



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

State of West Virginia
Contract

Order Date: 02-18-2026

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 0506 3018 MCH2500000001 3	Procurement Folder:	1550292
Document Name:	SAS ANALYTICS PRO & SAS/ACCESS ODBC	Reason for Modification:	Change Order 1 To Renew and Decrease Contract
Document Description:	SAS ANALYTICS PRO & SAS/ACCESS ODBC		
Procurement Type:	Central Sole Source		
Buyer Name:	Crystal G Husted		
Telephone:	(304) 558-2402		
Email:	crystal.g.husted@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2025-01-13
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-12-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000195835 EXECUTIVE INFORMATION SYSTEMS LLC 6903 ROCKLEDGE DR STE 760 BETHESDA MD 20827-0076 US Vendor Contact Phone: 3015818594 Extension: Discount Details: <table border="1"> <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>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>	#	Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Christine L Basham Requestor Phone: (304) 356-4930 Requestor Email: christine.l.basham@wv.gov <div style="text-align: center; font-size: 2em; font-weight: bold;">2026</div> FILE LOCATION _____
#	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV 25301-3714 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH/MCH - MATERNAL CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV 25301-3714 US

CR 2-20-26

Total Order Amount:	\$90,918.66
----------------------------	-------------

Purchasing Division's File Copy

CA 2/18/26

PURCHASING DIVISION AUTHORIZATION <i>Tara H</i> DATE: 2/19/26 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: 2/24/2026 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Cody</i> DATE: 2-24-26 ELECTRONIC SIGNATURE ON FILE
--	---	--

Extended Description:

Change Order 1

Change Order No.1 is issued to renew and decrease the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract quantity is decreased as defined in the attached documentation.

Effective date of renewal: 12/31/2025 through 12/30/2026

Renewal Years Remaining: 2

No other changes

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	0.00000		0.000000	\$14,060.00
Service From	Service To	Manufacturer		Model No	
2025-01-13	2025-12-30				

Commodity Line Description: SAS Analytics Pro for 22 Total PC Users, Windows OS. Upgrade

Extended Description:

SAS-ANLTPRO-22PC:
SAS Analytics Pro for 22 Total PC Users, Windows OS. Upgrade site 917755 from 11 to 22 users.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	0.00000		0.000000	\$4,070.00
Service From	Service To	Manufacturer		Model No	
2025-01-13	2025-12-30				

Commodity Line Description: SAS/Access to ODBC for 22 Total PC Users, Windows OS.Upgrade

Extended Description:

SAS-ADDON-22PC:
SAS/Access to ODBC for 22 Total PC Users, Windows OS. Upgrade site 917755 from 11 to 22 users.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	0.00000		0.000000	\$4,070.00
Service From	Service To	Manufacturer		Model No	
2025-01-13	2025-12-30				

Commodity Line Description: SAS/Access to PCFF for 22Total PC Users, Windows OS. Upgrade

Extended Description:

SAS-ADDON-22PC:
SAS/Access to PCFF for 22 Total PC Users, Windows OS. Upgrade site 917755 from 11 to 22 users.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112200	0.00000		0.000000	\$15,040.00
Service From	Service To	Manufacturer		Model No	
2025-01-13	2025-12-30				

Commodity Line Description: SAS/Access to MySQL for 22 Total PC Users, Windows OS.

Extended Description:

SAS-ADDON-22PC:
SAS/Access to MySQL for 22 Total PC Users, Windows OS. Add to site 917755.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81112200	0.00000		0.000000	\$19,012.00
Service From	Service To	Manufacturer		Model No	
2025-01-13	2025-12-30				

Commodity Line Description: SAS Analytics Pro for 11Total PC Users, Windows OS.Maintenan

Extended Description:

SAS-ANLTPRO-11PCM:
SAS Analytics Pro for 11 Total PC Users, Windows OS. Maintenance for site 917755.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81112200	0.00000		0.000000	\$3,530.00
Service From	Service To	Manufacturer		Model No	
2025-01-13	2025-12-30				

Commodity Line Description: SAS/Access to ODBC for 11 Total PC Users, Windows OS Mainten

Extended Description:

SAS-ADDON-11 PCM:
SAS/Access to ODBC for 11 Total PC Users, Windows OS Maintenance for site 917755.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81112200	0.00000		0.000000	\$3,530.00
Service From	Service To	Manufacturer		Model No	
2025-01-13	2025-12-30				

Commodity Line Description: SAS/Access to PCFF for 11 PC Users, Windows. Maintenance

Extended Description:

SAS-ADDON-11 PCM:
SAS/Access to PCFF for 11 PC Users, Windows. Maintenance for site 917755.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	81112200	0.00000		0.000000	\$17,558.04
Service From	Service To	Manufacturer		Model No	
2025-12-31	2026-12-30				

Commodity Line Description: SAS Analytics Pro for 15Total PC Users, Windows OS.Maintenan

Extended Description:

SAS-ANLTPRO-15PCM:
SAS Analytics Pro for 15 Total PC Users, Windows OS. Maintenance for site 917755. Period of Performance of 12/31/25 to 12/30/26.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	81112200	0.00000		0.000000	\$3,349.54
Service From	Service To	Manufacturer	Model No		
2025-12-31	2026-12-30				

Commodity Line Description: SAS/Access to ODBC for 15 Total PC Users, Windows OS. Mainte

Extended Description:

SAS-ADDON-15PCM
 SAS/Access to ODBC for 15 Total PC Users, Windows OS. Maintenance for site 917755.
 Period of Performance of 12/31/25 to
 12/30/26.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	81112200	0.00000		0.000000	\$3,349.54
Service From	Service To	Manufacturer	Model No		
2025-12-31	2026-12-30				

Commodity Line Description: SAS/Access to PCFF for 15 Total PC Users, Windows OS. Main

Extended Description:

SAS-ADDON-15PCM
 SAS/Access to PCFF for 15 Total PC Users,
 Windows OS. Maintenance for site 917755.
 Period of Performance of 12/31/25 to
 12/30/26.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	81112200	0.00000		0.000000	\$3,349.54
Service From	Service To	Manufacturer	Model No		
2025-12-31	2026-12-30				

Commodity Line Description: SAS/Access to MySQL for 15 Total PC
 Users, Windows OS. Main

Extended Description:

SAS-ADDON-15PCM
 SAS/Access to MySQL for 15 Total PC
 Users, Windows OS. Maintenance for site
 917755. Period of Performance of
 12/31/25 to 12/30/26.



January 9, 2026

Christine Basham
WV Department of Health and Human Resources
Bureau for Public Health, Central Finance
350 Capitol Street, Room 206
Charleston, WV 25301

Dear Ms. Basham:

This letter is to confirm the Executive Information Systems, LLC agrees to renew contract CCT MCH2500000001 with the WV DHHR Bureau for Public Health Commissioners Office effective December 31, 2025 through December 30, 2026 according to all terms, conditions, prices and specifications contained in the original contract including any authorized change orders.

Sincerely,

A handwritten signature in cursive script that reads "Jonathan Ward".

Jonathan Ward

Director of Contracts

Agreed

A handwritten signature in cursive script that reads "Heather White".



**Executive Information Systems, LLC
Open Market Quotation**

Quote #:	EIS-11446-G2N3	Open Market Contract #:	OPEN MKT
Rev #:	3	Quote Effective From:	1/9/2026
Renewal Start Date:	12/31/2025	Quote Valid Thru:	4/9/2026
Renewal End Date:	12/30/2026	Site Id:	917755

Prepared For:

Name:	Kathryn Oscanyan	Email:	kathryn.b.oscanyan@wv.gov
Account:	WV Office of Maternal, Child, and Family Health	Phone:	(304) 414-0432
Location:		Fax:	

Line	OEM Part #	Description	Qty	Unit Price	Extended Price
1	SAS-ANLTPRO-15PCM	SAS Analytics Pro for 15 Total PC Users, Windows OS. Maintenance for site 917755. Period of Performance of 12/31/25 to 12/30/26.	1	\$17,558.04	\$17,558.04
2	SAS-ADDON-15PCM	SAS/Access to ODBC for 15 Total PC Users, Windows OS. Maintenance for site 917755. Period of Performance of 12/31/25 to 12/30/26.	1	\$3,349.54	\$3,349.54
3	SAS-ADDON-15PCM	SAS/Access to PCFF for 15 Total PC Users, Windows OS. Maintenance for site 917755. Period of Performance of 12/31/25 to 12/30/26.	1	\$3,349.54	\$3,349.54
4	SAS-ADDON-15PCM	SAS/Access to MySQL for 15 Total PC Users, Windows OS. Maintenance for site 917755. Period of Performance of 12/31/25 to 12/30/26.	1	\$3,349.54	\$3,349.54
Sub-Total					\$27,606.66
Sales Tax (If Applicable)					\$0.00
Total Quote Amount					\$27,606.66

Downgrade site 917755 from 22 to 15 users.

*****Please reference quote number on your order.**

Point of Contact	Alex Steiner
Email	ASteiner@execinfosys.com
Phone	301-581-4363
Fax	
Toll Free	877-EXECINFO



Executive Information Systems, LLC
Open Market Quotation

Ordering Address

Executive Information Systems, LLC
Attn: Sales
6903 Rockledge Drive, Suite 760
P.O. Box 34076
Bethesda, MD 20827-0076
Contract#: OPEN MKT Expiration:
Type of Business: Corporation (Limited Liability Company)
Payment Terms: Net 30 Days
Federal Tax Id #: 52-2198860
Dun & Bradstreet #: 938289527

Remittance Address

Executive Information Systems, LLC
Attn: Sales
6903 Rockledge Drive, Suite 760
P.O. Box 34076
Bethesda, MD 20827-0076
CAGE Code: 1NM64
FOB Point: Destination
Delivery: 1 - 30 days after receipt of order
Discounts: Prices are net. All discounts have been deducted.
SAM UEI: MKF6VA9NZLR8

EIS qualifies as a small business under the Information Technology Value Added Reseller exception to NAICS 541519. However, EIS subcontracts 100% of software, maintenance, training and services to SAS Institute, Inc., a large business. Thus, EIS does not meet limitations on subcontracting requirements (FAR 52.219-14, 13 CFR 125.6) or the nonmanufacturer rule (13 CFR 121.406).

If this Quotation references an existing Executive Information Systems contract number, the terms and conditions of that contract apply to the items contained herein. If this Quotation does not reference an existing contract number, the items contained herein are governed by the Universal Terms and applicable Addenda contained at: www.execinfosys.com/EIS-SAS-UTOF. By placing an award in connection with this Quotation, Customer agrees and acknowledges that any additional or different terms and conditions received with, or incorporated by reference in, any Customer purchase order or other Customer purchase documentation are expressly rejected and inapplicable to any purchase made in connection with such award.

Alex Steiner

1/9/2026



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
Office of Maternal, Child and Family Health

Arvin Singh, EdD, MBA, MPH, MS, FACHDM, FACHE
Secretary of Health

Teresa D. Marks
Office Director

MEMORANDUM

DATE: November 25, 2025

TO: Trey Morris, Director of Purchasing
Central Finance Unit
Bureau for Public Health

THROUGH: Teresa Marks, Director 
Office of Maternal, Child and Family Health
Bureau for Public Health

FROM: Mekell Golden, Director 
Strategic Support and Quality Improvement
Office of Maternal, Child and Family Health

RE: Acquisition of SAS Software from Executive Information Systems (EIS)
Quote: EIS-11446-G2N3 / Site ID: 917755

The Office of Maternal, Child, and Family Health (OMCFH) is requesting approval to procure the Statistical Analysis System (SAS) software suite from Executive Information Systems (EIS). This purchase will significantly strengthen the agency's capacity for data management, analysis, reporting, and informed decision-making.

The current contract (CCT 0506 3018 MCH2500000001 1) with EIS for 22 users is set to expire December 30, 2025. OMCFH is seeking a one-time procurement for 15 users for the service period of December 31, 2025 through December 30, 2026. OMCFH is requesting a one-year agreement, at the end of which we would like to assess and determine future requirements.

The total cost of the software for the service period of December 31, 2025 through December 30, 2026 is \$27,606.66 and includes:

- SAS Analytics Pro
- SAS/ACCESS to MySQL
- Licensing for 15 PC Users
- Maintenance and Support for Site 917755
- SAS/ACCESS to ODBC
- SAS/ACCESS to PCFF
- Windows OS Compatibility

SAS will enable OMCFH to:

- Conduct advanced research and statistical analysis to support program evaluation and public health outcomes.
- Enhance data management capabilities, including secure storage, integration, and standardization across systems.

Memorandum - Acquisition of SAS Software
November 25, 2025
Page 2

- Extract meaningful insights to guide strategic planning, resource allocation, and performance improvement.
- Leverage cloud-based technologies to increase efficiency, scalability, and accessibility.
- Provide an improved user experience for staff through reliable, user-friendly analytic tools.

This investment will ensure that OMCFH maintains the technical capability necessary to meet federal and state reporting requirements, improve data-driven decision-making, and enhance the delivery of services to the populations we serve.

Approval of this purchase is respectfully requested.

Thank you.

Attachments



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
Office of Maternal, Child and Family Health

Arvin Singh, EdD, MBA, MPH, MS, FACHDM, FACHE
Secretary of Health

Teresa D. Marks
Office Director

MEMORANDUM

DATE: January 08, 2026

TO: Trey Morris, Director of Purchasing
Bureau for Public Health

THROUGH: Teresa Marks, Director
Office of Maternal, Child and Family Health

FROM: Mekell L. Golden, Director
OMCFH Strategic Support & Quality Improvement

RE: Purchase Request - EIS - SAS Software 15 - MCH26-ADMIN

Please accept this memorandum as justification for the late submission of the renewal request. The delay resulted from ongoing coordination with the vendor to finalize the accurate number of users and the corresponding costs necessary for submission.

To prevent similar delays in the future, the following measures will be implemented:

- Initiate renewal discussions with vendors earlier in the contract cycle to allow sufficient time for user verification and cost confirmation.
- Establish an internal renewal timeline with clearly defined milestones and deadlines in advance of submission due dates.
- Designate a primary point of contact responsible for tracking renewal requirements and coordinating communications with vendors.
- Implement reminder notifications and internal reviews to ensure all required documentation is completed and submitted on time.

Thank you for your attention to this matter.

*Backdate
update
[Signature]*



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

Eric L. Householder
Cabinet Secretary

State Capitol
Charleston, West Virginia 25305

Heather D. Abbott
Chief Information Officer

**TO: Ashley Huffman, Information Services Consultant 1
Department of Health, Bureau for Public Health - Commissioners Off.**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2026-0383**

DATE: January 21, 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 a 1 year renewal of Contract: CCT MCH2500000001 with Executive Information Systems LLC, 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.



Revolutionary FAR Overhaul Impacts to SAM.gov Show Details
Aug 15, 2025



See All Alerts

Records Retention Policy Impacts Old SAM Registration Data Show Details
May 21, 2025



[Sign In](#)

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

- Any Words ⁱ
- All Words ⁱ
- Exact Phrase ⁱ

e.g. 123456789, Smith Corp

"executive information systems llc" ×

Entity ▼

Location ▼

Status ^

- Active
- Inactive

Reset

[Entity Information](#) ^



[All Entity Information](#)

[Entities](#)

[Disaster Response Registry](#)

[Responsibility / Qualification](#)



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

[Search Inactive](#)

[Go Back](#)

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.

EXECUTIVE INFORMATION SYSTEMS, L.L.C.

** See Attachments*

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC Limited Liability Company	9/6/2007		9/6/2007	Foreign	Profit				

Organization Information			
Business Purpose	5415 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Computer Systems Design and Related Services (design, programming, facilities mgmt)		Capital Stock
Charter County		Control Number	96677
Charter State	MD	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	6901 ROCKLEDGE DRIVE SUITE 600 BETHESDA, MD, 20817
Notice of Process Address	CORPORATION SERVICE COMPANY 808 GREENBRIER STREET CHARLESTON, WV, 25311
Principal Office Address	6901 ROCKLEDGE DR SUITE 760 BETHESDA, MD, 20817 USA
Principal Office Mailing Address	6901 ROCKLEDGE DR SUITE 760 BETHESDA, MD, 20817 USA
Type	Address

X Close

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

Officers

Type	Name/Address
Member	EIS ACQUISITION, INC 53 FOREST AVE SUITE 202 OLD GREENWICH, CT, 06870
Type	Name/Address

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

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, February 17, 2026 — 10:26 AM

© 2026 State of West Virginia

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

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	6901 ROCKLEDGE DR STE 600	BETHESDA	MD	20827 0076	
Payment	6903 ROCKLEDGE DR STE 760	BETHESDA	MD	20827-0076	Bruce Atkins
Ordering	6903 ROCKLEDGE DR STE 760	BETHESDA	MD	20827-0076	Bruce Atkins

First Prev Next Last

Save [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#)

Vendor/Customer : 000000195835

EXECUTIVE INFORMATION SYSTEMS LLC

Active From : 09/05/2024

Active To :

Address Type : Payment

Default Record :

Division/Department :

Mail Returned :

Additional Address Info. :

Active Address : Yes

Prevent New Spending :

Default Currency : USD - US Dollar

Address Information

Address ID : AD000001 Country Phone Code : 1

Street 1 : 6901 ROCKLEDGE DR STE Phone : 000-000-0000

Street 2 : PO BOX 34076 Phone Extension :

City : BETHESDA County :

State/Province : MD County Name :

Zip/Postal Code : 20827 0076 Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Prenote/EFT

Remittance Advice

Contact Information

Contact Address Information

Geographic Designation

Change Management

[Top](#)

[Modify Existing Record](#) [Add New Address](#)

[Master Address](#) [Master Contacts](#) [Languages](#)

[Vendor Transaction History](#)

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>2/17/26</u>	Agency: DH/BPH/OMCFH
Solicitation No. <u>CAT MCH2501</u>	Procurement Officer Submitting Requisition: Christine Basham
CAT Renew Decus	Requisition No. CCT MCH250000001 CO_1
	PF No.: 1550292

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: _____

Cristel Husted