000000
Service From		Service To		Service Contract Amount	
2026-01-02		2027-01-01		0.00	

Commodity Line Description: Additional Services-OR 2

Extended Description:

Additional Services-Optional Renewal Year 2

Cost Per Hour: \$100.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	80000000				0.000000
Service From		Service To		Service Contract Amount	
2026-01-02		2027-01-01		0.00	

Commodity Line Description: Opt Svc-Resource Consulting (Waivers/TMH)-OR 2

Extended Description:

Optional Service-Resource Consulting (Waivers/TMH)-Optional Renewal Year 2

Cost Per Member: \$95.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	80000000				0.000000
Service From		Service To		Service Contract Amount	
2026-01-02		2027-01-01		0.00	

Commodity Line Description: Opt Svc-Pers Care Fiscal Agent Support -OR 2

Extended Description:

Optional Service-Personal Care Fiscal Agent Support -Optional Renewal Year 2

Cost Per Member: \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	80000000				0.000000
	Service From	Service To		Service Contract Amount	
	2026-01-02	2027-01-01		0.00	

Commodity Line Description: Opt Svc-PC Resource Consulting -OR 2

Extended Description:

Optional Service-Personal Care Resource Consulting-Optional Renewal Year 2

Cost Per Member: \$95.00



PO Box 13260
Maumelle, AR 72113
Toll Free 866.710.0456
Online: www.palcofirst.com

October 22, 2025

West Virginia Department of Human Services
Bureau for Medical Services, Office of Procurement
350 Capitol Street
Charleston, WV 25301

Subject: Year 2 Renewal, CMA BMS2400000003

To whom it may concern:

We are agreeable to renewing CMA BMS2400000003 for the term 01/02/2026 – 01/01/2027 under the same terms, conditions, pricing, and specifications contained in the original agreement, including all authorized change orders.

However, we have concerns about the continually delayed monthly administrative payments. Since April 2024, Palco, Inc., has served as the contracted provider for West Virginia's Personal Options program, supporting approximately 6,000 Medicaid recipients across the Intellectual and Developmental Disabilities Waiver, Aging and Disabled Waiver, Traumatic Brain Injury Waiver, and Take Me Home, West Virginia. Our responsibilities include in-person enrollments, home visits, call center operations, processing paychecks for thousands of West Virginia caregivers, and vendor payments for approved goods and services. This labor-intensive work is supported by approximately 70 dedicated FTEs. Our staffing, materials, and technology investments reflect our deep commitment to the state, the program, and the individuals it serves.

Only twice in this period have we been paid timely. Often, we are paid months late. At any given time, the State is in arrears on our invoices by at least two months. For this reason, as a dedicated vendor, we respectfully request a meeting with the appropriate parties to resolve the ongoing issue of delayed monthly administrative fee payments outlined in CMA BMS2400000003.

We understand three renewal options remain in this contract. We look forward to continuing to serve West Virginia and appreciate the confidence in Palco.

Sincerely,

Alicia Paladino
Owner/Chief Executive Officer
(501) 604-9936
alicia@palcofirst.com

Agree to renew.



Ok
Althea Greenhouse

Base Contract Optional Renewal Year 2 (Mandatory Services)	Estimate	Price	Total
Fiscal Agent Support	4900	\$70.00	
Fiscal Agency Support for ADW			\$4,116,000.00
Community Transition Services	25	\$70.00	
Fiscal Management Services for			\$21,000.00
Processing TBW Community Transition			
Services	5	\$70.00	
*Add Hoc Reporting (All-Inclusive Hourly			\$4,200.00
Rate X 10 Hours)	10	\$100.00	
*Additional Services (All-Inclusive Hourly			\$1,000.00
Rate X 20 Hours)	20	\$100.00	
			\$2,000.00

Total Optional Renewal Year 2 Mandatory Services			\$4,144,200.00
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Base Contract Optional Renewal Year 2 (Optional Services)	Estimate	Price	Total
Resource Consulting (Waivers/TMH)	4900	\$95.00	
Personal Care Fiscal Agent Support	700	\$70.00	\$5,586,000.00
Personal Care Resource Consulting	700	\$95.00	\$588,000.00
			\$798,000.00

Total Optional Renewal Year 2 Optional Services			\$6,972,000.00
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Total Optional Renewal Year 2 Mandatory and Optional Services			\$11,116,200.00
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Base Contract Optional Renewal Year 3 (Mandatory Services)	Estimate	Price	Total
Fiscal Agent Support	4900	\$70.00	
Fiscal Agency Support for ADW			\$4,116,000.00
Community Transition Services	25	\$70.00	
Fiscal Management Services for			\$21,000.00
Processing TBW Community Transition			
Services	5	\$70.00	
Add Hoc Reporting (All-Inclusive Hourly			\$4,200.00
Rate X 10 Hours)	10	\$100.00	
Additional Services (All-Inclusive Hourly			\$1,000.00
Rate X 20 Hours)	20	\$100.00	
			\$2,000.00

Total Optional Renewal Year 3 Mandatory Services			\$4,144,200.00
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Base Contract Optional Renewal Year 3 (Optional Services)	Estimate	Price	Total
Resource Consulting (Waivers/TMH)	4900	\$95.00	
Personal Care Fiscal Agent Support	700	\$70.00	\$5,586,000.00
Personal Care Resource Consulting	700	\$95.00	\$588,000.00
			\$798,000.00

Total Optional Renewal Year 3 Optional Services			\$6,972,000.00
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Total Optional Renewal Year 3 Mandatory and Optional Services			\$11,116,200.00
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Base Contract Optional Renewal Year 4 (Mandatory Services)	Estimate	Price	Total
Fiscal Agent Support	4900	\$70.00	
Fiscal Agency Support for ADW			\$4,116,000.00
Community Transition Services	25	\$70.00	
Fiscal Management Services for			\$21,000.00
Processing TBW Community Transition			
Services	5	\$70.00	
			\$4,200.00



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

Alex J. Mayer, PhD, MS, PMP
Cabinet Secretary

Cynthia Beane, MSW, LCSW
Commissioner

DATE: November 5, 2025

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

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

RE: PF 1187213, CMA BMS24*03 Change Order :3
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the approval of the above-referenced CMA change order three. This change order is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

The service period will be 01/02/2026-01/01/2027.

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





STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

**TO: Christopher Itson, Procurement Associate
Department of Health and Human Resources**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR004887 CRFQP BMS 23*03 IS&C NUMBER: 2024-2084 Expedite**

DATE: December 4, 2023

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 a contract for Blanket approval for CRFQP BMS 23*03 to Palco, Inc., 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.

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

☐ Any Words ☐ All Words ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"PALCO INC"

x

Classification

Excluded Individual

Excluded Entity

Federal Organizations

Exclusion Type

Exclusion Program

Location

Dates

▼

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Reset 

Entity Information ^



Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions



No matches found

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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.

PALCO, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/20/2023		12/20/2023	Foreign	Profit			

Organization Information		
Business Purpose	6241 - Health Care and Social Assistance - Social Assistance - Individual and Family Services (child, youth, elderly, disabled)	
Capital Stock		
Charter County	Control Number	
Charter State	AR	
Excess Acres		
At Will Term	Member Managed	
At Will Term Years	Par Value	
Authorized Shares	Young Entrepreneur No	

Addresses

Type	Address
Local Office Address	501 MILLWOOD CIR STE A MAUMELLE, AR, 72113
Mailing Address	PO BOX 13260 MAUMELLE, AR, 72113 USA
Notice of Process Address	NORTHWEST REGISTERED AGENT LLC 110 MAIN ST BECKLEY, WV, 25801
Principal Office Address	501 MILLWOOD CIR STE A MAUMELLE, AR, 72113 USA
Type	Address

Officers

Type	Name/Address
President	ALICIA PALADINO 17300 CHENAL PKWY LITTLE ROCK, AR, 72223
Type	Name/Address

Annual Reports

Filed For
2025
2024
Date filed

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

Wednesday, November 12, 2025 — 9:06 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>12/4/25</u> Solicitation No. <u>CMA BMS24*03</u>	Agency: WV DoHS/BMS Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CMA BMS 24*03 PF No.: 1187213
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

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

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

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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: _____

Crystal Husted