



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

State of West Virginia
Contract

Order Date: 02-23-2026

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:	CCT 0323 9612 WWV240000002 11	Procurement Folder:	1190761
Document Name:	CO #3 HIGHQ CASE MANAGEMENT SYSTEM	Reason for Modification: Change Order #3 to add year 4 pricing effective dates 03/29/26 thru 03/28/27 No other Changes	
Document Description:	CO #3 HIGHQ CASE MANAGEMENT SYSTEM		
Procurement Type:	Central Sole Source		
Buyer Name:	Toby L Welch		
Telephone:	(304) 558-8802		
Email:	toby.l.welch@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-03-29
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-03-28

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000184365	Requestor Name:	Debra K Morgan
THOMSON REUTERS WEST PO BOX 6292		Requestor Phone:	(304) 558-2631
CAROL STREAM IL 601976292 US		Requestor Email:	debra.k.morgan@wv.gov
Vendor Contact Phone:	800-328-4880 Extension:	<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="font-weight: bold; margin: 5px 0;">FILE LOCATION _____</div>	
Discount Details:			
	Discount Allowed Discount Percentage Discount Days		
#1	No 0.0000 0		
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
FISCAL AND ADMINISTRATIVE MANAGEMENT - 5301 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD, EAST BLDG 3, 3RD FLOOR, SUITE 300 CHARLESTON WV 25305 US	WORKFORCE KANAWHA CITY 5707 MACCORKLE AVE SE SUITE 500 CHARLESTON WV 25304 US

CR 2-24-26

Total Order Amount:	\$203,691.00
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Purchasing Division's File Copy

[Signature]
2/24/2026

PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>[Signature]</i> 2/24/2026	DATE: <i>[Signature]</i>	DATE: <i>[Signature]</i> 2-26-26
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

2/26/2026

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 Dates: 3/29/26 - 3/28/27

Renewals remaining: 0

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	94101600	12.00000	MO	3605.000000	\$43,260.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: West Proflex

Extended Description:

Monthly subscription for the material shown on Q-03606798 attached herein TO BE BILLED MONTHLY

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	94101600	1.00000	EA	6000.000000	\$6,000.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: High Q Platform Setup

Extended Description:

Platform Setup per Quote Q-03606767

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	94101600	1.00000	EA	1380.000000	\$1,380.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: HQ Doc Auto Author Remote Training

Extended Description:

HQ doc auto author remote training per Quote Q-03606767

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	94101600	1.00000	EA	3375.000000	\$3,375.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: HighQ Consultancy

Extended Description:

HighQ Consultancy
per Quote Q-03606767

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	94101600	12.00000	MO	3785.250000	\$45,423.00
Service From	Service To	Manufacturer	Model No		
2024-03-29	2025-03-28				

Commodity Line Description: West Proflex

Extended Description:

Monthly subscription for the material shown on Q-03606798 attached herein TO BE BILLED MONTHLY

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	94101600	12.00000	MO	3974.510000	\$47,694.12
Service From	Service To	Manufacturer	Model No		
2025-03-29	2026-03-28				

Commodity Line Description: West Proflex

Extended Description:

Monthly subscription for the material shown on Q-03606798 attached herein TO BE BILLED MONTHLY

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	94101600	12.00000	MO	4713.240000	\$56,558.88
Service From	Service To	Manufacturer	Model No		
2026-03-29	2027-03-28				

Commodity Line Description: West Proflex (03/29/26-03/28/27)

Extended Description:

Monthly subscription for the material shown on Q-03606798 attached herein TO BE BILLED MONTHLY

January 21, 2026

Thomson Reuters West
PO Box 6292
Carol Stream, IL 60197-6292

RE: CO #3 CCT WWV2400000002

John,

Please sign and return to me via email indicating that Thomson Reuters West agrees to add fourth year services as shown on your Order ID: Q-3606798 at a monthly rate of \$4,173.24 for twelve (12) months.

Upon receipt of this signed letter a change order will be processed to add the additional twelve (12) months of services at the updated rate. The current services will expire on March 28, 2026.

If you have questions, please feel free to reach out to me @ Tina.L.Lesavich@wv.gov.

Thank You.



WorkForce West Virginia

2/23/26

Date



Thomson Reuters West
John S. Nelson, Director

2/23/2026

Date



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

Eric L. Householder
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

**TO: Tina Lesavich, Administrative Services Manager 2 - FAM
Workforce WV, Accounts Payable/Procurement**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2026-0407**

DATE: February 2, 2026

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.

A review has been conducted of your request for approval to purchase Thomson Reuters West-High Software Maintenance and Support-Change Order #3 to add 4th year pricing, the Office of Technology has determined:

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.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>JO-Brandon Barr</u> Date: <u>2/24/26</u> Solicitation No. <u>CCT WWV24*02</u>	Agency: WorkForce West Virginia Procurement Officer Submitting Requisition: Tina Lesavich Requisition No. CCT WWV2400000002 PF No.: 1190761
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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				
	<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"/>
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 checked="" 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 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: _____

[Handwritten Signature] 2/24/2026

Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	PO Box 417175	Boston	MA	02241-7175	
Payment	PO BOX 64833	ST PAUL	MN	55164-0833	
Ordering	2900 Ames Crossing Road	Eagan	MN	55121	Andrea Hoyt
Billing	2900 AMES CROSSING RD STE 100	EAGAN	MN	55121	
Payment	2900 AMES CROSSING RD STE 100	EAGAN	MN	55121	
Payment	PO BOX 6292	CAROL STREAM	IL	601976292	CUST
Ordering	PO BOX 6292	CAROL STREAM	IL	601976292	CUST

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000184365

THOMSON REUTERS WEST

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 03/04/2015

Active To :

Default Record :

Mail Returned :

Active Address : Yes

Address Information

Address ID : AD000003

Street 1 : PO Box 417175

Street 2 :

City : Boston

State/Province : MA

Zip/Postal Code : 02241-7175

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Country Phone Code : 1

Phone : 999-999-9999

Phone Extension :

County :

County Name :

Country : US

Prenote/EFT

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Contact Address Information

Geographic Designation

Change Management

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Master Address

Master Contacts

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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.

THOMSON REUTERS (TAX & ACCOUNTING) INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	2/5/2010		2/5/2010	Foreign	Profit			

Organization Information		
Business Purpose	5111 - Information - Publishing Industries (except Internet) - Newspaper/Periodical/Book/Directory & Mailing List/Greeting Cards Publishers	Capital Stock
Charter County		Control Number 99IFQ
Charter State TX		Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur Not Specified

Addresses	
Type	Address
Designated Office Address	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Notice of Process Address	CORPORATION SERVICE COMPANY 808 GREENBRIER STREET CHARLESTON, WV, 25311
Principal Office Address	6160 WARREN PARKWAY SUITE 700 FRISCO, TX, 75034 USA
Principal Office Mailing Address	6160 WARREN PARKWAY SUITE 700 FRISCO, TX, 75034 USA
Type	Address

Officers	
Type	Name/Address
Director	KAREN HIRSH & RICHARD NAPOLITANO 2900 AMES CROSSING RD SUITE 100 EAGAN, MN, 55121
Director	SEAN CANNIZZARO 2900 AMES CROSSING RD SUITE 100 EAGAN, MN, 55121
President	ELIZABETH BEASTROM 2900 AMES CROSSING RD SUITE 100 EAGAN, MN, 55121

X Close

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