



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: 06-01-2026

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>	CMA 0231 4435 OOT2500000012 2	<b>Procurement Folder:</b>	1677086
<b>Document Name:</b>	CO#1 E-mail Encryption and File Transfer Tool (OT25187)	<b>Reason for Modification:</b>	CO#1 is issued to change the vendor's name and to renew the contract for another year.
<b>Document Description:</b>	CO#1 E-mail Encryption and File Transfer Tool		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2025-06-10
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2027-06-09

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000047275	<b>Requestor Name:</b>	Joshua I Tinnel
CONCOURSE TECH INC		<b>Requestor Phone:</b>	(304) 957-8277
147 WEST 22ND ST #3S		<b>Requestor Email:</b>	joshua.i.tinnel@wv.gov
NEW YORK	NY		
US	10011		
<b>Vendor Contact Phone:</b>	7058965172	<b>Extension:</b>	
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	1
#2	No	0.0000	2
#3	No	0.0000	3
#4	No	0.0000	4

**2026**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION	IS&C - CHIEF FINANCIAL OFFICER
OFFICE OF TECHNOLOGY	DEPARTMENT OF ADMINISTRATION
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR	BLDG 5, 10TH FLOOR
CHARLESTON WV 25305	1900 KANAWHA BLVD E
US	CHARLESTON WV 25305
	US

*CR 6-1-26*

**Total Order Amount:** \_\_\_\_\_ **Open End**

Purchasing Division's File Copy

*TW 6/1/26*  
**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Mandy Atch 6/01/2026*  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *[Signature]*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
*Cody [Signature]*  
 DATE: *6-3-26*  
 ELECTRONIC SIGNATURE ON FILE

*6/3/2026*

**Extended Description:**

CO #1 to Renew contract and change vendor name

Change Order No. 1 is issued to document the vendor's legal name change from Coquina Labs Inc. to Concourse Tech Inc. The vendor's Customer Number (VS\*47275) and FEIN remain unchanged and additionally, 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: 06/10/2026 - 06/09/2027

Renewal Years Remaining: 1

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43230000			EA	94.440000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** 3.1.1 Gmail Encryption Tool

**Extended Description:**

3.1.1 Gmail Encryption Tool

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	43230000			EA	61.190000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** 3.1.1 Gmail Secure File Transfer Tool

**Extended Description:**

3.1.1 Gmail Secure File Transfer Tool

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	43230000			EA	99.050000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** 3.1.1 Gmail Encryption Tool Year 2

**Extended Description:**

3.1.1 Gmail Encryption Tool Year 2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	43230000			EA	64.180000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** 3.1.1 Gmail Secure File Transfer Tool Year 2

**Extended Description:**

3.1.1 Gmail Secure File Transfer Tool Year 2



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY

State Capitol  
Charleston, West Virginia 25305

Eric L. Householder  
Cabinet Secretary

Heather Abbott  
Chief Information Officer

**TO:** Toby Welch  
Senior Buyer, Purchasing Division

**FROM:** Derrick Day  
Procurement Manager, West Virginia Office of Technology

**SUBJECT:** CMA OOT25\*12 for Renewal of Virtru Email Encryption

**DATE:** May 13, 2026

The West Virginia Office of Technology (WVOT) is requesting approval for the renewal of the Virtru Email Encryption contract, approximate cost \$288,432.50. Change Order No. 1 will be issued to renew the original contract in accordance with all terms, conditions, prices, and specifications contained in the original contract, including all previously authorized change orders. Effective date of renewal: 06/10/2026 - 06/09/2027 This Change Order also documents the vendor's legal name change from Coquina Labs Inc. to Concourse Tech Inc. The vendor's *Customer Number (VS47275)\** and FEIN remain unchanged.

All other terms, conditions, and provisions of the original contract remain in full force and effect.

Sincerely,

A handwritten signature in black ink, appearing to read "Derrick Day".

Derrick Day  
WVOT Procurement Manager



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

April 14, 2026

Thomas Smyth  
COQUINA LABS INC  
[sales@coquinatech.com](mailto:sales@coquinatech.com)

Subject: Renewal of agreement CMA OOT 25\*12

Dear Mr. Smyth:

Provisions were included, in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are June 10, 2026 through June 9, 2027. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

**Pricing for Year 2 will be as follows as per CMA OOT 25\*12:**

Gmail Encryption Tool - \$99.05 each

Gmail Secure File Transfer Tool - \$64.18 each

Please contact me if you have any questions.

Sincerely,

*Jacob Redman*

Jacob Redman  
Procurement Associate  
1900 Kanawha Blvd. E., Bldg. 5, 10<sup>th</sup> 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.

*Kelsey Shaner*

Kelsey Shaner

Name/Signature

04/20/2026

Date

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### Business Organization Detail

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### CONCOURSE TECH INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	1/7/2025		1/7/2025	Foreign	Profit				

Organization Information									
<b>Business Purpose</b>	9211 - Public Administration - Executive, Legislative and Other General Government Support - Executive, Legislative and Other General Government Support (public finance, American Indian, Alaskan Native Tribal)			<b>Capital Stock</b>					
<b>Charter County</b>				<b>Control Number</b>					
<b>Charter State</b>	DE				<b>Excess Acres</b>				
<b>At Will Term</b>				<b>Member Managed</b> <span style="float: right;">X Close</span>					
<b>At Will Term Years</b>				Pa Hi, I'm SOLO! I can help you file your Annual					
<b>Authorized Shares</b>				Report.					
				Entr					

## Addresses

Type	Address
<b>Designated Office Address</b>	147 WEST 22ND ST NEW YORK, NY, 10011
<b>Notice of Process Address</b>	REGISTERED AGENTS INC 110 MAIN ST BECKLEY, WV, 25801
<b>Principal Office Address</b>	169 MADISON AVE SUITE 15520 NEW YORK, NY, 10016 USA
<b>Principal Office Mailing Address</b>	169 MADISON AVE SUITE 15520 NEW YORK, NY, 10016 USA
Type	Address

## Officers

Type	Name/Address
<b>Director</b>	THOMAS SMYTH 169 MADISON AVE SUITE 15520 NEW YORK, NY, 10016
<b>President</b>	THOMAS SMYTH 169 MADISON AVE SUITE 15520 NEW YORK, NY, 10016
<b>Secretary</b>	THOMAS SMYTH 169 MADISON AVE SUITE 15520 NEW YORK, NY, 10016
<b>Treasurer</b>	THOMAS SMYTH 169 MADISON AVE SUITE 15520 NEW YORK, NY, 10016
Type	Name/Address

## Name Changes

Date	Old Name
<b>6/11/2025</b>	COQUINA LABS INC.
Date	Old Name

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

Date	Amendment
6/11/2025	NAME CHANGE: FROM COQUINA LABS INC. PRINCIPLE OFFICE CHANGE
Date	Amendment

Annual Reports
Filed For
2026
Date filed

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

Wednesday, May 27, 2026 — 9:16 AM

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- All Words <sup>i</sup>
- Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"coquina labs" ×

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- Inactive

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