



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

State of West Virginia
Contract

Order Date: 08-20-2026

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 3839 MIS2400000001 18	Procurement Folder:	1335033
Document Name:	COMPASS SOFTWARE MAINTENANCE AND SUPPORT	Reason for Modification:	Change Order 4 To add commodity lines for Phase 2 OnBase Implementation.
Document Description:	COMPASS SOFTWARE MAINTENANCE AND SUPPORT		
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:	2024-01-26
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2028-12-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000174277 NORTHWOODS CONSULTING PARTNERS INC 5200 RINGS RD DUBLIN OH 43017 US Vendor Contact Phone: 614-781-7800 Extension:	Requestor Name: Kimberly A Beckett Requestor Phone: (304) 558-5854 Requestor Email: kimberly.a.beckett@wv.gov																				
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			
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

8/31/26

Total Order Amount:

\$15,108,667.00

PURCHASING AUTHORIZATION DATE: 8/31/26 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 8/31/26 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 9-3-26 ELECTRONIC SIGNATURE ON FILE
---	---	---

Extended Description:

CO-4

Change Order No.4 is issued to add a commodity line for Phase 2 OnBase Implementation, according to all terms, conditions and specifications contained in the original contract and all authorized change orders, except that the total contract amount will increase by \$103,980.00 for OnBase Standard Per Named User Subscription and Professional Services.

Effective date of increase is 9/2/2026 through 3/2/2027.

Original Contract Total: \$15,004,687.00

Change Order No. 4 Increase: \$103,980.00

New Contract Total: \$15,108,667.00

No other changes

All provision of the original Contract and subsequent Change Orders no modified herein shall remain in full force and effect.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	0.00000		0.000000	\$2,557,903.00
Service From	Service To	Manufacturer	Model No		
2024-01-26	2024-12-31				

Commodity Line Description: Maintenance, Support & Remote Sys. Admin. fees. Year 1

Extended Description:

To provide Software Maintenance and Support and Remote System Administration. (Silver Level)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	0.00000		0.000000	\$2,749,746.00
Service From	Service To	Manufacturer	Model No		
2025-01-01	2025-12-31				

Commodity Line Description: Maintenance, Support & Remote Sys. Admin. fees. Year 2

Extended Description:

To provide Software Maintenance and Support and Remote System Administration. (Silver Level)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	0.00000		0.000000	\$2,955,977.00
Service From	Service To	Manufacturer	Model No		
2026-01-01	2026-12-31				

Commodity Line Description: Maintenance, Support & Remote Sys. Admin. fees. Year 3

Extended Description:

To provide Software Maintenance and Support and Remote System Administration. (Silver Level)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112200	0.00000		0.000000	\$3,177,676.00
Service From	Service To	Manufacturer	Model No		
2027-01-01	2027-12-31				

Commodity Line Description: Maintenance, Support & Remote Sys. Admin. fees. Year 4

Extended Description:

To provide Software Maintenance and Support and Remote System Administration. (Silver Level)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81112200	0.00000		0.000000	\$3,415,995.00
Service From	Service To	Manufacturer		Model No	
2028-01-01	2028-12-31				

Commodity Line Description: Maintenance, Support & Remote Sys. Admin. fees. Year 5

Extended Description:

To provide Software Maintenance and Support and Remote System Administration. (Silver Level)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81112200	0.00000		0.000000	\$29,160.00
Service From	Service To	Manufacturer		Model No	
2024-05-13	2024-12-31				

Commodity Line Description: Professional Services

Extended Description:

Professional Services associated with creating and maintaining of the new SEBT autofill.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81112200	0.00000		0.000000	\$34,320.00
Service From	Service To	Manufacturer		Model No	
2026-03-01	2026-09-01				

Commodity Line Description: Professional Services

Extended Description:

Professional Services that is necessary for the delivery of invoice processing workflow consulting services to WV BPH.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	81112200	0.00000		0.000000	\$29,675.00
Service From	Service To	Manufacturer		Model No	
2026-04-01	2027-03-31				

Commodity Line Description: Year 1 Policy Assist Subscription (Up to 400 users)

Extended Description:

Year 1 Policy Assist Subscription (Up to 400 users)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	81112200	0.00000		0.000000	\$24,560.00
Service From	Service To	Manufacturer		Model No	
2026-04-01	2027-03-31				

Commodity Line Description: Year 1 Professional Services, as detailed throughout work

Extended Description:

Year 1 Professional Services, as detailed throughout Work Requirements.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	81112200	0.00000		0.000000	\$29,675.00
Service From	Service To	Manufacturer		Model No	
2027-04-01	2028-03-31				

Commodity Line Description: Policy Assist Subscription Cost- Year 2

Extended Description:

Policy Assist Subscription Cost- Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	81112200	0.00000		0.000000	\$57,500.00
Service From	Service To	Manufacturer	Model No		
2026-09-02	2027-03-02				

Commodity Line Description: OnBase 50 Standard Per Named Subscription

Extended Description:

This is issued to add a commodity line for Phase 2 OnBase Implementation, according to all terms, conditions and specifications contained in the original contract and all authorized change orders, except that the total contract amount will increase by \$103,980.00 for OnBase Standard Per Named User Subscription and Professional Services.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	81112200	0.00000		0.000000	\$46,480.00
Service From	Service To	Manufacturer	Model No		
2026-09-02	2027-03-02				

Commodity Line Description: Frm Fixed Professional Services

Extended Description:

This is issued to add a commodity line for Phase 2 OnBase Implementation, according to all terms, conditions and specifications contained in the original contract and all authorized change orders, except that the total contract amount will increase by \$103,980.00 for OnBase Standard Per Named User Subscription and Professional Services.



Statement of Work

Phase 2: OnBase Implementation

Presented to

West Virginia Bureau of Public Health

Document Version

Version 2.0

Date

August 31, 2026



Copyright and Trademark Notice

Copyright © Northwoods Consulting Partners, Inc. All rights reserved.

Northwoods, the Northwoods Bear Logo, CoPilot, Compass, and Traverse are all registered trademarks and service marks of Northwoods Consulting Partners, Inc. Rather than repeat the trademark and service mark attributions throughout this document, Northwoods hereby asserts its rights for all of its products and services.

All other trademarks and service marks are the property of their respective owners. Unless stated to the contrary, no association with any other company or product is intended nor inferred.



Table of Contents

Purpose	1
Work Requirements	1
Location and Hours of Work	2
Project Acceptance.....	3
Project Assumptions	3
Service Dates and Project Timeline	5
Statement of Work Authorization.....	6
Appendix A: Scope Management	A-1
Change Control Process	A-1
Identification.....	A-2
Evaluation.....	A-2
Management.....	A-3



Purpose

This Statement of Work (SOW) is an agreement between West Virginia Bureau of Public Health (WV BPH or the State) and Northwoods Consulting Partners, Inc. (Northwoods). The purpose of this SOW is to define the scope of work and deliverable work products necessary to implement Phase 2 of WV BPH's invoice processing workflow project, consisting of OnBase implementation and configuration.

This SOW specifies the work to be done by the Northwoods Project Team in providing the services as related to the project. Any requests for services and/or system functionality that exceed the scope specified in this SOW are subject to Scope Management¹.

Work Requirements

The work requirements authorized in this section are for the professional services necessary for successful project completion. Any additional activities not included in this section are considered out of scope.

Code #	Description	Responsible Party
1	Meet with the WV BPH Project Manager to discuss the SOW's overall objectives and scope	Northwoods
2	Meet with the Northwoods Project Manager to discuss the SOW's overall objectives and scope	WV BPH
3	Develop and submit the Baseline Project Schedule	Northwoods
4	Evaluate and approve the Baseline Project Schedule	WV BPH
5	Facilitate discovery sessions with WV BPH subject matter experts to validate the redesigned invoice processing business process and OnBase requirements that were established in Phase 1	Northwoods
6	Participate in discovery sessions	WV BPH
7	Update the Phase 1 Solution Design Document based on discovery sessions, if necessary, and submit it to WV BPH for review	Northwoods
8	Evaluate and approve the Solution Design Document	WV BPH
9	Configure OnBase in the development environment according to requirements detailed in the Solution Design Document	Northwoods

¹ Se1010e "Appendix A: Scope Management."



Code #	Description	Responsible Party
11	Perform system testing in the development environment, verifying that OnBase functions as intended	Northwoods
12	Promote OnBase to the training environment	Northwoods
13	Perform system testing in the training environment, verifying that OnBase functions as intended	Northwoods
14	Provide training equipment and logistical support for a remote train-the-trainer (TTT) session for designated WV BPH trainers	WV BPH
15	Facilitate the remote TTT session for designated WV BPH trainers	Northwoods
16	Participate in the remote TTT session	WV BPH
17	Provide a recording of the TTT session to WV BPH	Northwoods
18	Develop and submit a quick reference guide (QRG) for trainers to distribute to end users	Northwoods
19	Request authorization to promote OnBase to the production environment	Northwoods
20	Grant Northwoods authorization to promote OnBase to the production environment	WV BPH
21	Promote OnBase to the production environment	Northwoods
22	Perform system testing in the production environment, verifying that OnBase functions as intended	Northwoods
23	Provide up to 1 week of remote hypercare support to WV BPH	Northwoods
24	Meet with the WV BPH Project Manager to review project closeout and acceptance procedures	Northwoods
25	Meet with the Northwoods Project Manager to discuss project closeout	WV BPH
26	Submit Project Acceptance form for signoff	Northwoods
27	Approve project acceptance	WV BPH

Location and Hours of Work

In order to decrease implementation costs and reduce deployment barriers, the work activities performed by the Northwoods project team are performed remotely. When working remotely, the Northwoods project team ensures the effective exchange of information and transfer of knowledge by using alternate methods of communication including but not limited to email, teleconferencing, and remote network access.



Project Acceptance

The following acceptance criteria are used to acknowledge acceptance of the final project deliverable:

- All Northwoods-assigned project work requirements have been completed.
- All project deliverables have been accepted.

The Northwoods Project Manager submits a Project Acceptance form once project acceptance criteria have been achieved. The WV BPH Project Sponsor, or authorized designee, evaluates whether the final project deliverable meets project acceptance criteria listed above. If the final project deliverable meets the project acceptance criteria, the WV BPH Project Sponsor, or authorized designee, signs the Project Acceptance form within five business days to acknowledge acceptance of the project.

Should the final project deliverable fail to conform to acceptance criteria, the WV BPH Project Sponsor, or authorized designee, documents any deficiencies in the Project Acceptance form and returns the form to the Northwoods Project Manager within five business days. The Northwoods Project Manager then facilitates corrective action and resubmits the Project Acceptance form once corrective action is complete. If the Project Acceptance form is not returned to the Northwoods Project Manager within five business days, the project is considered accepted by the customer.

Project Assumptions

The following assumptions are used to acknowledge requirements and dependencies for the project.

Code	Topic	Assumption
A.1	General	All project participants will provide the necessary resources (for example, human resources, facilities, and equipment) to complete assigned work activities within established timelines in the approved Baseline Project Schedule deliverable.
A.2	General	WV BPH will provide Northwoods with the appropriate security and network access levels to all support systems related to the project.
A.3	General	Northwoods will deliver all services associated with this Work Order remotely.
A.4	Project Planning and Management	WV BPH will adhere to timeframes established in a mutually agreed upon Baseline Project Schedule. Delays in project activities may result in additional service costs, change orders, and possible delays in the project.
A.5	Project Planning and Management	The WV BPH Project Manager will coordinate activities for WV BPH resources (for example, personnel and facilities).
A.6	Training	Northwoods will not be responsible for makeup training sessions.



Code	Topic	Assumption
A.7	Out of Scope	Any activities not explicitly included in " <u>Work Requirements</u> " are considered out of scope.



Service Dates and Project Timeline

Upon approval of this Statement of Work, Northwoods will begin the OnBase Implementation Project. The Project will be completed within six months following the start of the Project.



Statement of Work Authorization

This project will be deemed accepted once all the work requirements have been successfully completed.

West Virginia Bureau of Public Health

Andrew M. Neely
Signature

Andrew M. Neely
Authorized Representative

CIO

Title

8/3/26

Date

Northwoods Consulting Partners, Inc.

Jill M. Nemoir
Jill M. Nemoir (Jul 28, 2026 09:26:12 CDT)
Signature

Jill Nemoir
Authorized Representative

President & CEO

Title

Jul 28, 2026

Date

Agreed

Heather White



Appendix A: Scope Management

Many projects suffer from "scope creep," "growing requirements," and changes in plans that ultimately cause unnoticed slippage in the budget and schedule and loss of the control needed to deliver the intended work products according to specifications. Effective Scope Management ensures that changes within the project are made in a consistent manner and that key stakeholders are informed of the state of the requested changes and the impact of those changes.

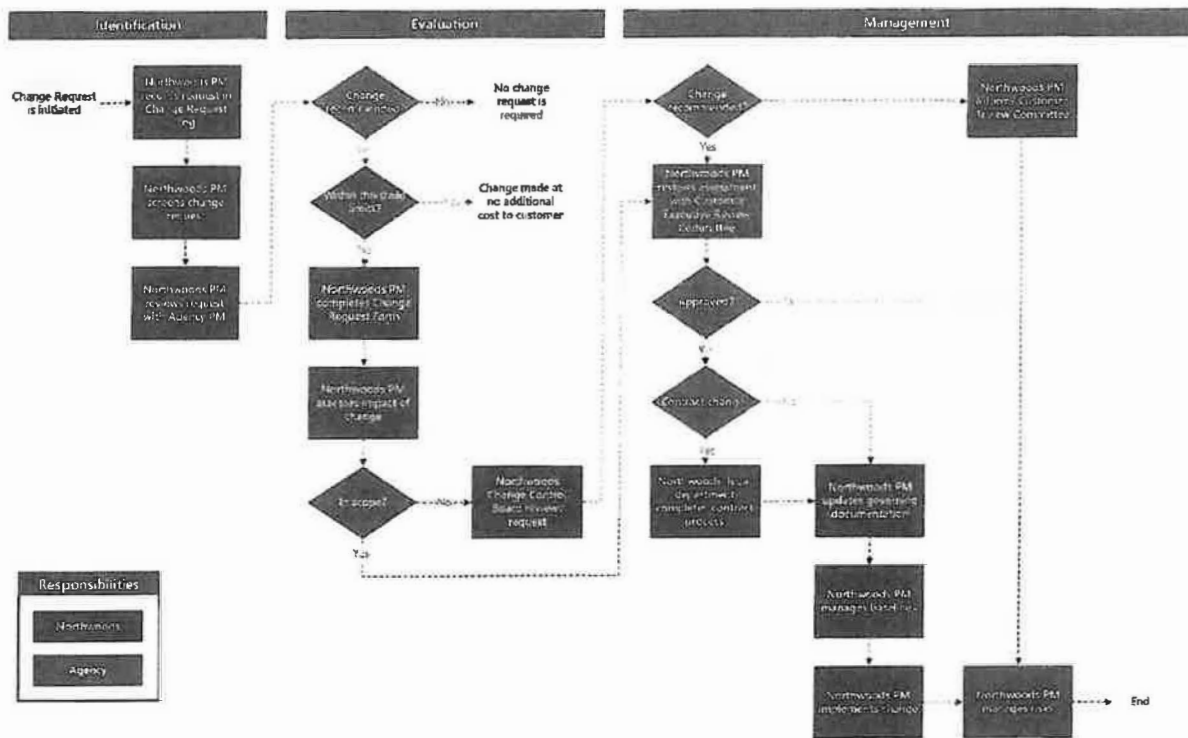
Change Control Process

The purpose of Northwoods' Change Control Process is to ensure that changes within the project are made in a consistent manner and that key stakeholders are informed of the state of the requested changes and the impact of these changes. Whenever possible, the Northwoods project team works with the WV BPH to identify in-scope workarounds for any out-of-scope requests.

The Change Control Process is a three-step process.

- Identification
- Evaluation
- Management

The following diagram represents the Change Control Process for the project.



Identification

A Change Request (CR) form is used to formally initiate a change request. Types of change requests to be initiated using this form include changes to the project.

Any project stakeholder can initiate a change request by submitting a Change Request (CR) form to the Northwoods Project Manager. The Northwoods Project Manager screens the request to determine whether or not there is adequate information for evaluation. The Northwoods Project Manager may request that more information be provided. Once enough information is available to assess the CR, the Northwoods Project Manager reviews the request with the WV BPH Project Manager, and they collectively decide if the change should be recommended for further evaluation.

Evaluation

The Northwoods Project Manager and the WV BPH Project Manager can jointly accept in-scope or out-of-scope changes whose impact does not exceed the following threshold limits:

- A delay of one or more days to any project deliverable, milestone, or scheduled project completion date
- Scope changes to any project deliverable
- Negative impact on the quality of a project deliverable
- Additional expenditures in excess of \$100 or additional project resources



- Requested changes/enhancements to project products

If the change request exceeds any of the established threshold limits, the Northwoods Project Manager evaluates whether the CR is within the overall scope of the project. If the requested change exceeds the threshold but is within scope of the project, the Northwoods Project Manager refers the CR to the Northwoods Project Management Office (PMO) for a decision. In instances for which the CR exceeds the threshold but is not within scope of the project, the Northwoods Project Manager refers the matter to the Northwoods Change Control Board (CCB), which determines if the change request is to be implemented. The Northwoods Project Manager communicates decisions by the PMO/CCB to the WV BPH Project Manager.

Management

The Northwoods Project Manager is responsible for implementing approved change requests and managing the risks associated with all approved or rejected change requests. The details surrounding all approved change requests expanding the scope of the project, are provided to each respective legal department to determine if such changes require a change to existing governing project documents or whether additional governing documents are required.

Other (West Virginia DHS and Northwoods)

Final Audit Report

2026-07-28

Created:	2026-07-28 (Eastern Daylight Time)
By:	Adobe Signatures (adobesignatures@teamnorthwoods.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuiHgMGAtkactoBkdAx_vdj9RZj8Altvo

"Other (West Virginia DHS and Northwoods)" History

-  Document created by Adobe Signatures (adobesignatures@teamnorthwoods.com)
2026-07-28 - 10:25:31 AM EDT- IP address: 34.83.245.227
-  Document emailed to jill.nemoir@teamnorthwoods.com for signature
2026-07-28 - 10:25:37 AM EDT
-  Email viewed by jill.nemoir@teamnorthwoods.com
2026-07-28 - 10:25:49 AM EDT- IP address: 104.47.56.254
-  Signer jill.nemoir@teamnorthwoods.com entered name at signing as Jill M. Nemoir
2026-07-28 - 10:26:10 AM EDT- IP address: 135.134.108.197
-  Document e-signed by Jill M. Nemoir (jill.nemoir@teamnorthwoods.com)
Signature Date: 2026-07-28 - 10:26:12 AM EDT - Time Source: server- IP address: 135.134.108.197 - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-07-28 - 10:26:12 AM EDT



Adobe Acrobat Sign

Quote 5200 Rings Road
Dublin, OH 43017



Quote

Prepared For: West Virginia State DHHR (WV)
Project Title: West Virginia Department of Public Health OnBase Implementation
Prepared By: Steve Koenig
Effective From: 7/29/2026
Expiration Date: 9/04/2026

Project Scope Summary

This firm fixed price quote details the costs associated with implementing OnBase for West Virginia Bureau of Public Health's invoice processing workflow.

Subscription Software	Total Cost
OnBase 50 Standard Per Named User Subscription	\$57,500.00
Subtotal	\$57,500.00

Firm Fixed Professional Services	Total Cost
Professional Services	\$46,480.00
Subtotal	\$46,480.00

Pricing Summary	Total Cost
Subscription Software	\$57,500.00
Firm Fixed Professional Services	\$46,480.00
Grand Total	\$103,980.00

**Sales tax not included.*

Unless otherwise agreed to in a signed, written agreement, payment in full is due within 30 days of acceptance of the cost quotation.



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH

Arvin Singh, EdD, MBA, MPH, MS, FACHDM, FACHE
Secretary of Health

Justin J. Davis
Deputy Secretary

MEMORANDUM

TO: To Whom It May Concern

FROM: Justin Davis
Deputy Secretary, Department of Health

DATE: August 4, 2026

RE: Change Order CCT MIS24*001 – Phase II

The West Virginia Department of Health, Bureau for Public Health (BPH) has been approved by the U.S. Centers for Disease Control and Prevention (CDC) to implement specific organizational needs that strengthen public health infrastructure and data systems. These efforts are supported by federal funding through the CDC Public Health Infrastructure Grant. Currently, the BPH does not have a central location to manage and track invoices, prior to entry into WVOASIS.

BPH is interested in expanding the current Northwoods OnBase contract to include professional services to evaluate and design a management and tracking workflow for invoices as Phase II of an ongoing project. These services would provide a solution for better invoice tracking, increase efficiency by eliminating unnecessary steps in process, and reduce duplication of work. Utilization of the existing Northwoods contract would also provide the most cost effective method, saving taxpayer dollars, by leveraging the existing technological infrastructure and 50 licenses. Without these services, BPH will continue to manually track these invoices, increasing the risk of late or missed payments and potential financial penalties.



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: Curtis Burress, Information Systems Consultant 2
DHHR, Office of Shared Administration, OMIS**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2027-0080 / HR007703**

DATE: August 20, 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 of Northwoods Phase 2: OnBase Implementation SoW. 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.



Entity Management Extract Publishing Schedule Change [Show Details](#)
Aug 15, 2026



[See All Alerts](#)

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



[Sign In](#)

[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

"northwoods consulting partners inc"

Entity

Location

Status

- ☒ Active
- ☐ Inactive

Reset

Entity Information



All Entity Information

Entities

Disaster Response Registry

Resp



No matches found

Your search did not return any results for active records.
Would you like to include inactive records in your search results?

[Search Inactive](#)

[Go Back](#)

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.

NORTHWOODS CONSULTING PARTNERS, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	11/16/2009		11/16/2009	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	OH	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	5200 RINGS ROAD DUBLIN, OH, 43017
Notice of Process Address	CORPORATE CREATIONS NETWORK INC. 126 EAST BURKE STREET MARTINSBURG, WV, 25401
Principal Office Address	5200 RINGS ROAD DUBLIN, OH, 43017 USA
Principal Office Mailing Address	5200 RINGS ROAD DUBLIN, OH, 43017 USA
Type	Address

Officers		Hi, I'm SOLO! I can help you file your Annual Report.
Type	Name/Address	
Director	ARUN SRINIVASAN 303 PERIMETER CENTER NORTH, SUITE 450 ATLANTA, GA, 30346	
President	ARUN SRINIVASAN 303 PERIMETER CENTER NORTH, SUITE 450 ATLANTA, GA, 30346	
Secretary	MARJAN ELBUAM 303 PERIMETER CENTER NORTH, SUITE 450	

	ATLANTA, GA, 30346
Treasurer	BENJI SUCHER 303 PERIMETER CENTER NORTH, SUITE 450 ATLANTA, GA, 30346
Type	Name/Address

Annual Reports
Filed For
2026
2025
2024
2023
2022
2021
2020
2019
2018
2017x
2017
2016
2015
2014
2013
2012
2011
Date filed

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

Monday, August 31, 2026 — 10:49 AM

© 2026 State of West Virginia

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 Husted</u> Date: <u>8/31/26</u> Solicitation No. <u>CCT MIS24*01</u>	Agency: Management Information Services Procurement Officer Submitting Requisition: Kimberly Beckett Requisition No. CCT MIS24*01 PF No.: 1335033
--	--

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: _____

Crystal Husted