



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## General Information

## Contact

## Default Values

## Discount

## Document Information

## Clarification Request

Procurement Folder: 2024666

Procurement Type: Central Master Agreement

Vendor ID: 000000180127



Legal Name: INSIGHT PUBLIC SECTOR INC

Alias/DBA:

Total Bid: \$0.00

Response Date: 08/28/2026



Response Time: 12:41

Responded By User ID: Insight2014



First Name: Erica

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SO Doc Code: CRFQ

SO Dept: 0212

SO Doc ID: SWC2700000002

Published Date: 8/21/26

Close Date: 8/28/26

Close Time: 13:30

Status: Closed

Solicitation Description: Google Cloud Platform, Workspace, Software, and Services

Total of Header Attachments: 4

Total of All Attachments: 4



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

State of West Virginia  
Solicitation Response

**Proc Folder:** 2024666  
**Solicitation Description:** Google Cloud Platform, Workspace, Software, and Services  
**Proc Type:** Central Master Agreement

| Solicitation Closes | Solicitation Response        | Version |
|---------------------|------------------------------|---------|
| 2026-08-28 13:30    | SR 0212 ESR08282600000001500 | 1       |

**VENDOR**  
000000180127  
INSIGHT PUBLIC SECTOR INC

**Solicitation Number:** CRFQ 0212 SWC2700000002  
**Total Bid:** 0  
**Response Date:** 2026-08-28  
**Response Time:** 12:41:58  
**Comments:** Insight Public Sector, Inc. is pleased to provide our response to SR-0212-ESR08282600000001500 for review and consideration.  
Thank you.  
Insight Public Sector, Inc.

**FOR INFORMATION CONTACT THE BUYER**  
Toby L Welch  
(304) 558-8802  
toby.l.welch@wv.gov

**Vendor Signature X**  
**FEIN#**  
**DATE**

All offers subject to all terms and conditions contained in this solicitation

| Line | Comm Ln Desc                                                    | Qty     | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|-----------------------------------------------------------------|---------|------------|------------|-----------------------------|
| 1    | Google Cloud Solutions and Software See<br>Cost Sheet Exhibit B | 0.00000 | EA         | 0.010000   | 0.00                        |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43230000  |              |               |         |

**Commodity Line Comments:** Please refer to Addendum 1 (Pricing Sheet) for Insight Public Sector's pricing information.

**Extended Description:**

Google Cloud Solutions and Software See Cost Sheet Exhibit B



PREPARED FOR

**West Virginia Office of Technology**

Request for Proposal #CRFQ 0212 SWC2700000002 for  
Google Cloud Platform, Workspace, Software, and Services

August 28, 2026 @ 1:30 PM

SUBMITTED BY:  
Sarah Johnson Boothe  
Solutions Executive  
720.443.1075  
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SUBMITTED BY:  
Brandi Smith  
Client Executive  
937.415.9442  
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August 28, 2026

Toby L. Welch, Senior Buyer  
West Virginia Office of Technology  
2019 Washington Street East  
Charleston, WV 25305-0130

Dear Toby L. Welch:

Insight Public Sector, Inc. (Insight) is pleased to submit our response to the West Virginia Office of Technology's (the State) Request for Quotation for Google Cloud Platform, Workspace, Software, and Services. We appreciate the opportunity to provide a comprehensive solution that supports the State's objectives for a modern, secure, and scalable Google cloud environment through a State-owned tenant model.

Insight understands that the State of West Virginia seeks a Google Public Sector Partner to provide licensing, cloud services, implementation, and ongoing support for its Google environment. Due to Insight's acquisition of SADA Systems, LLC ("SADA") in December 2023 and SADA's role as a subcontractor to SHI under the existing Contract #GSUITE20, Insight is uniquely positioned to deliver the continuity, expertise, and strategic guidance necessary to support the State's evolving technology objectives.

Insight has built a strong and trusted relationship with the State of West Virginia through its ongoing support of the State's Google ecosystem. Since 2020, SADA (now Insight), has successfully supported key initiatives, including the migration from Microsoft Office to Google Workspace and the implementation, adoption, and change management efforts for Gemini for Google Workspace. Today, Insight continues to support the State's Gemini enablement strategy while maintaining active engagement with executive and technology leadership. This combination of licensing expertise, cloud and AI capabilities, and deep institutional knowledge enables Insight to provide seamless continuity through trusted resources already familiar with the State's environment, priorities, and goals.

By selecting Insight, the West Virginia Office of Technology will benefit from:

- Comprehensive access to Google Cloud Platform, Google Workspace, software, and related services through a single trusted provider.
- Deep expertise in cloud migration, deployment, adoption, and optimization with access to certified cloud architects, engineers, project managers, and AI specialists.
- Proven public sector experience supporting technology modernization initiatives.

As a Fortune 500 solutions integrator with more than 14,000 teammates worldwide, Insight combines the scale of a global technology leader with the responsiveness of a dedicated public sector team. Through our strategic partnership with Google and extensive cloud services expertise, we provide licensing, implementation, migration, optimization, adoption, and ongoing support services that help government organizations maximize the value of their technology investments.

Thank you for your time and consideration. We look forward to further discussing our CRFQ response with the West Virginia Office of Technology. If you require any further information or clarification regarding any elements of our proposal, please contact Sarah Johnson Boothe via email at [sarah.johnson@insight.com](mailto:sarah.johnson@insight.com) or by phone at 720.443.1075 or Brandi Smith by email at [brandi.smith@insight.com](mailto:brandi.smith@insight.com) or by phone at 937.415.9442.

Sincerely,

*Sarah Johnson Boothe*

Solutions Executive  
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The logo for SADA, featuring the letters "S A D A" in a bold, sans-serif font, with a small trademark symbol (TM) to the right. Below the letters, the text "An insight company" is written in a smaller font.

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## Validity Statement

Insight Public Sector's Proposal is valid for 30 days from the date of submission stated on the Cover Page, with optional extensions granted upon mutual agreement between Insight and the Customer.

The pricing methodology referenced in this proposal only applies to the products or services included or contemplated in the solicitation. Any additions of products or services that are different from such included products or services must be agreed upon in writing by the parties prior to being subject to the included pricing methodology.

## NASPO Clarification Statement

Insight is an awarded Value-Added Reseller (VAR) under the NASPO ValuePoint Cloud and Software Solutions Contract #LS5002 and is authorized to provide Software as a Service (SaaS), Infrastructure as a Service (IaaS), Platform as a Service (PaaS), On-Premise Software, and Value-Added Services. Under the NASPO contract framework, Direct Service Providers develop and offer their own cloud or software solutions, while VARs are authorized to resell those solutions and deliver associated services. As an authorized Google reseller, Insight is fully qualified to provide Google Cloud Platform, Google Workspace, related software, and professional services under its awarded NASPO contract categories, and therefore is responding to this CRFQ consistent with the scope and intent of the NASPO Cloud and Software Solutions contract. Insight respectfully submits that its participation in this CRFQ is fully aligned with the NASPO contract structure and the objective of providing the State with qualified, authorized suppliers capable of delivering the requested Google solutions and services.

## Executive Summary



### *Our Understanding of your Business and Opportunity Requirements*

The State of West Virginia is seeking to establish a statewide contract with a qualified Google Public Sector Partner to provide Google Cloud Platform (GCP), Google Workspace, software subscriptions, and related professional services through a State-owned tenant model. The State's objectives include enabling secure and scalable cloud adoption, streamlining the procurement and management of Google technologies, supporting migration and implementation initiatives, and providing ongoing optimization, technical support, and advisory services that meet the evolving needs of state agencies.

Insight appreciates the opportunity to respond to this CRFQ and demonstrate our qualifications as a trusted Google Public Sector Partner. As a leading public sector technology solutions provider and Google Cloud partner, Insight combines deep expertise in cloud licensing, migration, implementation, managed services, and adoption support to help government organizations modernize IT environments, enhance collaboration, and maximize the value of their Google Cloud investments through secure, scalable, and outcome-driven solutions.

### **Established Partnership with the State of West Virginia**

Insight maintains a long-standing strategic partnership with the State of West Virginia, strengthened by the deep Google Cloud expertise gained through its acquisition of SADA Systems, LLC in December 2023. As a premier Google Cloud partner, SADA brought extensive engineering capabilities across the entire Google Cloud ecosystem and a proven track record delivering complex cloud modernization initiatives. Today, as part of Insight, SADA enhances our ability to help organizations accelerate cloud adoption, maximize the value of Google technologies, and leverage emerging innovations such as Generative AI.

Due to SADA's role as a subcontractor to SHI under the existing Contract #GSUITE20, Insight currently serves as the State's provider for Google licensing and has successfully delivered multiple professional services engagements, including West Virginia's initial migration from Microsoft Office to Google Workspace. More recently, Insight provided implementation and change management services to support the adoption of Gemini for Google Workspace. This established relationship, combined with our proven Google Cloud expertise and knowledge of the State's environment, positions Insight to continue delivering strategic value and successful outcomes for West Virginia.

Insight (SADA) currently provides the following support and services for the State of West Virginia.

#### **Current West Virginia Support with Insight/SADA**

- **Monthly Reoccurring Meeting with West Virginia leadership**
  - Sarah Johnson, serving as the State's Solution Executive, conducts monthly sync meetings with key stakeholders Donald Patterson (CIO), Bradlee Wolfe, and Cindi Cvechko. These sessions focus on reviewing active and open support tickets, tracking state-level technical and operational initiatives, and addressing strategic questions or concerns regarding Google Workspace updates, feature rollouts, and platform enhancements.
- **Quarterly Google Workspace Roadmap Sessions**
  - Sarah Johnson schedules a quarterly hour-long session to review Google's upcoming feature releases for the upcoming quarter to prepare the state for any significant changes or potential adoption opportunities within the Google Workspace tool

- **Direct Access to Account Executive**

- The West Virginia Office of Technology maintains dedicated, direct access to Sarah Johnson via phone, Google Chat, and email to ensure seamless communication and rapid response for any administrative, technical, or operational needs.
- This direct line of communication has proven critical during emergency situations, enabling immediate real-time status updates, expedited escalation workflows, and swift resolution of critical issues impacting state operations.

- **Extended Support Desk Offerings**

- Utilization of the Insight/SADA Support Desk, which provides 24/7 Google gold certified support, has proven to be an invaluable asset to the State of West Virginia, offering comprehensive technical assistance and strategic operational support across all state departments.
- Cindi Cvechko has worked closely with Alex Crepeau from the Insight/SADA Support Team, and together they have been able to consistently resolve high urgency tickets quickly and efficiently. This collaborative relationship ensures rapid troubleshooting, minimal downtime for vital state services, and seamless escalation paths for complex technical challenges.
- The State of West Virginia has opened 28 tickets with the Insight/SADA support team since 8/12/2025.

- **Google Workspace Migration - 11/10/2020**

- **G Suite Core Product Activation:** Advisory and hands-on assistance with the initial setup of the G Suite Admin Panel, configuration of email routing, spam/virus settings, Multiple Domain Management, and Chrome Browser deployment best practices.
- **Google Vault Configuration:** Partnership with administration and legal teams to establish custom data retention rules, legal holds, role assignments, and training on data discovery or extraction.
- **Provisioning & Lifecycle Management:** Conducting conflict account discovery and overview workshops, installing and configuring Google Cloud Directory Sync (GCDS) for Active Directory data synchronization, and consulting on calendar, user, and group management lifecycles.
- **Mobile Device Management (MDM):** Deployment assistance for G Suite mobile configurations, policy matching, offboarding practices, and strategic communication coaching or end-user documentation.
- **Customer Support Enablement:** Equipping internal helpdesk teams through structure discovery, product demos, hands-on administration workshops, and support handout templates.
- **Data Migration Services:** Deployment and configuration of server tools to migrate data across multiple phases, explicitly covering:
  - User Drives & Shared Drives.
  - Core Mail & Calendars.
  - Shared Mailboxes.
  - Google Vault Archives.
  - SharePoint Repositories.
- **Adoption, Change Management & Training:** Tailoring rollouts via comprehensive change management roadmaps, establishing a Custom Learning/Resource Center site, and deploying standard training formats consisting of 46 remote webinars and 26 onsite training days.

- **Project Management:** Strategic deployment oversight utilizing Smartsheet, including project kickoff orchestration, change control execution, and structured timeline, risk, and escalation tracking.
- **Gemini Enablement Program - Current until 9/4/2026**
  - **Discovery & Enablement Strategy:** Defining overall project vision, conducting a 90-minute success metrics workshop, baselining current Gemini adoption, and building a structured enablement calendar and strategy.
  - **Change Management & Communication Consulting:** Providing ongoing adoption coaching, customized weekly tips and communications, feedback survey administration, and a visual Success Metrics & Measurement Dashboard.
  - **End-User Training & Content Delivery:** Delivering up to 32 live end-user training sessions (30-min and 60-min formats), 8 expert office hour sessions, customized documentation templates, and producing short tips and promotional video assets.
  - **Comprehensive Project Governance:** Managing project scope, schedule (via Smartsheet), budget, bi-weekly status reporting, risk/issue tracking, and leading project kickoff and escalation workflows.
  - **Post-Engagement Analysis & Insights:** Compiling a comprehensive project summary detailing end-user feedback, office hour trends, identified business use cases, and strategic recommendations for future Gemini expansion.

Through this combination of licensing support, technical expertise, adoption services, management, and executive engagement, Insight provides continuity through the same trusted resources already familiar with the State's environment, priorities, and operational needs.

### *Insight's Solution for the State of West Virginia*

Insight's approach is centered on simplifying the current supply chain by supporting direct or Tier-1 fulfillment paths where available through cooperative procurement vehicles, while maintaining compliance with Google's requirements. By reducing unnecessary administrative "hoops," Insight helps organizations shorten provisioning timelines, improve accountability, and gain clearer visibility of the State's licenses. This streamlined model directly supports the State's goal of achieving predictable fulfillment without maintaining costly buffer inventories.

At enterprise scale, subscription transitions introduce material operational risk if not executed with rigor and coordination. Insight brings experience supporting large Google Workspace environments through complex administrative changes, including Partner of Record transitions, with a focus on continuity, accuracy, and zero-downtime outcomes. Insight's methodology emphasizes advanced coordination, documented transition procedures, and close alignment with Google and all involved stakeholders to ensure a seamless cutover for tens of thousands of users.

### *Value Added Services Credits*

As part of Insight Public Sector's value-added offering, we are providing the State with **\$300,000 in services credits** at no additional cost. These credits will be available for use during the **first twelve (12) months** following the effective date of the Customer Agreement and may be applied toward future professional services engagements performed under a mutually agreed Statement of Work (SOW).

The services credits are intended to help maximize the State's investment and may be used for a wide range of strategic, technical, and adoption-focused initiatives, including activities that support the activation, deployment, governance, training, and user adoption of the State's newly procured **25,000 Gemini Enterprise licenses**. This value-added commitment provides the State with additional flexibility and resources to accelerate outcomes, drive user adoption, and ensure the successful realization of the solution's intended benefits.

### *Adoption and Training*

Insight does provide adoption and training support as part of our standard partnership for large public sector Google Workspace clients. This typically includes access to standard training templates and curated content for common user personas (end users, power users, and admins), along with FAQs, quick-reference guides, and communication templates that the State can brand and distribute. We also share best-practice playbooks for rollout communications and basic change management (e.g., launch plans, reinforcement campaigns, and messaging tailored to different departments).

In addition, Insight offers "train-the-trainer" sessions—usually targeted at agency champions, service desk staff, and local administrators—so that the State can build internal capability to support ongoing adoption without relying solely on vendor-led training. For more complex or broad-based change efforts, Insight can provide optional, project-based change management services (stakeholder analysis, detailed communications plans, role-based training curricula, and measurement of adoption outcomes), but foundational training assets and core train-the-trainer enablement are generally available within the base partnership framework.

### *Technical Integration*

Insight can build and support API-based integrations that connect your Google Workspace tenant directly to internal procurement systems to enable "Just-in-Time" provisioning workflows. Using Google Admin/Directory APIs, SCIM, and common integration platforms (e.g., identity providers, iPaaS, or ITSM tools), we can design workflows OU/group assignment, or license allocation—without manual tickets or delays.

Similarly, changes in, for example, the procurement systems can drive automated adjustments, suspensions, or deprovisioning, freeing and reallocating licenses according to pre-defined policies. These integrations are implemented as scoped projects with clear security and audit controls, ensuring that data flows, API permissions, and workflow logic comply with the State's security standards and any relevant government requirements. This helps keep license utilization tightly aligned with actual updates.

## Why Insight

Insight empowers the State and its agency partners with Insight Intelligent Technology Solutions™ to securely deliver digital services to residents, businesses, and state employees. As a Fortune 500 global provider of hardware, software, cloud, and services, we bring deep public sector experience and a proven ability to operate within state-level procurement, security, and compliance frameworks.

Insight Public Sector includes dedicated state and local government teams that understand the State's operational, budgetary, and regulatory environment. We align to the State's governance and standards—including security, privacy, accessibility, and government-aligned cloud requirements—while integrating seamlessly with existing statewide contracts and cooperative purchasing vehicles. For the State of West Virginia, Insight applies established protocols for contract validation, compliance checks, and specialized support channels, ensuring that every engagement is auditable, policy-aligned, and designed to support the State's objective of establishing an "End Customer Account Model" that is secure, reliable, and cost-effective.

## Proven Google Cloud and Workspace Expertise

Insight has maintained a Google Cloud partnership for more than 19 years and has been recognized 9 times as a Google Partner of the Year. Insight's Google practice includes approximately 700 teammates, with a dedicated Google Workspace and Advisory team of approximately 55 professionals supporting deployment engineering, program management, change management, and long-term Workspace sustainment. Across its client base, Insight supports more than 40 million Workspace users and more than 4,000 Google Workspace clients.



As a leading Solutions Integrator, our experts solve our clients' technology challenges by combining the right hardware, software, and services to pave the road to Google Cloud.



### Secure, integrated solutions

We help implement high-quality, scalable solutions from the cloud to the edge — quickly and safely.



### End-to-end capabilities

We architect, build, and optimize Google Cloud platforms designed to meet unique needs.



### Technology expertise

With 35+ years as an industry leader, our deep understanding of hardware, devices, and software helps future-proof organizations.



### Google Cloud investment and proficiency

9x Google Cloud Partner of the Year  
6 Google Cloud Public Sector Expertise badges  
400+ Google Cloud certified professionals

## Insight Services Capabilities with Google Cloud



**Insight**

**Insight**  
PUBLIC SECTOR

## Google Cloud excellence

- **18+ years** as a Google Cloud Premier Partner
- **9x** Google Cloud Partner of the Year
- Consistently high Proserv **NPS of 79**
- **500+** Google Cloud certified professionals
- **21** Google Cloud Competencies
- Recognized with 6 Google Cloud **Public Sector Expertise Badges**



## A Complete Workspace Services Lifecycle

Insight can support the State throughout the full Google Workspace lifecycle—from planning and licensing through implementation, adoption, administration, optimization, and ongoing support. Our capabilities include:

- **Assessment and strategy:** Current-state discovery, stakeholder and agency requirements analysis, technical readiness assessment, licensing and edition recommendations, roadmap development, and implementation planning.
- **Migration and deployment:** Structured migration of Email, Drive, and Vault workloads from Microsoft 365, on-premises platforms, and other cloud environments. Our methodology includes assessment and planning, pilot migration, production cutover, validation, and transition to operations.
- **Security, governance, and compliance:** Assistance with identity and access controls, organizational-unit and group design, data governance, retention, legal holds, auditability, and secure administration. Migration planning can address message fidelity, folder and label structures, permissions, retention policies, and e-discovery requirements.
- **Adoption and change management:** End-user communications, role-based training, quick-reference materials, FAQs, launch planning, reinforcement campaigns, and train-the-trainer sessions for agency champions, service desk personnel, and local administrators.
- **Technical account management:** A dedicated Technical Account Manager can serve as the State's primary technical and operational point of coordination, supporting issue resolution, root-cause analysis, service reviews, escalation management, and communication of Google platform changes.
- **Strategic advisory and optimization:** A vCIO-style advisory function can support long-term roadmap planning, budget-cycle alignment, Workspace security and feature adoption, license right-sizing, and integration of Workspace with the State's broader digital workplace strategy.
- **Ongoing administration and support:** Insight can provide administration, operational support, health reviews, troubleshooting, escalation coordination, and continuous improvement services tailored to the State's operating model.

## A Low-Risk, Outcome-Oriented Approach

Insight's delivery model is designed to reduce operational disruption and create a sustainable foundation for State and agency use. We begin by aligning technical, business, security, and user requirements; establish a practical migration and adoption plan; validate the approach through a controlled pilot; and then execute production deployment using documented runbooks, governance processes, and post-migration validation.

For a public sector environment such as the State of West Virginia, this approach supports agency-level coordination while preserving appropriate central governance. It also enables the State to build internal capability rather than relying solely on external resources. Insight's training templates, curated role-based content, communications materials, and train-the-trainer programs help State personnel continue supporting users after implementation.

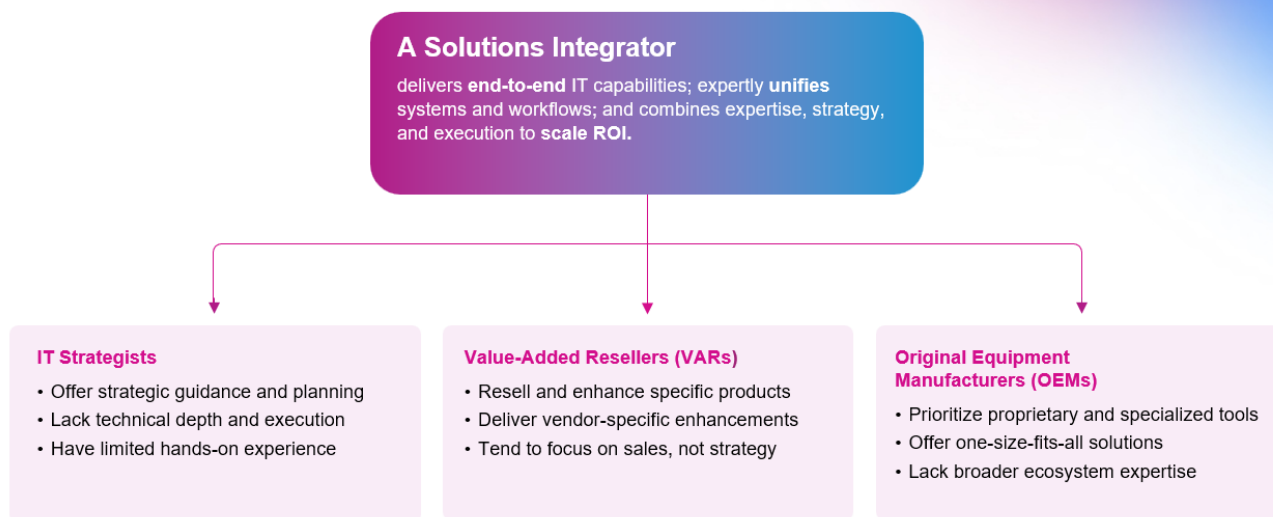
## Partnership and Public Sector Value

Insight provides the State with a single accountable partner for Google Workspace licensing and services. Our capabilities span Google Workspace, Google Cloud Platform, security, data and analytics, application modernization, managed services, and broader IT lifecycle requirements. This integrated model can help the State:

- Simplify procurement, licensing fulfillment, and subscription management;
- Align Workspace editions and add-ons with user and agency requirements;
- Reduce migration risk through phased planning, piloting, and validation;
- Improve user adoption and productivity through structured enablement;
- Strengthen governance, security, and operational consistency;
- Obtain timely technical guidance and coordinated escalation support; and
- Establish a sustainable, multi-year Workspace roadmap.

Insight's global delivery organization and public sector experience provide scalable resources while maintaining dedicated account and service leadership. Through Insight, the State of West Virginia can access the resources of a Fortune 500 technology solutions integrator while receiving a public sector-oriented engagement model focused on accountability, security, user adoption, and measurable value.

## Our power as a Solutions Integrator



## About Insight

For more than 30 years, Insight Public Sector, Inc. (Insight) has helped public sector organizations achieve their strategic goals through innovative technology solutions and services. As a leading solutions integrator, Insight architects, implements, and manages complex IT environments, delivering deep expertise across cloud, data and AI, cybersecurity, and intelligent edge technologies. These capabilities are strengthened by strategic relationships with more than 6,000 technology partners, enabling Insight to deliver tailored, best-fit solutions that simplify operations, enhance user experiences, improve decision-making, and drive organizational efficiency and growth.



As a Fortune 500 global solutions integrator with annual revenues of \$8.2 billion, Insight provides clients with access to a comprehensive portfolio of technology solutions, professional services, managed services, and industry-leading products from the world's most respected manufacturers. This scale, combined with Insight's public sector focus, allows us to deliver exceptional value, technical depth, and procurement flexibility.

Founded in 1988 and headquartered in Chandler, Arizona, Insight has decades of experience supporting

state and local governments, federal agencies, educational institutions, and other public sector organizations. Our team of certified engineers, technology specialists, and service delivery professionals is committed to serving as a trusted advisor to our clients. Through an extensive portfolio of products, end-to-end IT services, and a broad range of cooperative purchasing vehicles and government contracts, Insight helps organizations streamline procurement, accelerate technology adoption, simplify deployment, and maximize value throughout the IT lifecycle.

## Take your ambitions further, faster

### Devices and Digital Workplace

Create a productive, flexible, and secure workplace that fosters innovation with optimized devices.

### Applications and Integrations

Create new product experiences and transform legacy applications to drive increased business value.

### Hybrid Multicloud

Optimize cloud solutions for seamless scalability and performance.

### IT Modernization

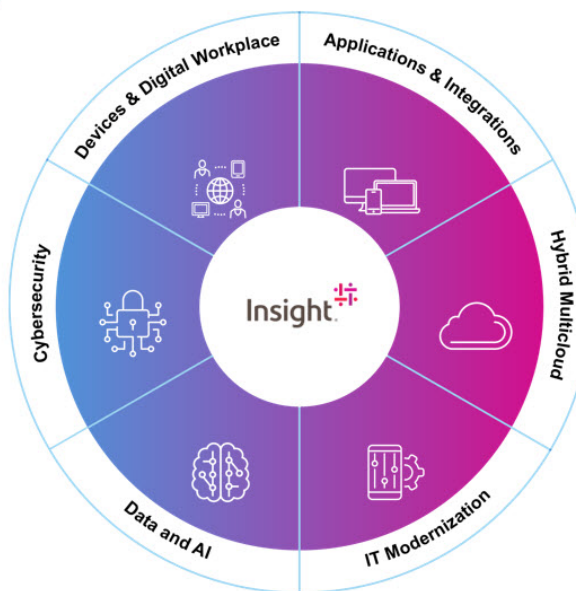
Revitalize hardware infrastructure to drive efficiency and support scalability.

### Data and AI

Leverage analytics and AI to transform and secure business operations and user experiences.

### Cybersecurity

Mitigate risks, enhance resilience, and secure business assets.



Insight prides itself in retaining tenured employees with deep technical knowledge in cloud environments and in adding expertise in evolving innovative areas of technology. Insight's key differentiators include:

- Powerhouse of technical expertise and certifications: Insight has access to more than 6,400 skilled, certified consulting and service delivery personnel with thousands of industry technical certifications in virtually every discipline, allowing us to scale strategic services as needed.
- Deep infrastructure investments in inventory, integration, and support: Insight's assets allow clients to gain economies and scaling capabilities thanks to our substantial investment in ISO-certified facilities and integration centers.
- Proven track record in service environments: Insight's personnel have extensive experience in service environments, from providing customization for agency requirements to mapping out long-term strategic plans for future implementations.
- Top-level OEM relationships: IPS has strategic, high-level relationships with over 6,000 major technology OEMs and publishers to offer front-line information concerning ongoing technology roadmaps, forward-notice product changes, and product line refreshes. We assign dedicated staff responsible for bringing a detailed view of each OEM's technology and product lifecycle directly to our top clients.
- World-class experience in both traditional and non-traditional task areas: Our innovative IT solutions offerings for the Public Sector include Google Cloud Platform, Workspace, Software, and Services. Insight's solution areas are outlined below:

## We are your **Solutions Integrator**

As a trusted partner, we deliver public sector solutions that reduce waste, increase efficiency, and modernize with intention.

### LONG LEGACY & KNOWLEDGE

No. **427** on the  
Fortune 500

Founded in **1988**

### STRATEGIC RELATIONSHIPS

**20+**  
core partnerships

### PUBLIC SECTOR REACH

**200+**  
contract vehicles

### BROAD EXPERTISE

**500+**

IPS teammates in sales, capture, proposals, bidding, contracts, and engineering

### FINANCIAL STABILITY

**\$8.2B**  
in 2025

### INDUSTRY CONNECTIONS

**6K+**

deep partnerships with hardware, software, and cloud providers

## Required Forms

Insight has provided the following required forms as separate attachments for review and consideration:

- CRFQ SWC2700000002 BID DOCUMENTS - Insight
- Final\_CRFQ\_0212\_SWC2700000002\_2\_WV\_CRFQ\_FORM - Insight
- Addendum No 1\_032 - Insight



CRFQ  
SWC2700000002 BID



Final\_CRFQ\_0212\_S  
WC2700000002\_2\_W



Addendum No  
1\_032 - Insight.pdf



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

State of West Virginia  
Centralized Request for Quote  
Info Technology

|                                                                                  |                            |                         |                                                                                                                                      |
|----------------------------------------------------------------------------------|----------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Proc Folder:</b> 2024666                                                      |                            |                         | <b>Reason for Modification:</b><br>Addendum No 1 is issued to publish Questions and answers and a revision of Exhibit B pricing page |
| <b>Doc Description:</b> Google Cloud Platform, Workspace, Software, and Services |                            |                         |                                                                                                                                      |
| <b>Proc Type:</b> Central Master Agreement                                       |                            |                         |                                                                                                                                      |
| <b>Date Issued</b>                                                               | <b>Solicitation Closes</b> | <b>Solicitation No</b>  | <b>Version</b>                                                                                                                       |
| 2026-08-21                                                                       | 2026-08-28 13:30           | CRFQ 0212 SWC2700000002 | 2                                                                                                                                    |

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

**Vendor Customer Code:** 000000180127  
**Vendor Name :** Insight Public Sector, Inc.  
**Address :** 2701  
**Street :** E. Insight Way  
**City :** Chandler  
**State :** AZ  
**Country :** USA  
**Zip :** 85286  
**Principal Contact :** Brandi Smith  
**Vendor Contact Phone:** 937.415.9442  
**Extension:**

**FOR INFORMATION CONTACT THE**

**BUYER** Toby L Welch  
(304) 558-8802  
toby.l.welch@wv.gov

Vendor  
Signature X

**FEIN#** 36-3949000

**DATE** August 26, 2026

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

Addendum No 1 is issued for the following reasons:

- 1) To publish Vendor Question with the Agency's responses.
- 2) To publish a revised copy of Exhibit B pricing page with a revision date of 8/21/26.
- 3) To modify the bid opening date from 8/25/26 to 8/28/26

---no other changes---

**INVOICE TO**

DEPARTMENT OF  
ADMINISTRATION  
OFFICE OF TECHNOLOGY  
1900 KANAWHA BLVD E,  
BLDG 5 10TH FLOOR  
CHARLESTON WV  
US

**SHIP TO**

WV OFFICE OF  
TECHNOLOGY  
BLDG 5, 10TH FLOOR  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

| Line | Comm Ln Desc                                                 | Qty     | Unit Issue | Unit Price | Total Price |
|------|--------------------------------------------------------------|---------|------------|------------|-------------|
| 1    | Google Cloud Solutions and Software See Cost Sheet Exhibit B | 0.00000 | EA         |            |             |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43230000  |              |               |         |

**Extended Description:**

Google Cloud Solutions and Software See Cost Sheet Exhibit B

**SCHEDULE OF EVENTS**

| <u>Line</u> | <u>Event</u>                   | <u>Event Date</u> |
|-------------|--------------------------------|-------------------|
| 1           | Questions are due by 3:00 p.m. | 2026-08-12        |

**SOLICITATION NUMBER:** CRFQ SWC2700000002

**Addendum Number: 1**

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- ☒ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☒ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☒ Other

**Description of Modification to Solicitation:**

Addendum No 1 is issued for the following reasons:

- 1) To publish Vendor Question with the Agency's responses.
  - 2) To publish a revised copy of Exhibit B pricing page with a revision date of 8/21/26.
  - 3) To modify the bid opening date from 8/25/26 to 8/28/26
- no other changes—

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

## **ATTACHMENT A- QUESTIONS & RESPONSES**

## GOOGLE CLOUD PLATFORM, WORKSPACE, SOFTWARE, AND SERVICES

Q.1 Would the State please remove the requirement for the Vendor to be a supplier of the NASPO Cloud & Software Solutions Portfolio as a Direct Service Provider?

***No. Pursuant to WV Code §5A-3-19, The State is conducting a secondary competitive procurement under the NASPO Cloud & Software Solutions cooperative contract. Because NASPO has already performed the competitive qualification and vetting process, participation in this solicitation is limited to vendors who have been awarded all relevant Google categories under the NASPO portfolio as both a Direct Service Provider and a Value-Added Reseller. This ensures that all respondents are prequalified, meet NASPO's capability and certification requirements, and are eligible to provide the full scope of Google Workspace, Google Cloud Platform, and related services contemplated in this contract.***

Q.2 Where does the State of West Virginia want the license pricing to be added? Can an additional table be added to Exhibit B, Pricing Page?

***Exhibit B (revised on 8/21/26), requires vendors to provide a guaranteed minimum discount for each NASPO category. The State will not evaluate product-level or SKU-level pricing, and vendors must not add additional pricing tables. All Google Workspace and Google Cloud Platform license pricing falls under the SaaS category for discount purposes.***

Q.3 Can the State of West Virginia clarify the requested subscription amounts, license types, and licenses to be quoted across the identified products?

***See response to Question 2***

Q.4 Are there any additional subscriptions not explicitly listed that should be included in vendor pricing?

***See response to Question 2***

Q.5 Given the timing of question responses and addenda, will the State consider extending the proposal due date to allow vendors adequate time to incorporate responses into their proposals?

***The bid opening date will remain the same. This solicitation is a NASPO secondary competition, and the timeline is structured to ensure award prior to the expiration of the current catalog on September 16, 2026. The State believes the information provided in the Q&A is sufficient for vendors to complete Exhibit B (revised on 8/21/26) and submit competitive category-level discounts.***

**GOOGLE CLOUD PLATFORM, WORKSPACE, SOFTWARE, AND SERVICES**

Q.6 Can we provide different discounts per year over the 3 year term?

***Vendors must provide a single firm fixed discount for each NASPO category.***

***Discounts must remain constant for the full term of the contract and cannot vary year-to-year. Exhibit B(revised on 8/21/26) evaluates only category-level discounts, not multi-year pricing structures. See section 13 of the terms and conditions for additional information***

Q.7 Would the State contractually commit to the “expected usage” as defined in the RFQ.

***No. The State will not contractually commit to usage quantities. The figures in Exhibit B (revised on 8/21/26) represent anticipated initial utilization only and are provided for discount evaluation purposes only. Actual usage may increase or decrease over the life of the contract, and orders will be placed on an as-needed basis under the awarded category discounts. Usage is estimated and not guaranteed or implied.***

Q.8 Can we provide an addendum quote for a bundled Google option if it drives savings for the State?

***See response to Question 2***

Q.9 Must we adhere strictly to the format? I.e. how do we articulate incremental incentives (things like GCP credits, service credits, partner services, etc)

***Vendors must adhere strictly to Exhibit B(revised on 8/21/26). The State will evaluate only the guaranteed minimum discount for each NASPO category. Incremental incentives such as GCP credits, service credits, partner-funded services, or migration assistance cannot be included in the bid response or evaluated as part of Exhibit B(revised on 8/21/26). vendor offered incentives may be presented post-award at their discretion, but they cannot be part of this competitive evaluation.***

Q.10 Can we call out service level group pricing (i.e. specific categories inside e.g. SaaS or PAAS, etc)?

***For the contract term. Refer to question number 6***

Q.11 Should we respond to this bid with your Workspace Renewal pricing? If so, which category would that be a part of?

***See Question number 6***

Q.12 Does the State of West Virginia currently utilize Google Workspace?

If yes, what Google Workspace edition(s) are currently deployed (e.g., Enterprise Standard, Enterprise Plus, Business Plus, etc.)?

***Yes, Currently the State has deployed Enterprise Plus and Frontline***

**GOOGLE CLOUD PLATFORM, WORKSPACE, SOFTWARE, AND SERVICES**

Q.13 What is the current Google Workspace tenant/domain name?

***The State's tenant\domain name is WV.GOV***

Approximately how many Google Workspace users are currently licensed?

***25000***

Q.14 Is this opportunity intended as:

- A net-new Google Workspace deployment,
- A renewal of existing Google Workspace services, or
- A transfer from an existing Google reseller?

***This solicitation is for a continuation of the State's existing Google Workspace and Google Cloud Platform services. The State is not deploying a new tenant and does not require migration or onboarding services. The WV.GOV domain and current license structure (Enterprise Plus and Frontline) will remain in place. The contract is open-ended, allowing the State to add additional Google Workspace, Google Cloud Platform, and related products under the awarded category discounts as needed.***

Q.15 Are there any anticipated Google Workspace licensing quantities or estimated annual consumption figures available for pricing purposes?

***Anticipated initial usage for each category is provided on Exhibit B(revised on 8/21/26)***

Q.16 Is there a current Google Workspace contract renewal or expiration date that vendors should consider when preparing responses?

***It is the State's intention to award prior to the expiration of the current catalog on September 16, 2026.***

**Q.17 3.1.1** – Will the State confirm whether a vendor awarded under NASPO as a Value-Added Reseller satisfies the eligibility requirements of Section 3.1.1, provided that any direct professional services are delivered either natively or through Google-certified subcontractors in accordance with Section 3.1.3.4? Alternatively, is the State's intent to restrict eligibility strictly to suppliers holding explicit native designations in both columns?

***This solicitation is a NASPO secondary competition conducted under WV Code §5A-3-19. NASPO has already completed the competitive vetting and pre-qualification of vendors, including evaluation of technical capability, category coverage, and service delivery***

**GOOGLE CLOUD PLATFORM, WORKSPACE, SOFTWARE, AND SERVICES**

***qualifications. Participation in a secondary competition must remain limited to vendors awarded in all required Google categories as both a Direct Service Provider and a Value-Added Reseller, as shown on Attachment A. NASPO award status cannot be substituted or supplemented through subcontractors. Vendors must hold both designations directly to be eligible.***

Q.18 3.1.1 – Has the State determined that limiting participation to direct Service providers is necessary to achieve the objectives of this procurement? If not, would the State consider expanding eligibility to authorized public sector partners capable of providing the required Google licensing, cloud services, support, and professional services?

***See response to question 17***

Q.19 3.1.2 – Does the state plan to sign a NASPO Participating Addendum with the company who is awarded the bid?

***The State does not, terms and conditions are included in the solicitation. The requirement to include the NASPO minimum discount on Exhibit B has been removed. Revised Exhibit B has a revision date of 8/21/26 and will be entered via addendum.***

Q.20 3.1.2 – Does the state plan to clearly define the expected services to be included in the bid, specifically as it relates to On-Premise and Value Added services?

***Estimated initial utilization is included in Exhibit B(revised on 8/21/26)***

Q.21 Will the services need to be clearly defined in the catalogue?

***Yes. All services offered must be clearly defined within the existing NASPO Google catalogue. Vendors may only list services, SKUs, and professional service offerings that were vetted and awarded under the NASPO Cloud & Software Solutions Master Agreement. Custom service categories, non-NASPO offerings, or bundled service definitions cannot be added or evaluated. Change orders will be executed by mutual agreement between the successful vendor and the state***

Q.22 3.1.4 – Must the required cost visualization tooling support automated multi-agency chargeback reporting, customizable budget threshold alerts, and executive FinOps dashboards at no additional charge to the State?

***Yes, it must be included at no additional cost***

## GOOGLE CLOUD PLATFORM, WORKSPACE, SOFTWARE, AND SERVICES

**Q.23 3.1.9** – To ensure that the state is receiving comparable responses, will the state be providing a workbook of expected skus to be included in the catalogue?

***No. The State will not provide a workbook of expected SKUs. Vendors must use the NASPO-approved Google catalogue and list only the SKUs and services they were awarded under the NASPO Cloud & Software Solutions Master Agreement. Catalogue items must be organized under the NASPO-defined categories, and no supplemental SKU workbook will be issued.***

**Q.24 Exhibit B** – How did the state calculate the estimated spend per year per category?

***Current utilization***

**Q.25** Can you please provide copy of the completed and approved Cooperative Purchasing Request, Justification, and Approval (WV-40) form for this solicitation

***No. The WV-40 Cooperative Purchasing Request, Justification, and Approval form is an internal State procurement approval document and is not part of the solicitation materials. It is not provided to vendors through the solicitation process. All information relevant to this solicitation is contained within the published RFQ and its attachments.***

**Q.26** Prior to the subject solicitation being posted, has State Purchasing determined via a separate solicitation that using the NASPO contract is financially advantageous for the State of West Virginia? Ms. Willis stated in an email to me that the State sometimes issues their own competitive solicitation first before deciding to use a cooperative agreement like GSA, NASPO etc

***Yes. The State completed the required internal review and approval process. The determination to utilize the NASPO agreement was made in accordance with WV Code §5A-3-19. This internal approval process is not part of the solicitation and is not distributed to vendors. All information relevant to bidding is contained within the published RFQ and its attachments. See response number 1 for more information***

**Q.27** The solicitation limits participation to vendors currently holding both Direct ServiceProvide and Value-Added Reseller status under NASPO Could & Software Solutions Portfolio. To maximize competition and ensure the State receives the best overall value, would the State consider allowing proposals from Google Authorized Public Sector Partners that can provide equivalent Google products, pricing, support, and contractual protections even if they are not currently listed on the NASPO portfolio?

**GOOGLE CLOUD PLATFORM, WORKSPACE, SOFTWARE, AND SERVICES**

***No. This solicitation is a NASPO secondary competition conducted under WV Code §5A-3-19. NASPO has already completed the competitive vetting and pre-qualification of vendors via RFP, including evaluation of technical capability, category coverage, pricing methodology, and service delivery qualifications. Participation in a NASPO secondary competition must remain limited to vendors awarded directly under the NASPO Cloud & Software Solutions Master Agreement in all required Google categories as both a Direct Service Provider and a Value-Added Reseller. Vendors who are not listed on the NASPO portfolio cannot be considered, even if they are Google Authorized Public Sector Partners, because NASPO award status cannot be substituted or supplemented through equivalent offerings***

**Q.28** How will professional services experience, cloud migration methodology, managed services, and technical qualifications be evaluated relative to pricing?

***Professional services experience, cloud migration methodology, managed services, and technical qualifications are not evaluated relative to pricing. This solicitation is a NASPO secondary competition, and evaluation is based solely on the category-level discounts offered under the NASPO Google catalogue. Vendors may describe their service capabilities, but these descriptions are not scored and do not affect award determination. Any RFQ issued under the resulting contract will be awarded to the lowest-cost vendor offering the required NASPO-approved services.***

**Q.29** The specification was originally revised in 2014 and doesn't mention many modern Google Cloud capabilities. Does the State intend for this solicitation to include Gemini, Vertex AI, Agentspace, AI governance and other Google AI services?

***Yes. Modern Google AI services such as Gemini, Vertex AI, Agentspace, AI governance tools, and other Google Cloud AI capabilities may be procured under the awarded NASPO Google categories. These services do not need to be individually listed in the specification, as the NASPO catalogue already encompasses Google Cloud Platform services, including AI and machine learning offerings. Vendors may include these services within their NASPO-approved catalogue submissions, and any RFQ issued under the resulting contract will be awarded to the lowest-cost vendor offering the required NASPO-approved services.***

**ATTACHMENT B (REVISED EXHIBIT B PRICING PAGE)**

## Exhibit B (Revised on 8/21/26)

### Pricing Page

| Service            | Estimated Spend per Year | Minimum Discount To State | Yearly Cost    |
|--------------------|--------------------------|---------------------------|----------------|
| SAAS *             | \$1,000,000.00           | 54%                       | \$460,000.00   |
| IAAS **            | \$1,000,000.00           | 8%                        | \$920,000.00   |
| PAAS ***           | \$50,000.00              | 15%                       | \$42,500.00    |
| On-Premise         | \$100,000.00             | 15%                       | \$85,000.00    |
| Value Added        | \$500,000.00             | 5%                        | \$475,000.00   |
| Total Yearly Cost: |                          |                           | \$1,982,500.00 |

\* SAAS includes the following Google solutions: Google Workspace (Gmail, Drive, Docs, Meet), Assured Controls for Workspace, Gemini Enterprise, Looker, Recaptcha, Apigee

\*\* IAAS includes the following Google solutions: Compute Engine (VMs, Bare Metal), Big Query, Cloud Storage, Persistent Disk, Virtual Private Cloud (VPC), Cloud Interconnect, Google Kubernetes Engine (GKE), Cloud Run, App Engine, Cloud Functions, Cloud SQL / Spanner, Dialogue Flow, Gemini Enterprise for Customer Experience (GECX), Document AI, Gemini Enterprise Agent Platform, Gemini Models, Claude Models, Specialized AI models, Security Command Center, TPU/GPU, Translate API all other GCP Infrastructure

\*\*\* PAAS includes the following Google solutions: Google SecOps Platform

**Note:** Please refer to the "Value-Added Services Credits" section of our response for additional information regarding available services credits. These credits represent added value beyond the pricing presented herein.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ SWC27\*002**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

|                                                    |                                          |
|----------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Insight Public Sector, Inc.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

August 26, 2026

\_\_\_\_\_  
Date

**NOTE:** This addendum acknowledgment should be submitted with the bid to expedite document processing.

Revised 6/8/2012



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

**State of West Virginia**  
**Centralized Request for Quote**  
**Info Technology**

|                                                                                  |                            |                         |                                 |
|----------------------------------------------------------------------------------|----------------------------|-------------------------|---------------------------------|
| <b>Proc Folder:</b> 2024666                                                      |                            |                         | <b>Reason for Modification:</b> |
| <b>Doc Description:</b> Google Cloud Platform, Workspace, Software, and Services |                            |                         |                                 |
| <b>Proc Type:</b> Central Master Agreement                                       |                            |                         |                                 |
| <b>Date Issued</b>                                                               | <b>Solicitation Closes</b> | <b>Solicitation No</b>  | <b>Version</b>                  |
| 2026-07-28                                                                       | 2026-08-25 13:30           | CRFQ 0212 SWC2700000002 | 1                               |

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

**Vendor Customer Code:** 000000180127  
**Vendor Name :** Insight Public Sector, Inc.  
**Address :** 2701  
**Street :** E. Insight Way  
**City :** Chandler  
**State :** AZ **Country :** USA **Zip :** 85286  
**Principal Contact :** Brandi Smith  
**Vendor Contact Phone:** 937.415.9442 **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Toby L Welch  
(304) 558-8802  
toby.l.welch@wv.gov

**Vendor  
Signature X**

**FEIN#** 36-3949000

**DATE** August 27, 2026

**All offers subject to all terms and conditions contained in this solicitation**

**ADDITIONAL INFORMATION**

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Office of Technology (WVOT)- Agency, to establish an open-end, catalog-based ~statewide~ contract for Google Cloud Platform (GCP), Google Workspace, Software, and Services with a Public Sector Partner offering an "End Customer Account Model" as a State of West Virginia-owned tenant. per the specifications and terms and conditions as attached hereto.

**INVOICE TO**

DEPARTMENT OF  
ADMINISTRATION  
OFFICE OF TECHNOLOGY  
1900 KANAWHA BLVD E,  
BLDG 5 10TH FLOOR  
CHARLESTON WV  
US

**SHIP TO**

WV OFFICE OF  
TECHNOLOGY  
BLDG 5, 10TH FLOOR  
1900 KANAWHA BLVD E  
CHARLESTON WV  
US

| Line | Comm Ln Desc                                                 | Qty     | Unit Issue | Unit Price | Total Price |
|------|--------------------------------------------------------------|---------|------------|------------|-------------|
| 1    | Google Cloud Solutions and Software See Cost Sheet Exhibit B | 0.00000 | EA         |            |             |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43230000  |              |               |         |

**Extended Description:**

Google Cloud Solutions and Software See Cost Sheet Exhibit B

**SCHEDULE OF EVENTS**

| <u>Line</u> | <u>Event</u>                   | <u>Event Date</u> |
|-------------|--------------------------------|-------------------|
| 1           | Questions are due by 3:00 p.m. | 2026-08-12        |

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. **MANDATORY TERMS:** The Solicitation may contain **mandatory** provisions identified by the use of the words "**must**," "**will**," and "**shall**." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. **PRE-BID MEETING:** The item identified below shall apply to this Solicitation.

☒ A pre-bid meeting will not be held prior to bid opening

☐ A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the **mandatory** pre-bid meeting. Failure to attend the **mandatory** pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions **must be submitted on or before the date listed below and to the address listed below to be considered.** A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Submitted emails should have the solicitation number in the subject line. Question

Submission Deadline: Wednesday August 12, 2026

Submit Questions to: Toby L Welch  
2019 Washington Street, East Charleston, WV 25305  
Fax: (304) 558-3970  
Email: [Toby.L.Welch@wv.gov](mailto:Toby.L.Welch@wv.gov)

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through *wvOASIS*, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through *wvOASIS* at its sole discretion. Such a prohibition will be contained and communicated in the *wvOASIS* system resulting in the Vendor's inability to submit bids through *wvOASIS*. The Purchasing Division will not accept bids or modification of bids via email.

**Bids submitted in paper, facsimile, or via wvOASIS must contain a signature. Failure to submit a bid in any form without a signature will result in rejection of your bid.**

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME:  
BUYER: Toby L Welch  
SOLICITATION NO.: CRFQ SWC2700000002  
BID OPENING DATE: 08/25/2026  
BID OPENING TIME: 1:30 P.M.  
FAX NUMBER: 304-558-3970

Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

**Bid Delivery Address and Fax Number:**

Department of Administration, Purchasing Division 2019 Washington Street East  
Charleston, WV 25305-0130  
Fax: 304-558-3970

**7. BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery or via delivery by mail).

Bid Opening Date and Time: 8/25/26 @ 1:30 P.M.

**Bid Opening Location:**

Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgement Form. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. **ALTERNATE MODEL OR BRAND:** Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand **shall** clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items **may** be grounds for rejection of a Vendor's bid.

[ ] This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. **COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6.2, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

12. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor **must** be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

13. **UNIT PRICE:** Unit prices **shall** prevail in cases of a discrepancy in the Vendor's bid.

14. **PREFERENCE:** Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: [www.state.wv.us/admin/purchase/vrc/Venpref.pdf](http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf).

**15A. RECIPROCAL PREFERENCE:** The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: [www.state.wv.us/admin/purchase/vrc/Venpref.pdf](http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf).

**15. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:**

For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors.

**16. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.7.

**17. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

**18. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1- 5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

**19. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.6. and § 148-1-6.3.”

**20. WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.7. This authority does not apply to instances where state law mandates receipt with the bid.

**21. EMAIL NOTIFICATION OF AWARD:** The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.

**22. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that **shall** form the basis of a contractual agreement. **Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid.** Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

## **GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

**Initial Contract Term:** The Initial Contract Term will be for a period of FIVE (5) YEARS. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to THREE (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for \_\_\_\_\_ years;

☐ the contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in \_\_\_\_\_

**4. AUTHORITY TO PROCEED:** Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

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The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000 per occurrence.

☐ **Automobile Liability Insurance** in at least an amount of: \_\_\_\_\_ per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence.

☒ **Cyber Liability Insurance** in an amount of: \$1,000,000 per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.

☐ **Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.

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**9. WORKERS' COMPENSATION INSURANCE:** Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. VENUE:** All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ \_\_\_\_\_ for \_\_\_\_\_.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

**14. PAYMENT IN ARREARS:** Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

**15. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.

**20. TIME:** Time is of the essence regarding all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy).

**31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**33. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**34. VENDOR NON-CONFLICT:** Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**37. NO DEBT CERTIFICATION:** In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

**38. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**39. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.division@wv.gov](mailto:purchasing.division@wv.gov).

**40. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
  1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
  2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**44. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

**45. VOID CONTRACT CLAUSES:** This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

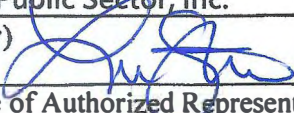
**46. ISRAEL BOYCOTT:** Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Brittany Dunaway  
(Address) 2701 E. Insight Way, Chandler, AZ 85286  
(Phone Number) / (Fax Number) Phone: 480.366.702 9/ Fax: 480.760.9488  
(email address) brittany.dunaway@insight.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Insight Public Sector, Inc.  
(Company)   
(Signature of Authorized Representative)  
Lianne Steinheiser, Global Compliance Officer August 27, 2026  
(Printed Name and Title of Authorized Representative) (Date)  
Phone: 480.333.3012 / Fax 480.760.9488  
(Phone Number) (Fax Number)  
lianne.steinheiser@insight.com  
(Email Address)

REQUEST FOR QUOTATION  
[Google Cloud Platform and Workspace]

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**SPECIFICATIONS**

**PURPOSE AND SCOPE:** The West Virginia Office of Technology (WVOT) is soliciting bids to establish an open-end, catalog-based ~statewide~ contract for Google Cloud Platform (GCP), Google Workspace, Software, and Services with a Public Sector Partner offering an “End Customer Account Model” as a State of West Virginia-owned tenant. As such, the State of West Virginia will be utilizing the NASPO Cloud & Software Solutions contract as its prequalification agreement (found here: <https://www.naspovaluepoint.org/portfolios/cloud-and-software-solutions/>). Any Vendor wishing to compete for a resulting contract must first be a Vendor on NASPO Cloud & Software Solutions awarded all categories (SaaS, IaaS, PaaS, On-Premise, and Value Added) as both a Direct Service Provider and Value-Added Reseller. See Attachment A, NASPO Cloud & Software Solutions category award spreadsheet.

Additionally, the State of West Virginia’s Chief Information Officer (CIO), under the authority granted in WV Code §5A-6-4, has established standards for the State of West Virginia’s cloud services and the resulting contracts obtained via the secondary bid process will allow the State to leverage cloud services in a quick and efficient manner on an as-needed basis. As circumstances warrant, the State will leverage the appropriate contract for public cloud services in accordance with state policy to include the enterprise architecture (EA) policy and standards.

(<https://sites.google.com/wv.gov/wvotenterprisearchitecture/home>)

Cloud instances (IaaS/PaaS) procured through the contract(s) will be provisioned within a West Virginia-owned cloud environment, at the state's discretion. Cloud services (SaaS) procured will reside in the cloud environment presenting the State best value. The contract rates shall be upload able into the appropriate public cloud environment, allowing the state to evaluate usage/cost projections.

1. **DEFINITIONS:** THE terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **“Contract Item”** means servers, storage and networking devices as more fully described by these specifications.
  - 2.2 **“Pricing Page”** means the pages, contained in wvOASIS or attached as Exhibit A, upon which Vendor should list its proposed price for the Contract Items.
  - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

REQUEST FOR QUOTATION  
[Google Cloud Platform and Workspace]

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**2. GENERAL REQUIREMENTS:**

**3.1 Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below.

**3.1.1** Vendor must be a supplier of the NASPO Cloud & Software Solutions Portfolio as both a Direct Service Provider and Value-Added Reseller. See Exhibit A. NASPO Category Award Spreadsheet.

Is your firm a supplier of the NASPO Cloud & Software Solutions Portfolio as both a Direct Service Provider and Value-Added Reseller ?

\_\_\_\_\_ Yes \_\_\_\_\_ ☒ No

[Note: Please see Insight's clarifying statement in the Validity Section of the response.](#)

**3.1.2** Vendors must be qualified and eligible to deliver the complete service catalog for Google Cloud Platform (GCP) solutions and Google Workspace. This includes offerings across Infrastructure as a Service (IaaS), Software as a Service (SaaS), Platform as a Service (PaaS), On-Premises, and Value-Added Services (VAS). Vendors are expected to provide both these services to facilitate comprehensive implementation and ongoing support under the NASPO Cloud Services and Software contract.

Is your firm authorized to sell the entire Cloud & Software Solutions Portfolio catalog?

\_\_\_\_\_ ☒ Yes \_\_\_\_\_ No

**3.1.3** Vendors must be certified through Google for delivering the required professional services and related consumable services as outlined below. (No Third-Party vendors can be utilized that are not certified by Google.)

**3.1.3.1** Must provide Professional Services in the On-Premises and Value-Added Services on the NASPO Cloud & Software Solutions.

**3.1.3.2** Services may include but are not limited to utility resale, sub-service delivery, and professional services execution.

**3.1.3.3** All resale activities must comply with applicable laws, regulations, and the terms and conditions outlined in the contract.

REQUEST FOR QUOTATION  
[Google Cloud Platform and Workspace]

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**3.1.3.4** Deliver services directly or subcontract portions of the services to qualified third parties ("Subcontractors").

**3.1.3.5** Subcontracting arrangements must be disclosed to and approved by the WVOT and State Agency authority prior to execution.

**3.1.3.6** Should provide evidence of the Subcontractor's qualifications and capability to deliver the services when the SOW Quote is accepted.

Is your firm authorized to provide the services described in the above requirements?

    X     Yes                                  No

**3.1.4** Vendors must provide individual account billing to state agencies based upon account consumption within the state-owned environment. Vendors will provide services for chargeback to individual agencies based on identified groupings of GCP Accounts provided by the WV Office of Technology. The Vendor must manage invoicing for multiple agencies and provide access to tooling for monthly reporting and visualization of GCP Cost and Utilization.

Does your firm offer individual account billing within a single state-owned cloud environment?

    X     Yes                                  No

**3.1.5** Vendors must provide a minimum percentage discount off list price equal to or greater than what is provided in the NASPO Cloud Solutions contract.

Does your firm agree to supply the State of West Virginia with a percentage discount greater than or equal to what is provided in the NASPO Cloud Services and Software contract?

    X     Yes                                  No

**3.1.6** Vendors must provide all catalog items on an ongoing, as-needed basis to the State and the minimum percentage discount must be firm for the term of the contract.

Does your firm agree to provide all catalog items on an on-going, as-needed basis to the State and further agree that the minimum percentage discount will be firm for the term of the contract?

    X     Yes                                  No

- 3.1.8** Vendors must not fulfill any orders under a resulting agreement without first obtaining approval from the West Virginia Office of Technology.

|   |     |  |    |
|---|-----|--|----|
| X | Yes |  | No |
|---|-----|--|----|

- Does your firm agree invoices to the State will only include items from **Cloud & Software Solutions catalog** and must clearly identify the category (**IAAS, PAAS, SAAS, On-Premises. or Value-Added Services**) and discount applied to each item.?

X      Yes      No

- Does your firm agree invoices to provide a catalog update once per quarter from and must clearly identify the category (**IAAS, PAAS, SAAS, On-Premises, or Value-Added Services**) of each item.

X Yes \_\_\_\_\_ No

REQUEST FOR QUOTATION  
[Google Cloud Platform and Workspace]

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**3. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**4.2 Pricing Page:** Vendor should complete the Pricing Page by providing the minimum discount per category to NASPO, the minimum discount to the State, the total annual cost for each category and the total annual cost based on estimated utilization (see Exhibit B). Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendors should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

**4. PAYMENT:**

**5.1 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

**5. DELIVERY AND RETURN:**

**6.1 Shipment and Delivery:** Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Contract Items within 180 working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at 1900 Kanawha Blvd East Building 5 10<sup>th</sup> Floor

**6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.

REQUEST FOR QUOTATION  
[Google Cloud Platform and Workspace]

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- 6.3 Delivery Payment/Risk of Loss:** Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.
- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**7 VENDOR DEFAULT:**

**7.1** The following shall be considered a vendor default under this Contract.

- 7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2 Failure to comply with other specifications and requirements contained herein.
- 7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4 Failure to remedy deficient performance upon request.

**7.2** The following remedies shall be available to Agency upon default.

- 7.2.1 Immediate cancellation of the Contract.
- 7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

REQUEST FOR QUOTATION  
**[Google Cloud Platform and Workspace]**

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7.2.3 Any other remedies available in law or equity.

**CRFQ SWC2700000002**  
**GOOGLE CLOUD PLATFORM AND WORKSPACE**

**EXHIBIT A: CATEGORY AWARD**

begins on next page.



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**CRFQ SWC2700000002**  
**GOOGLE CLOUD PLATFORM AND WORKSPACE**

**EXHIBIT B: PRICING PAGES**

begins on next page.

**Pricing Page**

| <b>Service</b> | <b>Estimated Spend per Year</b> | <b>Minumum NASPO Discount</b> | <b>Minimum Discount To State</b> | <b>Total Yearly Cost (b * d)</b> |
|----------------|---------------------------------|-------------------------------|----------------------------------|----------------------------------|
| SAAS           | 1,000,000.00                    |                               |                                  |                                  |
| IAAS           | 1,000,000.00                    |                               |                                  |                                  |
| PAAS           | 50,000.00                       |                               |                                  |                                  |
| On-Premise     | 100,000.00                      |                               |                                  |                                  |
| Value Added    | 500,000.00                      |                               |                                  |                                  |
|                |                                 |                               | <b>Total Yearly Cost:</b>        |                                  |

**Note: Please refer to Addendum 1 for insight pricing, provided on the revised pricing page.**

**CRFQ SWC2700000002**  
**GOOGLE CLOUD PLATFORM AND WORKSPACE**

**EXHIBIT C: SOFTWARE AS A SERVICE ADDENDUM**

begins on next page.

## Software as a Service Addendum

### 1. Definitions:

Acceptable alternative data center location means a country that is identified as providing equivalent or stronger data protection than the United States, in terms of both regulation and enforcement. DLA Piper's Privacy Heatmap shall be utilized for this analysis and may be found at <https://www.dlapiperdataprotection.com/index.html?t=world-map&c=US&c2=IN>.

Authorized Persons means the service provider's employees, contractors, subcontractors or other agents who have responsibility in protecting or have access to the public jurisdiction's personal data and non-public data to enable the service provider to perform the services required.

Data Breach means the unauthorized access and acquisition of unencrypted and unredacted personal data that compromises the security or confidentiality of a public jurisdiction's personal information and that causes the service provider or public jurisdiction to reasonably believe that the data breach has caused or will cause identity theft or other fraud.

Individually Identifiable Health Information means information that is a subset of health information, including demographic information collected from an individual, and (1) is created or received by a health care provider, health plan, employer or health care clearinghouse; and (2) relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (a) that identifies the individual; or (b) with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

Non-Public Data means data, other than personal data, that is not subject to distribution to the public as public information. It is deemed to be sensitive and confidential by the public jurisdiction because it contains information that is exempt by statute, ordinance or administrative rule from access by the general public as public information.

Personal Data means data that includes information relating to a person that identifies the person by first name or first initial, and last name, and has any of the following personally identifiable information (PII): government-issued identification numbers (e.g., Social Security, driver's license, state identification card); financial account information, including account number, credit or debit card numbers; or protected health information (PHI).

Protected Health Information (PHI) means individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. PHI excludes education records covered by the Family Educational Rights and Privacy Act (FERPA), as amended, 20 U.S.C. 1232g, records described at 20 U.S.C. 1232g(a)(4)(B)(iv) and employment records held by a covered entity in its role as employer.

Public Jurisdiction means any government or government agency that uses these terms and conditions. The term is a placeholder for the government or government agency.

Public Jurisdiction Data means all data created or in any way originating with the public jurisdiction, and all data that is the output of computer processing or other electronic manipulation of any data that was created by or in any way originated with the public jurisdiction, whether such data or output is stored on the public jurisdiction's hardware, the service provider's hardware or exists in any system owned, maintained or otherwise controlled by the public jurisdiction or by the service provider.

Public Jurisdiction Identified Contact means the person or persons designated in writing by the public jurisdiction to receive security incident or breach notification.

Restricted data means personal data and non-public data.

Security Incident means the actual unauthorized access to personal data or non-public data the service provider believes could reasonably result in the use, disclosure or theft of a public jurisdiction's unencrypted personal data or non-public data within the possession or control of the service provider. A security incident may or may not turn into a data breach.

Service Provider means the contractor and its employees, subcontractors, agents and affiliates who are providing the services agreed to under the contract.

Software-as-a-Service (SaaS) means the capability provided to the consumer to use the provider's applications running on a cloud infrastructure. The applications are accessible from various client devices through a thin-client interface such as a Web browser (e.g., Web-based email) or a program interface. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.

**2. Data Ownership:** The public jurisdiction will own all right, title and interest in its data that is related to the services provided by this contract. The service provider shall not access public jurisdiction user accounts or public jurisdiction data, except (1) in the course of data center operations, (2) in response to service or technical issues, (3) as required by the express terms of this contract or (4) at the public jurisdiction's written request.

**3. Data Protection and Privacy:** Protection of personal privacy and data shall be an integral part of the business activities of the service provider to ensure there is no inappropriate or unauthorized use of public jurisdiction information at any time. To this end, the service provider shall safeguard the confidentiality, integrity and availability of public jurisdiction information and comply with the following conditions:

- a) The service provider shall implement and maintain appropriate administrative, technical and physical security measures to safeguard against unauthorized access, disclosure or theft of personal data and non-public data. In Appendix A,

the public jurisdiction shall indicate whether restricted information will be processed by the service provider. Such security measures shall be in accordance with recognized industry practice and not less stringent than the measures the service provider applies to its own personal data and non-public data of similar kind. The service provider shall ensure that all such measures, including the manner in which personal data and non-public data are collected, accessed, used, stored, processed, disposed of and disclosed, comply with applicable data protection and privacy laws, as well as the terms and conditions of this Addendum and shall survive termination of the underlying contract.

- b) The service provider represents and warrants that its collection, access, use, storage, disposal and disclosure of personal data and non-public data do and will comply with all applicable federal and state privacy and data protection laws, as well as all other applicable regulations, policies and directives.
- c) The service provider shall support third-party multi-factor authentication integration with the public jurisdiction third-party identity provider to safeguard personal data and non-public data.
- d) If, in the course of its engagement by the public jurisdiction, the service provider has access to or will collect, access, use, store, process, dispose of or disclose credit, debit or other payment cardholder information, the service provider shall at all times remain in compliance with the Payment Card Industry Data Security Standard ("PCI DSS") requirements, including remaining aware at all times of changes to the PCI DSS and promptly implementing all procedures and practices as may be necessary to remain in compliance with the PCI DSS, in each case, at the service provider's sole cost and expense. All data obtained by the service provider in the performance of this contract shall become and remain the property of the public jurisdiction.
- e) All personal data shall be encrypted at rest and in transit with controlled access. Unless otherwise stipulated, the service provider is responsible for encryption of the personal data.
- f) Unless otherwise stipulated, the service provider shall encrypt all non-public data at rest and in transit, in accordance with recognized industry practice. The public jurisdiction shall identify data it deems as non-public data to the service provider.
- g) At no time shall any data or process – that either belong to or are intended for the use of a public jurisdiction or its officers, agents or employees — be copied, disclosed or retained by the service provider or any party related to the service provider for subsequent use in any transaction that does not include the public jurisdiction.
- h) The service provider shall not use or disclose any information collected in connection with the service issued from this proposal for any purpose other than fulfilling the service.
- i) Data Location. For non-public data and personal data, the service provider shall provide its data center services to the public jurisdiction and its end users solely from data centers in the U.S. Storage of public jurisdiction data at rest shall be located solely in data centers in the U.S. The service provider shall not allow its personnel or contractors to *store* public jurisdiction data on portable devices, including personal computers, except for devices that are used and kept only at its

U.S. data centers. With agreement from the public jurisdiction, this term may be met by the service provider providing its services from an acceptable alternative data center location, which agreement shall be stated in Appendix A. The Service Provider may also request permission to utilize an acceptable alternative data center location during a procurement's question and answer period by submitting a question to that effect. The service provider shall permit its personnel and contractors to access public jurisdiction data remotely only as required to provide technical support.

**4. Security Incident or Data Breach Notification:** The service provider shall inform the public jurisdiction of any confirmed security incident or data breach.

- a) Incident Response: The service provider may need to communicate with outside parties regarding a security incident, which may include contacting law enforcement, fielding media inquiries and seeking external expertise as defined by law or contained in the contract. Discussing security incidents with the public jurisdiction shall be handled on an urgent as-needed basis, as part of service provider communication and mitigation processes defined by law or contained in the contract.
- b) Security Incident Reporting Requirements: The service provider shall report a confirmed Security Incident as soon as practicable, but no later than twenty-four (24) hours after the service provider becomes aware of it, to: (1) the department privacy officer, by email, with a read receipt, identified in Appendix A; and, (2) unless otherwise directed by the public jurisdiction in the underlying contract, the WVOT Online Computer Security and Privacy Incident Reporting System at <https://apps.wv.gov/ot/ir/Default.aspx>, and (3) the public jurisdiction point of contact for general contract oversight/administration. The following information shall be shared with the public jurisdiction: (1) incident phase (detection and analysis; containment, eradication and recovery; or post-incident activity), (2) projected business impact, and, (3) attack source information.
- c) Breach Reporting Requirements: Upon the discovery of a data breach or unauthorized access to non-public data, the service provider shall immediately report to: (1) the department privacy officer, by email, with a read receipt, identified in Appendix A; and, (2) unless otherwise directed by the public jurisdiction in the underlying contract, the WVOT Online Computer Security and Privacy Incident Reporting System at <https://apps.wv.gov/ot/ir/Default.aspx>, and the public jurisdiction point of contact for general contract oversight/administration.

**5. Breach Responsibilities:** This section only applies when a data breach occurs with respect to personal data within the possession or control of the service provider.

- a) Immediately after being awarded a contract, the service provider shall provide the public jurisdiction with the name and contact information for an employee of service provider who shall serve as the public jurisdiction's primary security contact and shall be available to assist the public jurisdiction twenty-four (24) hours per day, seven (7) days per week as a contact in resolving obligations associated with a data breach. The service provider may provide this information in Appendix A.

- b) Immediately following the service provider's notification to the public jurisdiction of a data breach, the parties shall coordinate cooperate with each other to investigate the data breach. The service provider agrees to fully cooperate with the public jurisdiction in the public jurisdiction's handling of the matter, including, without limitation, at the public jurisdiction's request, making available all relevant records, logs, files, data reporting and other materials required to comply with applicable law and regulation.
- c) Within 72 hours of the discovery, the service provider shall notify the parties listed in 4(c) above, to the extent known: (1) date of discovery; (2) list of data elements and the number of individual records; (3) description of the unauthorized persons known or reasonably believed to have improperly used or disclosed the personal data; (4) description of where the personal data is believed to have been improperly transmitted, sent, or utilized; and, (5) description of the probable causes of the improper use or disclosure.
- d) The service provider shall (1) cooperate with the public jurisdiction as reasonably requested by the public jurisdiction to investigate and resolve the data breach, (2) promptly implement necessary remedial measures, if necessary, and prevent any further data breach at the service provider's expense in accordance with applicable privacy rights, laws and regulations and (3) document responsive actions taken related to the data breach, including any post-incident review of events and actions taken to make changes in business practices in providing the services, if necessary.
- e) If a data breach is a direct result of the service provider's breach of its contract obligation to encrypt personal data or otherwise prevent its release, the service provider shall bear the costs associated with (1) the investigation and resolution of the data breach; (2) notifications to individuals, regulators or others required by state or federal law; (3) a credit monitoring service (4) a website or a toll-free number and call center for affected individuals required by state law — all not to exceed the average per record per person cost calculated for data breaches in the United States in the most recent Cost of Data Breach Study: Global Analysis published by the Ponemon Institute at the time of the data breach (or other similar publication if the named publication has not issued an updated average per record per cost in the last 5 years at the time of the data breach); and (5) complete all corrective actions as reasonably determined by service provider based on root cause. The service provider agrees that it shall not inform any third party of any data breach without first obtaining the public jurisdiction's prior written consent, other than to inform a complainant that the matter has been forwarded to the public jurisdiction's legal counsel and/or engage a third party with appropriate expertise and confidentiality protections for any reason connected to the data breach. Except with respect to where the service provider has an independent legal obligation to report a data breach, the service provider agrees that the public jurisdiction shall have the sole right to determine: (1) whether notice of the data breach is to be provided to any individuals, regulators, law enforcement agencies, consumer reporting agencies or others, as required by law or regulation, or otherwise in the public jurisdiction's discretion; and (2) the contents of such notice, whether any

type of remediation may be offered to affected persons, and the nature and extent of any such remediation. The service provider retains the right to report activity to law enforcement.

**6. Notification of Legal Requests:** The service provider shall contact the public jurisdiction upon receipt of any electronic discovery, litigation holds, discovery searches and expert testimonies related to the public jurisdiction's data under this contract, or which in any way might reasonably require access to the data of the public jurisdiction. The service provider shall not respond to subpoenas, service of process and other legal requests related to the public jurisdiction without first notifying the public jurisdiction, unless prohibited by law from providing such notice.

**7. Termination and Suspension of Service:**

- a) In the event of a termination of the contract, the service provider shall implement an orderly return of public jurisdiction data within the time period and format specified in the contract (or in the absence of a specified time and format, a mutually agreeable time and format) and after the data has been successfully returned, securely and permanently dispose of public jurisdiction data.
- b) During any period of service suspension, the service provider shall not take any action to intentionally erase any public jurisdiction data.
- c) In the event the contract does not specify a time or format for return of the public jurisdiction's data and an agreement has not been reached, in the event of termination of any services or agreement in entirety, the service provider shall not take any action to intentionally erase any public jurisdiction data for a period of:
  - 10 days after the effective date of termination, if the termination is in accordance with the contract period
  - 30 days after the effective date of termination, if the termination is for convenience
  - 60 days after the effective date of termination, if the termination is for cause

After such period, the service provider shall have no obligation to maintain or provide any public jurisdiction data and shall thereafter, unless legally prohibited, delete all public jurisdiction data in its systems or otherwise in its possession or under its control.

- d) The public jurisdiction shall be entitled to any post-termination assistance generally made available with respect to the services, unless a unique data retrieval arrangement has been established as part of the Contract.
- e) The service provider shall securely dispose of all requested data in all of its forms, such as disk, CD/ DVD, backup tape and paper, when requested by the public jurisdiction. Data shall be permanently deleted and shall not be recoverable, according to National Institute of Standards and Technology (NIST)-approved methods. Certificates of destruction shall be provided to the public jurisdiction.

**8. Background Checks:** The service provider shall conduct criminal background checks in compliance with W.Va. Code §15-2D-3 and not utilize any staff to fulfill the obligations

of the contract, including subcontractors, who have been convicted of any crime of dishonesty, including but not limited to criminal fraud, or otherwise convicted of any felony or misdemeanor offense for which incarceration for up to 1 year is an authorized penalty. The service provider shall promote and maintain an awareness of the importance of securing the public jurisdiction's information among the service provider's employees and agents.

**9. Oversight of Authorized Persons:** During the term of each authorized person's employment or engagement by service provider, service provider shall at all times cause such persons to abide strictly by service provider's obligations under this Agreement and service provider's standard policies and procedures. The service provider further agrees that it shall maintain a disciplinary process to address any unauthorized access, use or disclosure of personal data by any of service provider's officers, partners, principals, employees, agents or contractors.

**10. Access to Security Logs and Reports:** The service provider shall provide reports to the public jurisdiction in CSV format agreed to by both the service provider and the public jurisdiction. Reports shall include user access (successful and failed attempts), user access IP address, user access history and security logs for all public jurisdiction files and accounts related to this contract.

**11. Data Protection Self-Assessment:** The service provider shall perform a Cloud Security Alliance STAR Self-Assessment by completing and submitting the "Consensus Assessments Initiative Questionnaire" to the Public Jurisdiction Identified Contact. The service provider shall submit its self-assessment to the public jurisdiction prior to contract award and, upon request, annually thereafter, on the anniversary of the date of contract execution. Any deficiencies identified in the assessment will entitle the public jurisdiction to disqualify the bid or terminate the contract for cause.

**12. Data Center Audit:** The service provider shall perform an audit of its data center(s) at least annually at its expense and provide a redacted version of the audit report upon request. The service provider may remove its proprietary information from the redacted version. A Service Organization Control (SOC) 2 audit report or approved equivalent sets the minimum level of a third-party audit. Any deficiencies identified in the report or approved equivalent will entitle the public jurisdiction to disqualify the bid or terminate the contract for cause.

**13. Change Control and Advance Notice:** The service provider shall give 30 days, advance notice (to the public jurisdiction of any upgrades (e.g., major upgrades, minor upgrades, system changes) that may impact service availability and performance. A major upgrade is a replacement of hardware, software or firmware with a newer or better version in order to bring the system up to date or to improve its characteristics.

**14. Security:**

- a) At a minimum, the service provider's safeguards for the protection of data shall include: (1) securing business facilities, data centers, paper files, servers, back-up

systems and computing equipment, including, but not limited to, all mobile devices and other equipment with information storage capability; (2) implementing network, device application, database and platform security; 3) securing information transmission, storage and disposal; (4) implementing authentication and access controls within media, applications, operating systems and equipment; (5) implementing appropriate personnel security and integrity procedures and practices, including, but not limited to, conducting background checks consistent with applicable law; and (6) providing appropriate privacy and information security training to service provider's employees.

- b) The service provider shall execute well-defined recurring action steps that identify and monitor vulnerabilities and provide remediation or corrective measures. Where the service provider's technology or the public jurisdiction's required dependence on a third-party application to interface with the technology creates a critical or high risk, the service provider shall remediate the vulnerability as soon as possible. The service provider must ensure that applications used to interface with the service provider's technology remain operationally compatible with software updates.
- c) Upon the public jurisdiction's written request, the service provider shall provide a high-level network diagram with respect to connectivity to the public jurisdiction's network that illustrates the service provider's information technology network infrastructure.

**15. Non-disclosure and Separation of Duties:** The service provider shall enforce separation of job duties, require commercially reasonable non-disclosure agreements, and limit staff knowledge of public jurisdiction data to that which is absolutely necessary to perform job duties.

**16. Import and Export of Data:** The public jurisdiction shall have the ability to securely import, export or dispose of data in standard format in piecemeal or in entirety at its discretion without interference from the service provider. This includes the ability for the public jurisdiction to import or export data to/from other service providers identified in the contract (or in the absence of an identified format, a mutually agreeable format).

**17. Responsibilities:** The service provider shall be responsible for the acquisition and operation of all hardware, software and network support related to the cloud services being provided. The technical and professional activities required for establishing, managing and maintaining the environments are the responsibilities of the service provider.

**18. Subcontractor Compliance:** The service provider shall ensure that any of its subcontractors to whom it provides any of the personal data or non-public data it receives hereunder, or to whom it provides any personal data or non-public data which the service provider creates or receives on behalf of the public jurisdiction, agree to the restrictions, terms and conditions which apply to the service provider hereunder.

**19. Right to Remove Individuals:** The public jurisdiction shall have the right at any time to require that the service provider remove from interaction with public jurisdiction any

service provider representative who the public jurisdiction believes is detrimental to its working relationship with the service provider. The public jurisdiction shall provide the service provider with notice of its determination, and the reasons it requests the removal. If the public jurisdiction signifies that a potential security violation exists with respect to the request, the service provider shall immediately remove such individual. The service provider shall not assign the person to any aspect of the contract without the public jurisdiction's consent.

**20. Business Continuity and Disaster Recovery:** The service provider shall provide a business continuity and disaster recovery plan executive summary upon request. Lack of a plan will entitle the public jurisdiction to terminate this contract for cause.

**21. Compliance with Accessibility Standards:** The service provider shall comply with and adhere to Accessibility Standards of Section 508 Amendment to the Rehabilitation Act of 1973.

**22. Web Services:** The service provider shall use web services exclusively to interface with the public jurisdiction's data in near real time when possible.

**23. Encryption of Data at Rest:** The service provider shall ensure hard drive encryption consistent with validated cryptography standards as referenced in FIPS 140-2, Security Requirements for Cryptographic Modules for all personal data.

**24. Subscription Terms:** Service provider grants to a public jurisdiction a license to:

- a. Access and use the service for its business purposes;
- b. For SaaS, use underlying software as embodied or used in the service; and
- c. View, copy, upload, download (where applicable), and use service provider's documentation.

**25. Equitable Relief:** Service provider acknowledges that any breach of its covenants or obligations set forth in Addendum may cause the public jurisdiction irreparable harm for which monetary damages would not be adequate compensation and agrees that, in the event of such breach or threatened breach, the public jurisdiction is entitled to seek equitable relief, including a restraining order, injunctive relief, specific performance and any other relief that may be available from any court, in addition to any other remedy to which the public jurisdiction may be entitled at law or in equity. Such remedies shall not be deemed to be exclusive but shall be in addition to all other remedies available at law or in equity, subject to any express exclusions or limitations in this Addendum to the contrary.

AGREED:

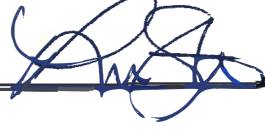
Name of Agency: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Vendor: Insight Public Sector, Inc.

Signature:  \_\_\_\_\_

Title: Global Compliance Officer

Date: August 27, 2026

## Appendix A

(To be completed by the Agency's Procurement Officer prior to the execution of the Addendum, and shall be made a part of the Addendum. Required information not identified prior to execution of the Addendum may only be added by amending Appendix A and the Addendum, via Change Order.)

Name of Service Provider/Vendor: Insight Public Sector, Inc.

Name of Agency: Insight Public Sector, Inc.

Agency/public jurisdiction's required information:

1. Will restricted information be processed by the service provider?  
Yes ☐  
No ☒
2. If yes to #1, does the restricted information include personal data?  
Yes ☐  
No ☒
3. If yes to #1, does the restricted information include non-public data?  
Yes ☐  
No ☒
4. If yes to #1, may the service provider store public jurisdiction data in a data center in an acceptable alternative data center location, which is a country that is not the U.S.?  
Yes ☐  
No ☒

5. Provide name and email address for the Department privacy officer:

Name: Lisanne Steinheiser

Email address: lisanne.steinheiser@insight.com

Vendor/Service Provider's required information:

6. Provide name and contact information for vendor's employee who shall serve as the public jurisdiction's primary security contact:

Name: Sarah Johnson

Email address: sarah.johnson@insight.com

Phone Number: 720.443.1075

**CRFQ SWC2700000002**  
**GOOGLE CLOUD PLATFORM AND WORKSPACE**

**EXHIBIT D: FEDERAL FUNDS ADDENDUM**

begins on next page.

**FEDERAL FUNDS ADDENDUM**  
**2 C.F.R. §§ 200.317 – 200.327**

**Purpose:** This addendum is intended to modify the solicitation in an attempt to make the contract compliant with the requirements of 2 C.F.R. §§ 200.317 through 200.327 relating to the expenditure of certain federal funds. This solicitation will allow the State to obtain one or more contracts that satisfy standard state procurement, state federal funds procurement, and county/local federal funds procurement requirements.

**Instructions:** Vendors who are willing to extend their contract to procurements with federal funds and the requirements that go along with doing so, should sign the attached document identified as: "REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317)"

Should the awarded vendor be unwilling to extend the contract to federal funds procurement, the State reserves the right to award additional contracts to vendors that can and are willing to meet federal funds procurement requirements.

**Changes to Specifications:** Vendors should consider this solicitation as containing two separate solicitations, one for state level procurement and one for county/local procurement.

**State Level:** In the first solicitation, bid responses will be evaluated with applicable preferences identified in sections 15, 15A, and 16 of the "Instructions to Vendors Submitting Bids" to establish a contract for both standard state procurements and state federal funds procurements.

**County Level:** In the second solicitation, bid responses will be evaluated with applicable preferences identified in Sections 15, 15A, and 16 of the "Instructions to Vendors Submitting Bids" omitted to establish a contract for County/Local federal funds procurement.

**Award:** If the two evaluations result in the same vendor being identified as the winning bidder, the two solicitations will be combined into a single contract award. If the evaluations result in a different bidder being identified as the winning bidder, multiple contracts may be awarded. The State reserves the right to award to multiple different entities should it be required to satisfy standard state procurement, state federal funds procurement, and county/local federal funds procurement requirements.

**State Government Use Caution:** State agencies planning to utilize this contract for procurements subject to the above identified federal regulations should first consult with the federal agency providing the applicable funding to ensure the contract is compliant.

**County/Local Government Use Caution:** County and Local government entities planning to utilize this contract for procurements subject to the above identified federal regulation should first consult with the federal agency providing the applicable funding to ensure the contract is compliant. For purposes of County/Local government use, the solicitation resulting in this contract was conducted in accordance with the procurement laws, rules, and procedures governing the West Virginia Department of Administration, Purchasing Division, except that vendor preference has been omitted for County/Local use purposes and the contract terms contained in the document entitled "REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317)" have been added.

## **FEDERAL FUNDS ADDENDUM**

### **REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):**

The State of West Virginia Department of Administration, Purchasing Division, and the Vendor awarded this Contract intend that this Contract be compliant with the requirements of the Procurement Standards contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements found in 2 C.F.R. § 200.317, et seq. for procurements conducted by a Non-Federal Entity. Accordingly, the Parties agree that the following provisions are included in the Contract.

#### **1. MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS: (2 C.F.R. § 200.321)**

- a. The State confirms that it has taken all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Those affirmative steps include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) above.

- b. Vendor confirms that if it utilizes subcontractors, it will take the same affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

#### **2. DOMESTIC PREFERENCES: (2 C.F.R. § 200.322)**

- a. The State confirms that as appropriate and to the extent consistent with law, it has, to the greatest extent practicable under a Federal award, provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United

States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

b. Vendor confirms that will include the requirements of this Section 2. Domestic Preference in all subawards including all contracts and purchase orders for work or products under this award.

c. Definitions: For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**3. BREACH OF CONTRACT REMEDIES AND PENALTIES:**

(2 C.F.R. § 200.327 and Appendix II)

(a) The provisions of West Virginia Code of State Rules § 148-1-5 provide for breach of contract remedies, and penalties. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

**4. TERMINATION FOR CAUSE AND CONVENIENCE:**

(2 C.F.R. § 200.327 and Appendix II)

(a) The provisions of West Virginia Code of State Rules § 148-1-5 govern Contract termination. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

**5. EQUAL EMPLOYMENT OPPORTUNITY:**

(2 C.F.R. § 200.327 and Appendix II)

Except as otherwise provided under 41 CFR Part 60, and if this contract meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3, this contract includes the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**6. DAVIS-BACON WAGE RATES:**  
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this Contract includes construction, all construction work in excess of \$2,000 will be completed and paid for in compliance with the Davis–Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must:

- (a) pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- (b) pay wages not less than once a week.

A copy of the current prevailing wage determination issued by the Department of Labor is attached hereto as Exhibit B. The decision to award a contract or subcontract is conditioned upon the acceptance of the wage determination. The State will report all suspected or reported violations to the Federal awarding agency.

**7. ANTI-KICKBACK ACT:**  
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that it will comply with the Copeland Anti-KickBack Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). Accordingly, Vendor, Subcontractors, and anyone performing under this contract are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The State must report all suspected or reported violations to the Federal awarding agency.

**8. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**  
(2 C.F.R. § 200.327 and Appendix II)

Where applicable, and only for contracts awarded by the State in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**9. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.**  
(2 C.F.R. § 200.327 and Appendix II)

If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

**10. CLEAN AIR ACT**  
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this contract exceeds \$150,000, Vendor is to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**11. DEBARMENT AND SUSPENSION**  
(2 C.F.R. § 200.327 and Appendix II)

The State will not award to any vendor that is listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

**12. BYRD ANTI-LOBBYING AMENDMENT**  
(2 C.F.R. § 200.327 and Appendix II)

Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

### **13. PROCUREMENT OF RECOVERED MATERIALS**

(2 C.F.R. § 200.327 and Appendix II; 2 C.F.R. § 200.323)

Vendor agrees that it and the State must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

### **14. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.**

(2 C.F.R. § 200.327 and Appendix II; 2 CFR § 200.216)

Vendor and State agree that both are prohibited from obligating or expending funds under this Contract to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
  - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

State of West Virginia  
Purchasing Division

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor Name: Insight Public Sector, Inc.

By:  \_\_\_\_\_

Printed Name: Lisanne Steinheiser

Title: Global Compliance Officer

Date: August 27, 2026

**EXHIBIT A To:  
REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY  
CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):**

**W. Va. CSR § 148-1-5**

|                                                |
|------------------------------------------------|
| <b>West Virginia Code of State Rules</b>       |
| <b>Title 148. Department of Administration</b> |
| <b>Legislative Rule (Ser. 1)</b>               |
| <b>Series 1. Purchasing</b>                    |

W. Va. Code St. R. § 148-1-5

§ 148-1-5. Remedies.

Currentness

5.1. The Director may require that the spending unit attempt to resolve any issues that it may have with the vendor prior to pursuing a remedy contained herein. The spending unit must document any resolution efforts and provide copies of those documents to the Purchasing Division.

5.2. Contract Cancellation.

5.2.1. Cancellation. The Director may cancel a purchase or contract immediately under any one of the following conditions including, but not limited to:

5.2.1.a. The vendor agrees to the cancellation;

5.2.1.b. The vendor has obtained the contract by fraud, collusion, conspiracy, or is in conflict with any statutory or constitutional provision of the State of West Virginia;

5.2.1.c. Failure to honor any contractual term or condition or to honor standard commercial practices;

5.2.1.d. The existence of an organizational conflict of interest is identified;

5.2.1.e. Funds are not appropriated or an appropriation is discontinued by the legislature for the acquisition;

5.2.1.f. Violation of any federal, state, or local law, regulation, or ordinance, and

5.2.1.g. The contract was awarded in error.

5.2.2. The Director may cancel a purchase or contract for any reason or no reason, upon providing

the vendor with 30 days' notice of the cancellation.

**5.2.3. Opportunity to Cure.** In the event that a vendor fails to honor any contractual term or condition, or violates any provision of federal, state, or local law, regulation, or ordinance, the Director may request that the vendor remedy the contract breach or legal violation within a time frame the Director determines to be appropriate. If the vendor fails to remedy the contract breach or legal violation or the Director determines, at his or her sole discretion, that such a request is unlikely to yield a satisfactory result, then he or she may cancel immediately without providing the vendor an opportunity to perform a remedy.

**5.2.4. Re-Award.** The Director may award the cancelled contract to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) without a subsequent solicitation if the following conditions are met:

**5.2.4.a.** The next lowest responsible bidder (or next highest scoring bidder if best value procurement) is able to perform at the price contained in its original bid submission, and

**5.2.4.b.** The contract is an open-end contract, a one-time purchase contract, or a contract for work which has not yet commenced.

Award to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) will not be an option if the vendor's failure has in any way increased or significantly changed the scope of the original contract. The vendor failing to honor contractual and legal obligations is responsible for any increase in cost the state incurs as a result of the re-award.

**5.3. Non-Responsible.** If the Director believes that a vendor may be non-responsible, the Director may request that a vendor or spending unit provide evidence that the vendor either does or does not have the capability to fully perform the contract requirements, and the integrity and reliability necessary to assure good faith performance. If the Director determines that the vendor is non-responsible, the Director shall reject that vendor's bid and shall not award the contract to that vendor. A determination of non-responsibility must be evaluated on a case-by-case basis and can only be made after the vendor in question has submitted a bid. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

**5.4. Suspension.**

**5.4.1.** The Director may suspend, for a period not to exceed 1 year, the right of a vendor to bid on

procurements issued by the Purchasing Division or any state spending unit under its authority if:

5.4.1.a. The vendor has submitted a bid and then requested that its bid be withdrawn after bids have been publicly opened.

5.4.1.b. The vendor has exhibited poor performance in fulfilling his or her contractual obligations to the State. Poor performance includes, but is not limited to any of the following: violations of law, regulation, or ordinance; failure to deliver timely; failure to deliver quantities ordered; poor performance reports; or failure to deliver commodities, services, or printing at the quality level required by the contract.

5.4.1.c. The vendor has breached a contract issued by the Purchasing Division or any state spending unit under its authority and refuses to remedy that breach.

5.4.1.d. The vendor's actions have given rise to one or more of the grounds for debarment listed in W. Va. Code § 5A-3-33d.

5.4.2. Vendor suspension for the reasons listed in section 5.4 above shall occur as follows:

5.4.2.a. Upon a determination by the Director that a suspension is warranted, the Director will serve a notice of suspension to the vendor.

5.4.2.b. A notice of suspension must inform the vendor:

5.4.2.b.1. Of the grounds for the suspension;

5.4.2.b.2. Of the duration of the suspension;

5.4.2.b.3. Of the right to request a hearing contesting the suspension;

5.4.2.b.4. That a request for a hearing must be served on the Director no later than 5 working days of the vendor's receipt of the notice of suspension;

5.4.2.b.5. That the vendor's failure to request a hearing no later than 5 working days of

the receipt of the notice of suspension will be deemed a waiver of the right to a hearing and result in the automatic enforcement of the suspension without further notice or an opportunity to respond; and

5.4.2.b.6. That a request for a hearing must include an explanation of why the vendor believes the Director's asserted grounds for suspension do not apply and why the vendor should not be suspended.

5.4.2.c. A vendor's failure to serve a request for hearing on the Director no later than 5 working days of the vendor's receipt of the notice of suspension will be deemed a waiver of the right to a hearing and may result in the automatic enforcement of the suspension without further notice or an opportunity to respond.

5.4.2.d. A vendor who files a timely request for hearing but nevertheless fails to provide an explanation of why the asserted grounds for suspension are inapplicable or should not result in a suspension, may result in a denial of the vendor's hearing request.

5.4.2.e. Within 5 working days of receiving the vendor's request for a hearing, the Director will serve on the vendor a notice of hearing that includes the date, time and place of the hearing.

5.4.2.f. The hearing will be recorded and an official record prepared. Within 10 working days of the conclusion of the hearing, the Director will issue and serve on the vendor, a written decision either confirming or reversing the suspension.

5.4.3. A vendor may appeal a decision of the Director to the Secretary of the Department of Administration. The appeal must be in writing and served on the Secretary no later than 5 working days of receipt of the Director's decision.

5.4.4. The Secretary, or his or her designee, will schedule an appeal hearing and serve on the vendor, a notice of hearing that includes the date, time and place of the hearing. The appeal hearing will be recorded and an official record prepared. Within 10 working days of the conclusion of the appeal hearing, the Secretary will issue and serve on the vendor a written decision either confirming or reversing the suspension.

5.4.5. Any notice or service related to suspension actions or proceedings must be provided by certified mail, return receipt requested.

**5.5. Vendor Debarment.** The Director may debar a vendor on the basis of one or more of the grounds for debarment contained in W. Va. Code § 5A-3-33d or if the vendor has been declared ineligible to participate in procurement related activities under federal laws and regulation.

**5.5.1. Debarment proceedings** shall be conducted in accordance with W. Va. Code § 5A-3-33e and these rules. A vendor that has received notice of the proposed debarment by certified mail, return receipt requested, must respond to the proposed debarment within 30 working days after receipt of notice or the debarment will be instituted without further notice. A vendor is deemed to have received notice, notwithstanding the vendor's failure to accept the certified mail, if the letter is addressed to the vendor at its last known address. After considering the matter and reaching a decision, the Director shall notify the vendor of his or her decision by certified mail, return receipt requested.

**5.5.2. Any vendor, other than a vendor prohibited from participating in federal procurement, undergoing debarment proceedings is permitted to continue participating in the state's procurement process until a final debarment decision has been reached. Any contract that a debarred vendor obtains prior to a final debarment decision shall remain in effect for the current term, but may not be extended or renewed. Notwithstanding the foregoing, the Director may cancel a contract held by a debarred vendor if the Director determines, in his or her sole discretion, that doing so is in the best interest of the State. A vendor prohibited from participating in federal procurement will not be permitted to participate in the state's procurement process during debarment proceedings.**

**5.5.3. If the Director's final debarment decision is that debarment is warranted and notice of the final debarment decision is mailed, the Purchasing Division shall reject any bid submitted by the debarred vendor, including any bid submitted prior to the final debarment decision if that bid has not yet been accepted and a contract consummated.**

**5.5.4. Pursuant to W.Va. Code § 5A-3-33e(e), the length of the debarment period will be specified in the debarment decision and will be for a period of time that the Director finds necessary and proper to protect the public from an irresponsible vendor.**

**5.5.5. List of Debarred Vendors.** The Director shall maintain and publicly post a list of debarred vendors on the Purchasing Division's website.

**5.5.6. Related Party Debarment.** The Director may pursue debarment of a related party at the same time that debarment of the original vendor is proceeding or at any time thereafter that the Director determines a related party debarment is warranted. Any entity that fails to provide the Director with full, complete, and accurate information requested by the Director to determine related party

status will be presumed to be a related party subject to debarment.

## **5.6. Damages.**

**5.6.1. A vendor who fails to perform as required under a contract shall be liable for actual damages and costs incurred by the state.**

**5.6.2. If any commodities delivered under a contract have been used or consumed by a spending unit and on testing the commodities are found not to comply with specifications, no payment may be approved by the Spending Unit for the merchandise until the amount of actual damages incurred has been determined.**

**5.6.3. The Spending Unit shall seek to collect damages by following the procedures established by the Office of the Attorney General for the collection of delinquent obligations.**

## **Credits**

**History: Filed 4-1-19, eff. 4-1-19; Filed 4-16-21, eff. 5-1-21.**

**Current through register dated May 7, 2021. Some sections may be more current. See credits for details.**

**W. Va. C.S.R. § 148-1-5, WV ADC § 148-1-5**

**End of Document**

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Government Works.**

**EXHIBIT B To:  
REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY  
CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):**

**Prevailing Wage Determination**

**[ X ] – Not Applicable Because Contract Not for Construction**

**[ ] – Federal Prevailing Wage Determination on Next Page**



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

State of West Virginia  
Centralized Request for Quote  
Info Technology

**Proc Folder:** 2024666

**Doc Description:** Google Cloud Platform, Workspace, Software, and Services

**Reason for Modification:**

Addendum No 1 is issued to  
publish Questions and answers  
and a revision of Exhibit B pricing  
page

**Proc Type:** Central Master Agreement

| Date Issued | Solicitation Closes | Solicitation No         | Version |
|-------------|---------------------|-------------------------|---------|
| 2026-08-21  | 2026-08-28 13:30    | CRFQ 0212 SWC2700000002 | 2       |

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

**Vendor Customer Code:** 000000180127

**Vendor Name :** Insight Public Sector, Inc.

**Address :** 2701

**Street :** E. Insight Way

**City :** Chandler

**State :** AZ

**Country :** USA

**Zip :** 85286

**Principal Contact :** Brandi Smith

**Vendor Contact Phone:** 937.415.9442

**Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Toby L Welch  
(304) 558-8802  
toby.l.welch@wv.gov

**Vendor  
Signature X**

**FEIN#** 36-3949000

**DATE** August 26, 2026

All offers subject to all terms and conditions contained in this solicitation

|                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ADDITIONAL INFORMATION</b>                                                                                                                                                                                                                                                                                      |
| Addendum No 1 is issued for the following reasons:<br><br>1) To publish Vendor Question with the Agency's responses.<br><br>2) To publish a revised copy of Exhibit B pricing page with a revision date of 8/21/26.<br><br>3) To modify the bid opening date from 8/25/26 to 8/28/26<br><br>---no other changes--- |

|                                                                                                                             |                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>INVOICE TO</b>                                                                                                           | <b>SHIP TO</b>                                                                                 |
| DEPARTMENT OF<br>ADMINISTRATION<br>OFFICE OF TECHNOLOGY<br>1900 KANAWHA BLVD E,<br>BLDG 5 10TH FLOOR<br>CHARLESTON WV<br>US | WV OFFICE OF<br>TECHNOLOGY<br>BLDG 5, 10TH FLOOR<br>1900 KANAWHA BLVD E<br>CHARLESTON WV<br>US |

| Line | Comm Ln Desc                                                 | Qty     | Unit Issue | Unit Price | Total Price |
|------|--------------------------------------------------------------|---------|------------|------------|-------------|
| 1    | Google Cloud Solutions and Software See Cost Sheet Exhibit B | 0.00000 | EA         |            |             |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 43230000  |              |               |         |

**Extended Description:**  
Google Cloud Solutions and Software See Cost Sheet Exhibit B

| SCHEDULE OF EVENTS |                                |                   |
|--------------------|--------------------------------|-------------------|
| <u>Line</u>        | <u>Event</u>                   | <u>Event Date</u> |
| 1                  | Questions are due by 3:00 p.m. | 2026-08-12        |

|               |                |                                                             |           |
|---------------|----------------|-------------------------------------------------------------|-----------|
|               | Document Phase | Document Description                                        | Page<br>3 |
| SWC2700000002 | Final          | Google Cloud Platform, Workspace,<br>Software, and Services |           |

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions