



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: 08-11-2026

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 0803 0081 DOT2600000016 4	Procurement Folder:	1741827
Document Name:	Adobe Software Products Y2 CO2	Reason for Modification:	
Document Description:	Adobe Software Products (81260190)	Change Order 02 To increase contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-10
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-06-24

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000008697 AKA COMP SOLUTIONS INC 5875 N LINCOLN AVE STE 132 CHICAGO IL 60659-4614 US Vendor Contact Phone: 3127538276 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>30</td></tr><tr><td>#2</td><td>No</td><td></td><td>0</td></tr><tr><td>#3</td><td>No</td><td></td><td>0</td></tr><tr><td>#4</td><td>No</td><td></td><td>0</td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	30	#2	No		0	#3	No		0	#4	No		0	Requestor Name: Gabrielle B Selbe Requestor Phone: 304-414-7187 Requestor Email: gabby.selbe@wv.gov 2027 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	30																		
#2	No		0																		
#3	No		0																		
#4	No		0																		

INVOICE TO	SHIP TO
INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US	INFORMATION TECHNOLOGY DIVISION DEPT. OF TRANSPORTATION 1900 KANAWHA BLVD E, BLD. 5 RM-720 CHARLESTON WV 25305 US

CR 8-12-26

Purchasing Division's File Copy

Total Order Amount:

Open End

JE 8/11/26

PURCHASING DIVISION AUTHORIZATION

DATE: 8.12.26

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 8/17/2026

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 8-18-26

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 02

Change Order No. 02 is issued to the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract unit prices on commodity lines 6, 7, 9, 10, 21, 22, 24, and 25 are increased for year 2 as defined in the attached documentation.

No other changes.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43232100			EA	938.770000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Creative Cloud All Apps - new license

Extended Description:

3.1.6.1 Adobe Creative Cloud All Apps - new license

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	43232100			EA	132.140000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Acrobat Pro DC - new licenses

Extended Description:

3.1.6.2 Adobe Acrobat Pro DC - new licenses

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	43232100			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Stock(10 Assets) - new license

Extended Description:

3.1.6.3 Adobe Stock (10 Assets) - new license

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	43232100			EA	390.020000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Photoshop CC - new licenses

Extended Description:

3.1.6.4 Adobe Photoshop CC - new licenses

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	43232100			EA	390.020000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Premiere Pro CC - new licenses

Extended Description:

3.1.6.5 Adobe Premiere Pro CC - new licenses

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	43232100			EA	1105.680000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Creative Cloud All Apps - new license, Yr 2

Extended Description:

3.1.6.1 Adobe Creative Cloud All Apps - New License, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	43232100			EA	155.640000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Acrobat Pro DC - new license, Yr 2

Extended Description:

3.1.6.2 Adobe Acrobat Pro DC - new license. Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	43232100			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Stock (10 Assets) - new license, Yr 2

Extended Description:

3.1.6.3 Adobe Stock (10 Assets) - new license, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	43232100			EA	459.360000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Photoshop CC - new license, Yr 2

Extended Description:

3.1.6.4 Adobe Photoshop CC- new license, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	43232100			EA	459.360000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Premiere Pro CC - new license, Yr 2

Extended Description:

3.1.6.5 Adobe Premiere Pro CC - new license, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	43232100			EA	938.770000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Creative Cloud All Apps - new license, Yr 3

Extended Description:

3.1.6.1 Adobe Creative Cloud All Apps - New License, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	43232100			EA	132.140000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Acrobat Pro DC - new license, Yr 3

Extended Description:

3.1.6.2 Adobe Acrobat Pro DC - new license. Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	43232100			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Stock (10 Assets) - new license, Yr 3

Extended Description:

3.1.6.3 Adobe Stock (10 Assets) - new license, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	43232100			EA	390.020000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Photoshop CC - new license. Yr 3

Extended Description:

3.1.6.4 Adobe Photoshop CC- new license, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	43232100			EA	390.020000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Premiere Pro CC - new license, Yr 3

Extended Description:

3.1.6.5 Adobe Premiere Pro CC - new license, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	43232100			EA	938.770000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Creative Cloud All Apps - new license, Yr 4

Extended Description:

3.1.6.1 Adobe Creative Cloud All Apps - New License, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	43232100			EA	132.140000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Acrobat Pro DC - new license, Yr 4

Extended Description:

3.1.6.2 Adobe Acrobat Pro DC - new license. Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	43232100			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Stock (10 Assets) - new license, Yr 4

Extended Description:

3.1.6.3 Adobe Stock (10 Assets) - new license, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	43232100			EA	390.020000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Photoshop CC - new license. Yr 4

Extended Description:

3.1.6.4 Adobe Photoshop CC- new license, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	43232100			EA	390.020000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Premiere Pro CC - new license, Yr 4

Extended Description:

3.1.6.5 Adobe Premiere Pro CC - new license, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	43232100			EA	1105.680000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Creative Cloud All Apps - Renewal, Yr 2

Extended Description:

3.2.4.1 Adobe Creative Cloud All Apps - renewal, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	43232100			EA	155.640000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Acrobat Pro DC - Renewal, Yr 2

Extended Description:

3.2.4.2 Adobe Acrobat Pro DC - Renewal, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	43232100			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Stock (10 Assets) - Renewal, Yr 2

Extended Description:

3.2.4.3 Adobe Stock (10 Assets) - Renewal, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	43232100			EA	459.360000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Photoshop CC - Renewal, Yr 2

Extended Description:

3.2.4.4 Adobe Photoshop CC- Renewal, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	43232100			EA	459.360000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Premiere Pro CC - Renewal, Yr 2

Extended Description:

3.2.4.5 Adobe Premiere Pro CC - Renewal, Year 2

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	43232100			EA	938.770000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Creative Cloud All Apps - Renewal, Yr 3

Extended Description:

3.2.4.1 Adobe Creative Cloud All Apps - renewal, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	43232100			EA	132.140000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Acrobat Pro DC - Renewal, Yr 3

Extended Description:

3.2.4.2 Adobe Acrobat Pro DC - Renewal, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	43232100			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Stock (10 Assets) - Renewal, Yr 3

Extended Description:

3.2.4.3 Adobe Stock (10 Assets) - Renewal, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	43232100			EA	390.020000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Photoshop CC - Renewal, Yr 3

Extended Description:

3.2.4.4 Adobe Photoshop CC- Renewal, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	43232100			EA	390.020000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Premiere Pro CC - Renewal, Yr 3

Extended Description:

3.2.4.5 Adobe Premiere Pro CC - Renewal, Year 3

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	43232100			EA	938.770000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Creative Cloud All Apps - Renewal, Yr 4

Extended Description:

3.2.4.1 Adobe Creative Cloud All Apps - renewal, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	43232100			EA	132.140000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Acrobat Pro DC - Renewal, Yr 4

Extended Description:

3.2.4.2 Adobe Acrobat Pro DC - Renewal, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	43232100			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Stock (10 Assets) - Renewal, Yr 4

Extended Description:

3.2.4.3 Adobe Stock (10 Assets) - Renewal, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	43232100			EA	390.020000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Photoshop CC - Renewal, Yr 4

Extended Description:

3.2.4.4 Adobe Photoshop CC- Renewal, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	43232100			EA	390.020000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Adobe Premiere Pro CC - Renewal, Yr 4

Extended Description:

3.2.4.5 Adobe Premiere Pro CC - Renewal, Year 4

Quantity is an estimation and could be increased or decreased depending on need.

**APPROVED**BY: Th DATE: 8/11/26

WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444

Stephen T. Rumbaugh, P.E.
Secretary of Transportation
Commissioner of Highways

August 7, 2026

MEMORANDUM

TO: Ali Muhammad, Sales Associate
AKA Comp Solutions

FROM: Kristy James, Director *Kristy James*
WV DOT Procurement Division

SUBJECT: Price Adjustment CMA DOT2600000016 Year 2

This agreement modifies Contract CMA DOT2600000016 for Adobe Software licenses for the WV Department of Transportation and AKA Comp Solutions Inc. The contract was awarded incorrectly for year 2, because year 1 required a prorated ten-month term. Year two pricing requires an adjustment to accommodate for twelve months' licensing. An adjustment is required for Commodity lines 6, 7, 9, 10, 21, 22, 24, and 25.

The correction will be made by calculating the monthly license rate awarded and multiplying it by twelve months rather than the prorated ten months. Adjusting the commodity line rates to reflect the correct time frame will result in an increased unit price, but the increase rate reflects two additional months of coverage. Additionally, the correction decreases the monthly rate across all products.

Year 2 Pricing Correction for New Licenses on CMA DOT26*16			
Commodity Line Description	Term	Total Cost per License	Effective Monthly Rate
CL – 7 Adobe Pro DC New license	10 months	\$132.14	\$13.21
	12 months	\$155.64	\$12.97
CL – 9 Adobe Photoshop CC New license	10 months	\$390.02	\$39.00
	12 months	\$459.36	\$38.28
CL – 10 Adobe Premiere Pro CC New license	10 months	\$390.02	\$39.00
	12 months	\$459.36	\$38.28
CL – 6 Creative Cloud All Apps New license	10 months	\$938.77	\$93.88
	12 months	\$1,105.68	\$92.14

Year 2 Pricing Correction for Renewal Licenses on CMA DOT26*16			
Commodity Line Description	Term	Total Cost per License	Effective Monthly Rate
CL – 22 Adobe Pro DC New license	10 months	\$132.14	\$13.21
	12 months	\$155.64	\$12.97
CL – 24 Adobe Photoshop CC New license	10 months	\$390.02	\$39.00
	12 months	\$459.36	\$38.28
CL – 25 Adobe Premiere Pro CC New license	10 months	\$390.02	\$39.00
	12 months	\$459.36	\$38.28
CL – 21 Creative Cloud All Apps New license	10 months	\$938.77	\$93.88
	12 months	\$1,105.68	\$92.14

All other terms, conditions and pricing from the original contract remain completely unchanged and in full force.

AGREED BY:

WV Department of Transportation

By: Kristy James

Name/Title: Director

Date: 8/10/24

AKA Comp Solutions Inc.

By: ALI MUHAMMAD

Name/Title: ALI MUHAMMAD, SR SOLUTIONS SPECIALIST

Date: 08-10-2026

You are viewing this page over a secure connection. Click [here](#) for more information.

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.

AKA COMP SOLUTIONS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	9/22/2016		9/22/2016	Foreign	Profit			

Organization Information			
Business Purpose	4231 - Wholesale Trade - Merchant Wholesalers, Durable Goods - Motor Vehicle/Motor Vehicle Parts & Supply/ Merchant Wholesale (tire, tube, parts)		Capital Stock
Charter County			Control Number
Charter State	IL	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	5875 N LINCOLN AVE STE# 132 CHICAGO, IL, 60659
Notice of Process Address	ALI MUHAMMAD 5875 N LINCOLN AVE STE#132 CHICAGO, IL, 60659
Principal Office Address	5875 N LINCOLN AVE STE #132 CHICAGO, IL, 60659 USA
Principal Office Mailing Address	5875 N LINCOLN AVE STE #132 CHICAGO, IL, 60659 USA
Type	Address

Officers	
Type	Name/Address
Director	ABDUL AHMED 5875 N LINCOLN AVE #132 CHICAGO, IL, 60659
President	ABDUL AHMED 5875 N LINCOLN AVE #132 CHICAGO, IL, 60659
Secretary	BILAL RAZA 5875 N LINCOLN AVE #132 CHICAGO, IL, 60659
Type	Name/Address

Annual Reports	
Filed For	
2026	
2025	
2024	
2023	
2022	
2018	

2017

Date filed

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

Friday, July 24, 2026 — 11:50 AM

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Search

All Words

e.g. 1606N020Q02

Filter By

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☐ Any Words ☒ All Words ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"AKA COMP SOLUTIONS, INC." 

Entity

Location

Status

☒ Active☐ InactiveReset Entity Information 

All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: _____ Date: _____ Solicitation No. _____	Agency: WVDOT/DOH Procurement Officer Submitting Requisition: Amber Heath Requisition No. CMA DOT2600000016 PF No.: 1741827
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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: _____