



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

State of West Virginia  
**Contract**

Order Date: 02-10-2026

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CCT 0511 3839 MIS2400000001 11	<b>Procurement Folder:</b>	1335033
<b>Document Name:</b>	COMPASS SOFTWARE MAINTENANCE AND SUPPORT	<b>Reason for Modification:</b>	Change Order-2 To add a line for invoice tracking purposes
<b>Document Description:</b>	COMPASS SOFTWARE MAINTENANCE AND SUPPORT		
<b>Procurement Type:</b>	Central Sole Source		
<b>Buyer Name:</b>	Crystal G Hustead		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.hustead@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2024-01-26
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2028-12-31

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000174277 NORTHWOODS CONSULTING PARTNERS INC 5200 RINGS RD  DUBLIN OH 43017 US <b>Vendor Contact Phone:</b> 614-781-7800 <b>Extension:</b>	<b>Requestor Name:</b> Kimberly A Beckett <b>Requestor Phone:</b> (304) 558-5854 <b>Requestor Email:</b> kimberly.a.beckett@wv.gov																				
<b>Discount Details:</b>	<h1>2026</h1> <p>FILE LOCATION _____</p>																				
<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		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		Not Entered																			
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

*CR 2-17-26*

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$14,920,777.00
----------------------------	-----------------

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tarah 2/13/26</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Cady 2-19-26</i> ELECTRONIC SIGNATURE ON FILE
--	--	---

**Extended Description:**

CO-2

Change Order No. 2 is issued to add a commodity line for the Invoice Tracking program, according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract professional service amount is increased as defined in the attached documentation.

Effective date of increase 3/1/2026 to 9/1/2026

Original Contract Total: \$14,886,457.00  
Change Order No. 2 Increase: \$34,3420.00

New Contract Total: \$14,920,777.00

No other changes.

All provision 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	\$2,557,903.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2024-01-26	2024-12-31				

**Commodity Line Description:** Maintenance, Support & Remote Sys. Admin. fees. Year 1

**Extended Description:**

To provide Software Maintenance and Support and Remote System Administration. (Silver Level)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	0.00000		0.000000	\$2,749,746.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2025-01-01	2025-12-31				

**Commodity Line Description:** Maintenance, Support & Remote Sys. Admin. fees. Year 2

**Extended Description:**

To provide Software Maintenance and Support and Remote System Administration. (Silver Level)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	0.00000		0.000000	\$2,955,977.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2026-01-01	2026-12-31				

**Commodity Line Description:** Maintenance, Support & Remote Sys. Admin. fees. Year 3

**Extended Description:**

To provide Software Maintenance and Support and Remote System Administration. (Silver Level)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112200	0.00000		0.000000	\$3,177,676.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2027-01-01	2027-12-31				

**Commodity Line Description:** Maintenance, Support & Remote Sys. Admin. fees. Year 4

**Extended Description:**

To provide Software Maintenance and Support and Remote System Administration. (Silver Level)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81112200	0.00000		0.000000	\$3,415,995.00
Service From	Service To	Manufacturer		Model No	
2028-01-01	2028-12-31				

**Commodity Line Description:** Maintenance, Support & Remote Sys. Admin. fees. Year 5

**Extended Description:**

To provide Software Maintenance and Support and Remote System Administration. (Silver Level)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81112200	0.00000		0.000000	\$29,160.00
Service From	Service To	Manufacturer		Model No	
2024-05-13	2024-12-31				

**Commodity Line Description:** Professional Services

**Extended Description:**

Professional Services associated with creating and maintaining of the new SEBT autofill.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81112200	0.00000		0.000000	\$34,320.00
Service From	Service To	Manufacturer		Model No	
2026-03-01	2026-09-01				

**Commodity Line Description:** Professional Services

**Extended Description:**

Professional Services that is necessary for the delivery of invoice processing workflow consulting services to WV BPH.



**NORTHWOODS®**

# Statement of Work

## Phase 1: Workflow Consulting Services

**Presented to**

West Virginia Bureau of Public Health

**Document Version**

Version 1.3

**Date**

December 8, 2025



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## Purpose

This Statement of Work (SOW) is an agreement between West Virginia Bureau of Public Health (WV BPH or the State) and Northwoods Consulting Partners, Inc. (Northwoods). The purpose of this SOW is to define the scope of work and deliverable work products necessary for the delivery of invoice processing workflow consulting services to WV BPH.

This SOW specifies the work to be done by the Northwoods Project Team in providing the services as related to the project. Any requests for services and/or system functionality that exceed the scope specified in this SOW are subject to Scope Management<sup>1</sup>.

## Work Requirements

The work requirements authorized in this section are for the professional services necessary for successful project completion. Any additional activities not included in this section are considered out of scope.

Code #	Description	Responsible Party
1	Meet with the WV BPH Project Manager to discuss the Work Order's overall objectives and scope	Northwoods
2	Meet with the Northwoods Project Manager to discuss the Work Order's overall objectives and scope	WV BPH
3	Facilitate discovery sessions with WV BPH subject matter experts to discuss the current invoice processing business process and requirements for the new workflow	Northwoods
4	Participate in discovery sessions	WV BPH
5	Design a workflow in OnBase for the invoice processing business process	Northwoods
6	Present the new invoice processing workflow design to WV BPH	Northwoods
7	Formally request authorization to proceed with Phase 2 of the project, which includes the implementation of the OnBase solution and the new invoice processing workflow	Northwoods
8	Grant Northwoods authorization to proceed with phase 2 of the project	WV BPH
9	Submit Project Acceptance form for signoff	Northwoods

<sup>1</sup> See "Appendix A: Scope Management."



Code #	Description	Responsible Party
10	Approve project acceptance	WV BPH

### Location and Hours of Work

In order to decrease implementation costs and reduce deployment barriers, the work activities performed by the Northwoods project team are performed remotely. When working remotely, the Northwoods project team ensures the effective exchange of information and transfer of knowledge by using alternate methods of communication including but not limited to email, teleconferencing, and remote network access.

### Project Acceptance

The following acceptance criteria are used to acknowledge acceptance of the final project deliverable:

- All Northwoods-assigned project work requirements have been completed.
- All project deliverables have been accepted.

The Northwoods Project Manager submits a Project Acceptance form once project acceptance criteria have been achieved. The WV BPH Project Sponsor, or authorized designee, evaluates whether the final project deliverable meets project acceptance criteria listed above. If the final project deliverable meets the project acceptance criteria, the WV BPH Project Sponsor, or authorized designee, signs the Project Acceptance form within five business days to acknowledge acceptance of the project.

Should the final project deliverable fail to conform to acceptance criteria, the WV BPH Project Sponsor, or authorized designee, documents any deficiencies in the Project Acceptance form and returns the form to the Northwoods Project Manager within five business days. The Northwoods Project Manager then facilitates corrective action and resubmits the Project Acceptance form once corrective action is complete. If the Project Acceptance form is not returned to the Northwoods Project Manager within five business days, the project is considered accepted by the customer.

### Project Assumptions

The following assumptions are used to acknowledge requirements and dependencies for the project.

Code	Topic	Assumption
A.1	General	If WV BPH accepts the invoice processing workflow as presented by Northwoods, WV BPH will move forward with Phase 2 of the project (implementing OnBase and the new workflow).



Code	Topic	Assumption
A.2	General	All project participants will provide the necessary resources (for example, human resources, facilities, and equipment) to complete assigned work activities within established timelines in the approved Baseline Project Schedule deliverable.
A.3	General	WV BPH will provide Northwoods with the appropriate security and network access levels to all support systems related to the project.
A.4	General	Northwoods will deliver all services associated with this Work Order remotely.
A.5	Project Planning and Management	The WV BPH Project Manager will coordinate activities for WV BPH resources (for example, personnel and facilities).
A.6	Out of Scope	Any activities not explicitly included in " <u>Work Requirements</u> " are considered out of scope.



## Service Dates and Project Timeline

Upon approval of this Statement of Work, Northwoods will begin the Workflow Consulting Project. The Project will be completed within six months following the start of the Project.



## Statement of Work Authorization

This project will be deemed accepted once all the work requirements have been successfully completed.

### West Virginia Bureau of Public Health

  
\_\_\_\_\_  
Authorized Representative

1/5/25  
\_\_\_\_\_  
Date

### Northwoods Consulting Partners, Inc.

David Minning  
David Minning (Dec 31, 2025 09:47:07 EST)  
\_\_\_\_\_  
Authorized Representative

12/31/2025  
\_\_\_\_\_  
Date



## Appendix A: Scope Management

Many projects suffer from “scope creep,” “growing requirements,” and changes in plans that ultimately cause unnoticed slippage in the budget and schedule and loss of the control needed to deliver the intended work products according to specifications. Effective Scope Management ensures that changes within the project are made in a consistent manner and that key stakeholders are informed of the state of the requested changes and the impact of those changes.

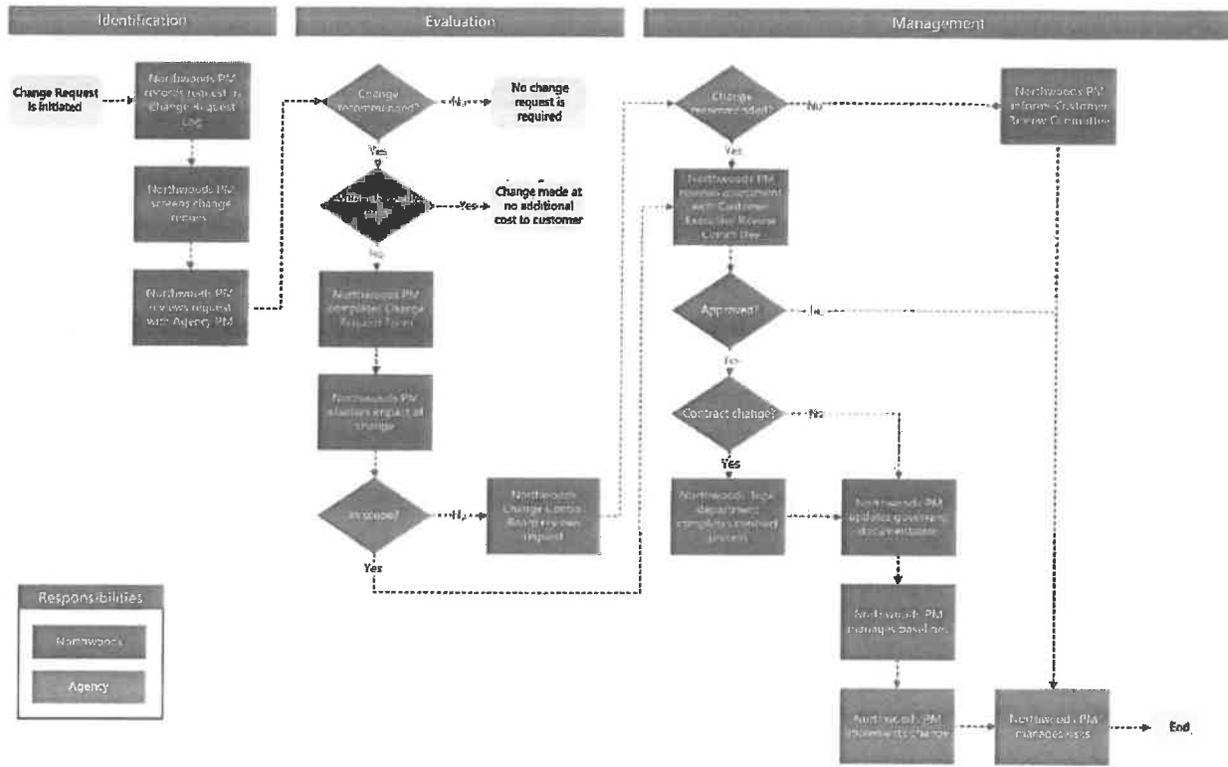
### Change Control Process

The purpose of Northwoods’ Change Control Process is to ensure that changes within the project are made in a consistent manner and that key stakeholders are informed of the state of the requested changes and the impact of these changes. Whenever possible, the Northwoods project team works with the WV BPH to identify in-scope workarounds for any out-of-scope requests.

The Change Control Process is a three-step process.

- Identification
- Evaluation
- Management

The following diagram represents the Change Control Process for the project.



### Identification

A Change Request (CR) form is used to formally initiate a change request. Types of change requests to be initiated using this form include changes to the project.

Any project stakeholder can initiate a change request by submitting a Change Request (CR) form to the Northwoods Project Manager. The Northwoods Project Manager screens the request to determine whether or not there is adequate information for evaluation. The Northwoods Project Manager may request that more information be provided. Once enough information is available to assess the CR, the Northwoods Project Manager reviews the request with the WV BPH Project Manager, and they collectively decide if the change should be recommended for further evaluation.

### Evaluation

The Northwoods Project Manager and the WV BPH Project Manager can jointly accept in-scope or out-of-scope changes whose impact does not exceed the following threshold limits:

- A delay of one or more days to any project deliverable, milestone, or scheduled project completion date
- Scope changes to any project deliverable
- Negative impact on the quality of a project deliverable
- Additional expenditures in excess of \$100 or additional project resources



- Requested changes/enhancements to project products

If the change request exceeds any of the established threshold limits, the Northwoods Project Manager evaluates whether the CR is within the overall scope of the project. If the requested change exceeds the threshold but is within scope of the project, the Northwoods Project Manager refers the CR to the Northwoods Project Management Office (PMO) for a decision. In instances for which the CR exceeds the threshold but is not within scope of the project, the Northwoods Project Manager refers the matter to the Northwoods Change Control Board (CCB), which determines if the change request is to be implemented. The Northwoods Project Manager communicates decisions by the PMO/CCB to the WV BPH Project Manager.

## Management

The Northwoods Project Manager is responsible for implementing approved change requests and managing the risks associated with all approved or rejected change requests. The details surrounding all approved change requests expanding the scope of the project, are provided to each respective legal department to determine if such changes require a change to existing governing project documents or whether additional governing documents are required.

# Northwoods - WV BPH SOW - Workflow Consulting 120825

Final Audit Report

2025-12-31

Created:	2025-12-30 (Eastern Standard Time)
By:	Erin Duffy (erin.duffy@teamnorthwoods.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGj2O1rWHPS0DrB-bZetunrwY9LEOm0tK

## "Northwoods - WV BPH SOW - Workflow Consulting 120825" History

-  Document created by Erin Duffy (erin.duffy@teamnorthwoods.com)  
2025-12-30 - 5:33:47 PM EST - IP address: 73.54.32.163
-  Document emailed to dave.minning@teamnorthwoods.com for signature  
2025-12-30 - 5:35:11 PM EST
-  Email viewed by dave.minning@teamnorthwoods.com  
2025-12-30 - 7:01:21 PM EST - IP address: 68.80.124.17
-  Signer dave.minning@teamnorthwoods.com entered name at signing as David Minning  
2025-12-31 - 9:47:55 AM EST - IP address: 68.80.124.17
-  Document e-signed by David Minning (dave.minning@teamnorthwoods.com)  
Signature Date: 2025-12-31 - 9:47:57 AM EST - Time Source: server- IP address: 68.80.124.17
-  Agreement completed.  
2025-12-31 - 9:47:57 AM EST



## Quote

**Prepared For:** West Virginia State DHHR (WV)  
**Project Title:** West Virginia Department of Public Health - OnBase Consulting  
**Prepared By:** Steve Koenig  
**Effective From:** 09/26/2025  
**Expiration Date:** 12/31/2025

### Project Scope Summary

This firm fixed price quote details the professional services costs associated with providing consultation services to West Virginia Bureau of Public Health for the agency's grant invoice processing workflow.

Firm Fixed Professional Services	Total Cost
Professional Services	\$34,320.00
Subtotal	\$34,320.00

Pricing Summary	Total Cost
Firm Fixed Professional Services	\$34,320.00
Grand Total	\$34,320.00

\*Sales tax not included.



Approved  
JJD

STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH  
BUREAU FOR PUBLIC HEALTH  
Commissioner's Office

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

Justin J. Davis  
Acting Commissioner

### MEMORANDUM

**TO:** To Whom It May Concern

**FROM:** Justin Davis *JJD*  
Acting Commissioner, Bureau for Public Health

**DATE:** November 18, 2025

**RE:** Change Order CCT MIS24\*001

The West Virginia Department of Health, Bureau for Public Health (BPH) has been approved by the U.S. Centers for Disease Control and Prevention (CDC) to implement specific organizational needs that strengthen public health infrastructure and data systems. These efforts are supported by federal funding through the CDC Public Health Infrastructure Grant. Currently, the BPH does not have a central location to manage and track invoices, prior to entry into WVOASIS.

BPH is interested in expanding the current Northwoods OnBase contract to include professional services to evaluate and design a management and tracking workflow for invoices. These services would provide a solution for better invoice tracking, increase efficiency by eliminating unnecessary steps in process, and reduce duplication of work. Utilization of the existing Northwoods contract would also provide the most cost effective method, saving taxpayer dollars, by leveraging the existing technological infrastructure. Without these services, BPH will continue to manually track these invoices, increasing the risk of late or missed payments and potential financial penalties.



Lyle, Tara L <tara.l.lyle@wv.gov>

---

**Re: Northwoods CCT MIS24\*01-CO2**

1 message

---

**White, Heather M** <heather.m.white@wv.gov>  
To: "Lyle, Tara L" <tara.l.lyle@wv.gov>  
Cc: Crystal G Husted <crystal.g.husted@wv.gov>

Mon, Feb 9, 2026 at 1:05 PM

It is a one-time increase unless they decide to move forward with the full project. We have already discussed with the agency that moving forward with the project will require a different contract.

In the original scope of work, Northwoods notes that one of their responsibilities is to "evaluate and help scope major system enhancement requests from WV that would [sic] a billable engagement" (page 18 of the award packet). As this first phase is just planning how to do a new workflow and what that would look like in the system, we feel that this falls under that description.

Let me know if you need anything else.

On Mon, Feb 9, 2026 at 12:26 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Heather,

Looking over the increase request for this direct award.

Is there anything in the original statement of work or contract that would allow the addition of the "professional services to evaluate and design a management and tracking workflow for invoices"?

Is the \$34,320.00 increase a one-time increase or will it be a yearly increase?

Thanks,

**Tara Lyle**

**Buyer Supervisor**

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



WEST VIRGINIA  
**PURCHASING DIVISION**

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----- Forwarded message -----

From: **White, Heather M** <heather.m.white@wv.gov>

Date: Thu, Feb 5, 2026 at 1:20 PM

Subject: Re: Northwoods CCT MIS24\*01-CO2  
To: Hustead, Crystal G <crystal.g.hustead@wv.gov>

Hey Crystal,

Is there any word on this one yet?

On Mon, Feb 2, 2026 at 2:55 PM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:  
Thank you, appreciate it

**Crystal Hustead, CPPB**

**Senior Buyer**

Purchasing Division

304-558-2402 | Crystal.G.Hustead@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Mon, Feb 2, 2026 at 2:49 PM White, Heather M <heather.m.white@wv.gov> wrote:  
I did, but I've reattached it.

On Mon, Feb 2, 2026 at 2:46 PM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:  
Did you send me the agency justification memo?

**Crystal Hustead, CPPB**

**Senior Buyer**

Purchasing Division

304-558-2402 | Crystal.G.Hustead@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Mon, Feb 2, 2026 at 8:38 AM White, Heather M <heather.m.white@wv.gov> wrote:  
Any word on if we can move forward with this?

On Fri, Jan 23, 2026 at 9:56 AM Husted, Crystal G <crystal.g.husted@wv.gov> wrote:  
You too!

**Crystal Husted, CPPB**

**Senior Buyer**

Purchasing Division

304-558-2402 | Crystal.G.Husted@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Fri, Jan 23, 2026 at 9:38 AM White, Heather M <heather.m.white@wv.gov> wrote:  
Sounds good, thank you! Stay safe and warm this weekend!

On Fri, Jan 23, 2026 at 9:33 AM Husted, Crystal G <crystal.g.husted@wv.gov> wrote:  
I'm not in the office today, but will print everything out and pull the file on Monday for Tara to review

**Crystal Husted, CPPB**

**Senior Buyer**

Purchasing Division

304-558-2402 | Crystal.G.Husted@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Fri, Jan 23, 2026 at 9:30 AM White, Heather M <heather.m.white@wv.gov> wrote:  
Crystal,

Please see the attached SOW and agency justification for this change order request. The agency is trying to create a workflow system within the existing database that the contract covers.

On Fri, Jan 16, 2026 at 10:45 AM White, Heather M <heather.m.white@wv.gov> wrote:  
| Okay. So, since we need an updated SOW, how should we handle the dates of service? The  
| SOW has six months from project start. The agency doesn't want to necessarily do a change  
| order later to add a notice to proceed. What would be the best language to use here?

On Fri, Jan 16, 2026 at 10:43 AM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:  
I would need to take it to Tara for her to review, I'm not sure what all she will need, usually it's  
the SOW and agency justification memo. If you get me the memo and updated SOW, I can pull  
the file and take it to her when I get back to the office.

**Crystal Hustead, CPPB**

**Senior Buyer**

Purchasing Division

304-558-2402 | Crystal.G.Hustead@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Fri, Jan 16, 2026 at 10:35 AM White, Heather M <heather.m.white@wv.gov> wrote:  
| Oh, sorry! Here. It's expired, so we'll need a new quote regardless, but will it work for the  
| approval?

On Fri, Jan 16, 2026 at 10:34 AM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:  
I didn't see an attachment

**Crystal Hustead, CPPB**

**Senior Buyer**

Purchasing Division

304-558-2402 | Crystal.G.Hustead@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Fri, Jan 16, 2026 at 9:57 AM White, Heather M <heather.m.white@wv.gov> wrote:  
I can get that for you. Will the attached SOW work for now? Or will we need a new one? Because if we need a new one, I would like to know how to handle the date issue so we can incorporate that.

On Fri, Jan 16, 2026 at 9:50 AM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

If I'm understanding correctly, that was not included in the original contract pricing. If so, that would need to be reviewed and approved by Tara or Frank before doing the change order. An agency memo requesting that change would need to be submitted with justification along with the vendor's SOW.

**Crystal Hustead, CPPB**

**Senior Buyer**

Purchasing Division

304-558-2402 | Crystal.G.Hustead@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Fri, Jan 16, 2026 at 9:45 AM White, Heather M <heather.m.white@wv.gov> wrote:

The SOW is adding a line for new work under the current contract. This is going to be planning for some upgrades to the system that we're contracting, and seeing if the company can design something that will work for us.

On Fri, Jan 16, 2026 at 9:42 AM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

Is the change ordering adding a line for the renewal?

**Crystal Hustead, CPPB**

**Senior Buyer**

Purchasing Division

304-558-2402 | Crystal.G.Hustead@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Fri, Jan 16, 2026 at 8:59 AM White, Heather M <heather.m.white@wv.gov> wrote:

Hey Crystal,

We're doing a change order on CCT MIS24\*1, and the agency has a question on how to handle the service dates. There are no set dates, but the SOW says that project will be completed within six months of Project start. The agency would like to avoid an additional change order to add a Notice to Proceed. Given you'll be doing the final approval, how would you want us to proceed here?

----- Forwarded message -----

From: **Beckett, Kimberly A** <kimberly.a.beckett@wv.gov>

Date: Fri, Jan 16, 2026 at 8:26 AM

Subject: Re: Northwoods CCT MIS24\*01-CO2

To: White, Heather M <heather.m.white@wv.gov>

Cc: Office of Administrations MIS Purchasing <osamispurchasing@wv.gov>

Hey Heather,

As I have been studying this project.

If I get a new quote, and have them add a phrase something like, the start date for this project will start the day the delivery order is final and will be completed within 6 months of that date. Will that take care of everything and we won't need a notice to proceed and a change order will not be necessary?

Your thoughts are appreciated.

Should you have any questions, please let me know.

Thank you!

Please make sure to ALWAYS cc  
osamispurchasing@wv.gov

Thank you!

**Kimberly Beckett**

**Procurement Specialist**

**Office of Shared Administration**

**West Virginia Departments of Health, Health  
Facilities and Human Services**

**One Davis Square Suite 200**

**Charleston, WV 25164**

**Office 304-558-5854 dhhr.wv.gov**

**I am not available on Wednesday & Thursday.**

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communication is strictly prohibited. If you have received this communication in error, please notify the Office of Shared Administration, [insert address], Telephone [insert phone number 304.xxx.xxxx] and discard this communication immediately without making any copy or distribution.

On Wed, Jan 14, 2026 at 3:43 PM White, Heather M  
<heather.m.white@wv.gov> wrote:

You're going to need a new quote as this one is expired. The service date is technically covered with the "completed within six months from start of project" in the SOW, but we'll want to do a Notice to Proceed on our end to formalize the start date. Basically, we'll set the start date and then issue a notice to the vendor after the original is finalized that we'll attach with a new change order.

On Wed, Jan 14, 2026 at 3:28 PM Beckett, Kimberly A  
<kimberly.a.beckett@wv.gov> wrote:

Hey Heather,

I finally got all the documentation needed to do this change order.

And have started entering it into OASIS.

However, I am not seeing any service dates within the SoW from Northwoods.

Also, the pricing page they have is a quote and has the quote dates on it. They have expired.

Not sure how to move forward with this.

I've attached the SoW for your reference.

Should you have any questions, please let me know.

Thank you!

Please make sure to ALWAYS cc  
osamispurchasing@wv.gov

Thank you!

Kimberly Beckett

Procurement Specialist

Office of Shared Administration

West Virginia Departments of Health, Health  
Facilities and Human Services

One Davis Square Suite 200

Charleston, WV 25164

Office 304-558-5854 dhhr.wv.gov

I am not available on Wednesday & Thursday.

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## Heather White

Procurement Specialist, Senior

Office of Shared Administration

West Virginia Departments of Health, Health Facilities, and Human Services



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## Heather White

Procurement Specialist, Senior

Office of Shared Administration

West Virginia Departments of Health, Health Facilities, and Human Services



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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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#### NORTHWOODS CONSULTING PARTNERS, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	11/16/2009		11/16/2009	Foreign	Profit				

Organization Information		
<b>Business Purpose</b>	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services	<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>
<b>Charter State</b>	OH	<b>Excess Acres</b>
<b>At Will Term</b>		<b>Member Managed</b>
<b>At Will Term Years</b>		<b>Par Value</b>
<b>Authorized Shares</b>		<b>Young Entrepreneur</b> Not Specified

Addresses	
Type	Address
<b>Designated Office Address</b>	5200 RINGS ROAD DUBLIN, OH, 43017
<b>Notice of Process Address</b>	CORPORATE CREATIONS NETWORK INC. 126 EAST BURKE STREET MARTINSBURG, WV, 25401
<b>Principal Office Address</b>	5200 RINGS ROAD DUBLIN, OH, 43017
<b>Principal Office Mailing Address</b>	5200 RINGS ROAD DUBLIN, OH, 43017
Type	Address <span style="float: right;">X Close</span>

Officers	
Type	Name/Address
<b>Director</b>	DAVID MINNING 5200 RINGS ROAD DUBLIN, OH, 43017

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<b>Secretary</b>	NICK PATEL 5200 RINGS ROAD DUBLIN, OH, 43017
<b>Treasurer</b>	NICK PATEL 5200 RINGS ROAD DUBLIN, OH, 43017
<b>Vice-President</b>	ALAN MINTON 5200 RINGS ROAD DUBLIN, OH, 43017
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, February 12, 2026 — 1:34 PM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>CH</u> Date: <u>2/18/26</u>  Solicitation No. <u>MIS24*01</u> <u>CO# 2</u> <u>Increase</u>	Agency: Management Information Services  Procurement Officer Submitting Requisition: Kimberly Beckett  Requisition No. CCT MIS24*01  PF No.: 1335033
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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"/>
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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

