



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: 07-01-2026

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

Order Number:	CMA 0231 4429 OOT2500000011 2	Procurement Folder:	1698103
Document Name:	CO#1 Cybersecurity e-discovery (OT25112)	Reason for Modification:	CO#1 to renew for 1 year
Document Description:	CO#1 Cybersecurity e-Discovery SAAS (OT25112)		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-05-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-05-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000195808 CARAHSOFT TECHNOLOGY CORP 11493 SUNSET HILLS RD STE 100 RESTON VA 20190 US Vendor Contact Phone: 703-673-3652 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: Joshua I Tinnel Requestor Phone: (304) 957-8277 Requestor Email: joshua.i.tinnel@wv.gov 2027 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 7-7-26

Total Order Amount:

Open End

Purchasing Division's File Copy

Thu 7/1/26

PURCHASING DIVISION AUTHORIZATION

DATE: *Mark A. [Signature]* 7/07/2026
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *[Signature]* 7/8/2026
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *[Signature]* 7-8-26
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order #1
Cybersecurity e-Discovery SAAS (OT25112)

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 - 5/15/2026 through 5/14/2027

Renewal Years Remaining: Two (2)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43231511				0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Contract Services: e-Discovery System

Extended Description:

Please see the attached Exhibit A Pricing Page



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

May 26, 2026

Lexi Sutton
Lexi.Sutton@carahsoft.com

Subject: Renewal of agreement CMA OOT25*011, Cybersecurity e-discovery

Dear Mr./Ms. Sutton:

Provisions were included in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are May 15, 2026, through May 14, 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,

Derrick K. Day

Derrick Day
IT Procurement Manager
West Virginia Office of Technology
1900 Kanawha Blvd. E., Bldg 5, 10th Floor
Charleston, WV 25305

Attachment

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

Ryan Odom/

Name/Signature

Ryan Odom

06/25/2026

Date



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

A handwritten signature in blue ink, likely belonging to Heather D. Abbott, written diagonally across the page.

Eric L. Householder
Cabinet Secretary

Heather D. Abbott
Chief Information
Officer

TO: Toby Welch
Senior Buyer, Purchasing Division

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

SUBJECT: CMA 25*11 Cybersecurity e-Discovery Renewal Delay

DATE: July 7, 2026

The West Virginia Office of Technology (WVOT) was in contact with the vendors Carasoft/Everlaw regarding the minimum monthly usage. Vendors wanted WVOT to raise our minimum and we refused; it took us several discussions to keep commodities as is. We have a Delivery Order in place good until July 30, 2026, so we are not in a lost service situation

Sincerely

A handwritten signature in black ink, likely belonging to Derrick Day, written in a cursive style.

Derrick Day



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
Senior Buyer, Purchasing Division

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

SUBJECT: Renewal CMA 25*11 Cybersecurity e-Discovery

DATE: June 25, 2026

The WVOT is requesting to renew for another year Cybersecurity e-Discovery Everlaw software, through Carasoft. Approximate cost will be \$780,000.00 .

This software is used for discovery in legal proceedings.

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Derrick Day".

Derrick Day
WVOT Procurement Manager

EXECUTIVE HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING
DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing
Date: June 30, 2026
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

Renewal CMA 25*11 Cybersecurity e-Discovery, approximate cost of \$780,000.00.

The Accompanying Request has been reviewed and approved by the following:


Agency Head

6-30-26
Date


Cabinet Secretary/Department Head

7/1/26
Date

Governor's Office

Date

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Business Organization Detail

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CARAHSOFT TECHNOLOGY CORP.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	7/24/2012		7/24/2012	Foreign	Profit				

Organization Information			
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services		Capital Stock
Charter County		Control Number	99W0J
Charter State	MD	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Entr	

X Close

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Addresses

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Notice of Process Address	COLBY BENDER 11493 SUNSET HILLS RD SUITE 100 RESTON, VA, 20190
Principal Office Address	11493 SUNSET HILLS RD SUITE 100 RESTON, VA, 20190 USA
Principal Office Mailing Address	11493 SUNSET HILLS RD SUITE 100 RESTON, VA, 20190
Type	Address

Officers

Type	Name/Address
Director	KRISTINA SMITH 1860 MICHAEL FARADAY DR SUITE 100 RESTON, VA, 20190
President	CRAIG P ABOD 1860 MICHAEL FARADAY DR SUITE 100 RESTON, VA, 20190
Vice-President	ROBERT MOORE 1860 MICHAEL FARADAY DR SUITE 100 RESTON, VA, 20190
Type	Name/Address

Annual Reports

Filed For

2026

2025

2024

2023

2022

2021

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Date filed

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

Tuesday, July 7, 2026 — 7:43 AM

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Subcontracting Plan Reporting system issues resolved [Show Details](#)
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carahsoft 

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