



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

State of West Virginia
Contract

Order Date: 05-26-2026

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 0511 2849 BBH2500000001 6	Procurement Folder:	1672574
Document Name:	WEB-BASED DATA COLLECTION SYSTEM	Reason for Modification:	Change Order 1 To Renew Contract
Document Description:	WEB-BASED DATA COLLECTION SYSTEM		
Procurement Type:	Central Sole Source		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2025-05-08
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-05-07

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000008715 FEI COM INC 10980 GRANTCHESTER WAY STE 370 COLUMBIA MD 21044 US Vendor Contact Phone: 443.270.5148 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>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: Jennifer L Fletcher Requestor Phone: 304-352-5598 Requestor Email: jennifer.l.fletcher@wv.gov 2026 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 AGENT - 304-356-4802 HEALTH AND HUMAN RESOURCES BBH/HF 350 CAPITOL ST, RM 350 CHARLESTON WV 25301-3702 US	PURCHASING AGENT - 304-356-4802 HEALTH AND HUMAN RESOURCES BBH/HF 350 CAPITOL ST, RM 350 CHARLESTON WV 25301-3702 US

CR 6-1-26

Total Order Amount: \$726,113.53

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION <i>[Signature]</i> 5/29/26 DATE: 5/29/26 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>[Signature]</i> DATE: 6/3/2026 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> DATE: 6-8-26 ELECTRONIC SIGNATURE ON FILE
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Extended Description:**Change Order**

Change Order No. 1 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 date of renewal is May 8, 2026 through May 7, 2027.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43231500	0.00000		0.000000	\$354,201.72
Service From	Service To	Manufacturer		Model No	
2025-05-08	2026-05-07				

Commodity Line Description: Business function specific software

Extended Description:

Web-Based Data Collection System Software with capability to collect all SAMHSA required GPRA data and submit data to SPARS nightly.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43231500	0.00000		0.000000	\$371,911.81
Service From	Service To	Manufacturer		Model No	
2026-05-08	2027-05-07				

Commodity Line Description: Business function specific software - Renewal 1

Extended Description:

Renewal 1



May 6, 2026

VIA EMAIL

Jennifer Fletcher; jennifer.l.fletcher@wv.gov

Procurement Specialist

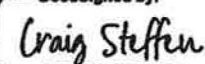
West Virginia Department of Human Services Bureau for Behavioral Health

RE: Contract CCT BBH2500000001 (the "Contract") Renewal

Dear Ms. Fletcher,

FEI.com, Inc. ("FEI") and the West Virginia Department of Health Services (the "State") have a contract under which FEI provides Web-Based Data Collection Systems Services to the State. The Contract expires on 05/07/2026. To renew the Contract, the State has requested that FEI agree to renew the Contract under the same terms and conditions as well as pricing. This letter serves as FEI's agreement to renew the Contract under the same terms and conditions and with the same pricing included in the Attachment B Pricing Schedule.

Respectfully,

DocuSigned by:

8A78EC9188FE48A...

Craig Steffen

CEO

Craig.Steffen@feisystems.com

Agree to renew.

Olivia Greenhowe



ATTACHMENT B--PAYMENT SCHEDULE

1 FEE SCHEDULE

Operations and Maintenance are priced annually and invoiced monthly with equal recurring charges. Additional details are captured below.

Description	Details	Annual Cost
O&M: Hosting, Support, and Maintenance	Includes professional services to support all necessary database and server maintenance for West Virginia WITS. Includes database server and processing server of FEI secure, hosting environment. Troubleshooting issues with WITS as reported by West Virginia WITS Administrator Helpdesk support generating files GPRA batch files Monthly maintenance and support cost covering SRSS hosting and ongoing support for report building Includes maintenance and support for Client, Waitlist Prevention and Grant management modules. Issue, resolution and defect fixes per the contract.	FY 25 \$354,201.72 Option Years FY 26 \$371,911.81 FY 27 \$390,507.40 FY 28 \$410,032.77
Training	Refreshers Trainings	Not included in current cost will negotiate if trainings are desired
CO-TRIAGE AND CONTINUUM ASAM Annual Subscriptions	Waiting for WV to decide on the number of annual licenses needed	Not included in current cost will negotiate if subscriptions are desired

Ok

Althea Greenhowe



[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 
- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"FEI COM INC" 

Entity

Location

Status

- ☒ Active
- ☒ Inactive

Reset 

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

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West Virginia Secretary of State — Online Data Services

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.

FEI.COM, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/1/2021		7/1/2021	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
Charter State	MD	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur No

Addresses

Type	Address
Designated Office Address	9755 PATUXENT WOODS DRIVE SUITE 300 COLUMBIA, MD, 21046
Notice of Process Address	INCorp SERVICES, INC. 5098 WASHINGTON STREET WEST SUITE 407 CHARLESTON, WV, 25313
Principal Office Address	9755 PATUXENT WOODS DRIVE SUITE 300 COLUMBIA, MD, 21046 USA
Principal Office Mailing Address	9755 PATUXENT WOODS DRIVE SUITE 300 COLUMBIA, MD, 21046 USA
Type	Address

Officers

Type	Name/Address
Director	JOHN TOWN 9755 PATUXENT WOODS DRIVE SUITE 300 COLUMBIA, MD, 21046
Director	DR. JIAO ZHONG GU 9755 PATUXENT WOODS DRIVE SUITE 300 COLUMBIA, MD, 21046
President	CRAIG STEFFEN 9755 PATUXENT WOODS DRIVE SUITE 300 COLUMBIA, MD, 21046
Secretary	CHRISTOPHER SCOTT MORROW 9755 PATUXENT WOODS DRIVE SUITE 300 COLUMBIA, MD, 21046
Treasurer	DR. JIAO ZHONG GU 9755 PATUXENT WOODS DRIVE, SUITE 300 COLUMBIA, MD, 21046
Vice-President	JOHN TOWN 9755 PATUXENT WOODS DRIVE SUITE 300 COLUMBIA, MD, 21046
Type	Name/Address

Annual Reports
Filed For
2025
2024
2023
2022
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.

Friday, May 29, 2026 — 10:16 AM

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STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR BEHAVIORAL HEALTH

Christina Mullins, MA
Acting Cabinet Secretary

Elizabeth Hardy
Commissioner

May 5, 2026

Bryan Rosen, Purchasing Director
Office of Shared Administration
One Davis Square, Suite 100
Charleston, WV 25301

Re: Justification Letter, Request to Renew CCT BBH25*01

The Department of Human Services is submitting this request to renew CCT BBH25*01 between Bureau of Behavioral Health and FEI.com.

The current contract is set to expire on 05/07/2026. The dates of service will be between 05/08/2026-05/07/2027.

Renewals Remaining: 2

If you have any questions, please feel free to contact me at jennifer.l.fletcher@wv.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer L. Fletcher".

Jennifer L. Fletcher
Procurement Specialist
Bureau for Behavioral Health

Ok
Althea Greenhouse





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 Human Services, Bureau for Behavioral Health

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

SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2026-0659 Expedite

DATE: May 8, 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 FEI.com Services Contract: CCT BBH25*01 1 year renewal, 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 Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	☐	☐	☐	☐
	Automobile Liability	☐	☐	☐	☐
	Workers' Compensation/Employer's Liability	☐	☐	☐	☐
	Cyber Liability	☐	☐	☐	☐
	Builder's Risk/Installation Floater	☐	☐	☐	☐
	Professional Liability	☐	☐	☐	☐
	Other (specify)	☐	☐	☐	☐
11	Office of Technology CIO pre-approval	☐	☐	☐	☐
12	Treasurer's Office (banking) pre-approval	☐	☐	☐	☐

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	☒	☒	☐	☒
2	Standard change order language	☒	☒	☐	☒
3	Office of Technology CIO approval	☒	☒	☐	☒
4	Justification for price increases/backdating/other	☒	☒	☐	☒
5	Bond Rider (Construction)	☐	☐	☒	☐
6	Secretary of State Verification	☒	☒	☐	☐
7	State debarment verification	☒	☒	☐	☐
8	Federal debarment verification	☒	☒	☐	☐

**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: _____

Jessica Riley

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>5/29/2026</u> Solicitation No. <u>CCT BB# 25*01</u>	Agency: OSA Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CCT 0511 BBH25*1 PF No.: 1672574
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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	☒	☐	☐	☐
2	Use of correct specification template	☒	☐	☐	☐
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	☒	☐	☐	☐
4	Use of most current terms and conditions www.state.wv.us/admin/purchase/TCP.pdf	☒	☐	☐	☐
5	Maximum budgeted amount in wvOASIS	☒	☐	☐	☐
6	Suggested vendors in wvOASIS	☒	☐	☐	☐
7	Capitol Building Commission pre-approval	☐	☐	☐	☐
8	Financing (Governor's Office) pre-approval	☐	☐	☐	☐
9	Fleet Management Division pre-approval	☐	☐	☐	☐