



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

State of West Virginia Contract

Order Date: 08-03-2026

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 2754 CSE2500000003 4	Procurement Folder:	1669049
Document Name:	REAL-TIME WEB-BASED RESEARCH AND LOCATE TOOL	Reason for Modification:	Change Order 1 - To renew contract
Document Description:	REAL-TIME WEB-BASED RESEARCH AND LOCATE TOOL		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2025-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-06-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000184365 THOMSON REUTERS WEST 2900 Ames Crossing Road Eagan MN 55121 US Vendor Contact Phone: 6518956044 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: Virginia G Hill Requestor Phone: (304) 558-3780 Requestor Email: virginia.g.hill@wv.gov 2027 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
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US

CR 8-3-26

Total Order Amount: \$169,351.32

Purchasing Division's File Copy

CEL 8/14/26

PURCHASING DIVISION AUTHORIZATION DATE: 8/4/26 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 8/13/26 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 8-13-26 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 1

Change Order 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: July 1, 2026 through June 30, 2027

Renewals years remaining: 2

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	93131703	12.00000	MO	6884.200000	\$82,610.40
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Sixty-five (65) real-time web-based research and locate tool

Extended Description:

Flat rate monthly fee for a web based research and locate tool for the statewide child support offices

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93131703	12.00000	MO	7228.410000	\$86,740.92
Service From	Service To	Manufacturer	Model No		
2026-07-01	2027-06-30				

Commodity Line Description: Sixty-five (65) real-time web-based research and locate tool

Extended Description:

Flat rate monthly fee for a web based research and locate tool for the statewide child support offices

OPTIONAL RENEWAL YEAR 1



John S. Nelson
Director, Procurement and Proposal Management

2900 Ames Crossing Road, Suite 100
Eagan, MN 55121
john.s.nelson@thomsonreuters.com

June 11, 2026

Virginia Hill
WV Bureau for Child Support
350 Capitol Street, Room 147
Charleston, WV 25301

Re: CCT CSE25*3 Renewal – Real-Tim Web-Based Research and Locate Tool

Dear Ms. Hill,

West Publishing Corporation agrees to renew the agreement for the Option Year 1 period of 7/1/2026 through 6/30/2027. This renewal will be under the same terms, pricing, and conditions as outlined in the original contract established following the 2025 RFQ.

The pricing for the renewal period is as follows:

- Monthly amount: \$7,228.41
- Annual amount: \$86,740.92

Please let me know if you need any additional documentation to support this renewal. We are happy to assist further.

Sincerely,

A handwritten signature in black ink that reads "John Nelson".

John S. Nelson
Director, Procurement and Proposal Management

Agree to renew.

A handwritten signature in black ink that reads "Althea Greenhowe".



STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR CHILD SUPPORT ENFORCEMENT

Christina Mullins, MA
Acting Cabinet Secretary

Garrett Jacobs
Commissioner

Date: June 12, 2026

To: Purchasing

From: Virginia Hill

Re: Renewal for CCT CSE25*3

The West Virginia Bureau for Child Support Enforcement is respectfully requesting permission to renew the current contract CCT CSE25*3 with Thomson Reuters West for the period of 7/1/26-6/30/27 under same terms, pricing, and conditions as the original contract. This solicitation is for services using a locate tool. Our Agency needs a locate tool in order to try to locate individuals for receiving and/or disbursing money out for child support. The locate tool also helps with locating businesses on returned letters as a method of receiving child support. The Bureau would like to continue the services with Thomson Reuters West as their performance has been excellent. There are two (2) renewals remaining.

The yearly cost for the renewal is \$86,740.92

Sincerely,

A handwritten signature in black ink that reads "Virginia Hill".

Ok

A handwritten signature in black ink that reads "Althea Greenhowe".





STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR CHILD SUPPORT ENFORCEMENT

Carl Ayers, MSW
Cabinet Secretary

Garrett Jacobs
Commissioner

Date: August 4, 2026

To: Purchasing

From: Virginia Hill

Re: Renewal for CCT CSE25*3

The West Virginia Bureau for Child Support Enforcement respectfully requests permission to renew the current contract CCT CSE25*3 with Thomson Reuters West. I received the letter from the Vendor on June 11, 2026. After I received the agreement, I had to get MIS/OT approvals and over \$100,000 approval. The vendor also had an issue with their unemployment being not in compliance. This issue was resolved July 6, 2026.

Sincerely,

A handwritten signature in cursive script that reads "Virginia Hill".

A handwritten signature in cursive script that reads "OK Althea Greer".





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
Dept. of Human Services, Bureau for Child Support Enforcement

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

SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2026-0733

DATE: June 16, 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 to purchase a 1 year Contract Renewal: CCT CSE25*3 for Real-Time Web-Based Research and Locate Tool with Thomson Reuters, the Office of Technology has determined:

X 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.



Resolution of FSD.gov System Issue [Show Details](#)
Jul 30, 2026



[See All Alerts](#)

ISR Workspace: Increased Contract Volume [Show Details](#)
Jun 26, 2026



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Search

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

"thomson reuters west"

Entity

Location

Status

- ☒ Active
- ☐ Inactive

Reset

Entity Information



All Entity Information

Entities

Disaster Response Registry

Resp



No matches found

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West Virginia Secretary of State — Online Data Services

Business and Licensing

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.

WEST PUBLISHING CORPORATION

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/5/2013		6/5/2013	Foreign	Profit			

Organization Information		
Business Purpose	5111 - Information - Publishing Industries (except Internet) - Newspaper/Periodical/Book/Directory & Mailing List/Greeting Cards Publishers	Capital Stock
Charter County		Control Number 9A0RP
Charter State MN		Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur Not Specified

Addresses	
Type	Address
Designated Office Address	2900 AMES CROSSING RD, SUITE 100 EAGAN, MN, 55121
Notice of Process Address	CORPORATION SERVICE COMPANY 808 GREENBRIER STREET CHARLESTON, WV, 25311
Principal Office Address	2900 AMES CROSSING ROAD, SUITE 100 EAGAN, MN, 55121 USA
Principal Office Mailing Address	2900 AMES CROSSING RD SUITE 100 EAGAN, MN, 55121 USA
Type	Address

Officers		X Close
Type	Name/Address	
Director	SEAN CANNIZZARO & KAREN HIRSH 2900 AMES CROSSING ROAD, SUITE 100 EAGAN, MN, 55121	Hi, I'm SOLO! I can help you file your Annual Report.
Director	RICHARD NAPOLITANO 2900 AMES CROSSING RD SUITE 100 EAGAN, MN, 55121	

President	RAGUNATH (RAGHU) RAMANATHAN 2900 AMES CROSSING ROAD, SUITE 100 EAGAN, MN, 55121
Secretary	GARY HARTMAN 2900 AMES CROSSING ROAD, SUITE 100 EAGAN, MN, 55121
Treasurer	MICHAEL PARKER 2900 AMES CROSSING RD SUITE 100 EAGAN, MN, 55121
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
ODEN	TRADENAME	8/7/2018	1/9/2026
THOMSON REUTERS WEST	TRADENAME	3/9/2021	
DBA Name	Description	Effective Date	Termination Date

Annual Reports
Filed For
2026
2025
2024
2023
2022
2021
2020
2019
2018
2017x
2017
2016
2015
Date filed

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

Tuesday, August 4, 2026 — 1:42 PM

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

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Hurst</u> Date: <u>8/14/2026</u> Solicitation No. <u>CCT CSE25*03</u>	Agency: WV DoHS- BCSE Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CCT 0511 CSE25*3 PF No.: 1669049
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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	☐	☐	☐	☐

	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: Christopher Husted