



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: 06-18-2026

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:	CMA 0231 0231 OOT2200000003 3	Procurement Folder:	1006716
Document Name:	CO# 2 - InfoTech Financial Mgmt. (ITFM) System	Reason for Modification:	CO#2 renew for 5th year
Document Description:	CO# 2 - InfoTech Financial Mgmt. (ITFM) System		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-06-22
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-06-21

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000038613 NICUS SOFTWARE INC 110 CAMPBELL AVE SW #6 ROANOKE VA 24011 US Vendor Contact Phone: 770-480-8569 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: Sandra D Henson Requestor Phone: 304-352-4939 Requestor Email: sandra.d.henson@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
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV 25305 US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

CR 6-23-26

Total Order Amount:

Open End

Purchasing Division's File Copy

22W 6/23/26

PURCHASING DIVISION AUTHORIZATION

DATE: *M. D. H. 6/23/2026*

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *6/29/2026*

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *6/29/26*

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 2 is issued for the following reason:

To renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract maintenance and support shall be modified from an annual payment to a monthly payment as defined in the attached documentation.

Year 5 pricing - \$161,812.00 / 12 months = \$13,484.33.

Effective date of the renewal: June 22, 2026 - June 21, 2027

Renewals remaining: One (1)

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	Manufacturer	Model No	Unit	Unit Price
1	81000000				0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: ITFM System - See Pricing Page**Extended Description:**

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81000000			MO	12842.250000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: CO1 ITFM System - See Pricing Page- Monthly Payment**Extended Description:**

\$154,107/ Year divided by 12 months= \$12,842.25.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81000000			MO	13484.330000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: CO2 ITFM System - See Pricing Page- Monthly Payment**Extended Description:**

\$161,812 / Year divided by 12 months= \$13,484.33.



STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION

OFFICE OF TECHNOLOGY

State Capitol

Charleston, West Virginia 25305

Eric D. Householder

Cabinet Secretary

Heather Abbott

Chief Information Officer

May 21, 2026

Chris Aber, VP Client-Strategy & Success
caber@nicus.com

Subject: Change Order Request for CMA OOT22*03, Nicus Annual Renewal

Dear Mr. Aber:

Provisions were included in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are June 22, 2026, through June 21, 2027. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please contact me if you have any questions.

Sincerely,

Jacob Redman

Jacob Redman

Procurement Associate

1900 Kanawha Blvd. E., Bldg. 5, 10th Floor

Charleston, WV 25305

Attachment

We agree to renew the contract for the period as stated above under the same terms, conditions and pricing as in the original purchase order and any change orders thereto.

Name/Signature

May 21, 2026

Date

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Business Organization Detail

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NICUS SOFTWARE, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/3/2022		6/3/2022	Foreign	Profit			

Organization Information	
Business Purpose	5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)
Capital Stock	
Charter County	Control Number
Charter State	VA
Excess Acres	X Close
At Will Term	M
At Will Term Years	M: Hi, I'm SOLO! I can help you file your Annual Report.
Authorized Shares	Pa
Young Entrepreneur	No

Addresses

Type	Address
Designated Office Address	110 CAMPBELL AVENUE SW SUITE 6 ROANOKE, VA, 24011
Notice of Process Address	NICUS SOFTWARE INCORPORATED 110 CAMPBELL AVENUE SW SUITE 6 ROANOKE, VA, 24011
Principal Office Address	110 CAMPBELL AVENUE SW SUITE 6 ROANOKE, VA, 24011 USA
Principal Office Mailing Address	110 CAMPBELL AVENUE SW SUITE 6 ROANOKE, VA, 24011 USA
Type	Address

Officers

Type	Name/Address
Vice-President	ROB MISCHianti 110 CAMPBELL AVENUE SW SUITE 6 ROANOKE, VA, 24011
Type	Name/Address

Annual Reports

Filed For
2025
2024
2023
Date filed

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

Thursday, June 18, 2026 — 10:19 AM

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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: Toby Welch
WV Purchasing Division

FROM: Joshua Tinnel
IT Procurement & Business Services Manager/ISMIII, West Virginia Office of
Technology

SUBJECT: CMA OOT22*03 for NICUS Renewal.

DATE: June 18, 2026

The West Virginia Office of Technology (WVOT) is requesting the renewal of the NICUS InfoTech Financial Mgmt. (ITFM) System contract. We do not anticipate that the total expenditure will exceed \$100,000, as we do not foresee utilizing the contract for the full duration of the year.

Please let us know if you need anything further to support this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Tinnel", written over a horizontal line.

Joshua Tinnel
WVOT Procurement Manager