



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

# State of West Virginia Master Agreement

Order Date: 03-28-2023

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

<b>Order Number:</b>	CMA 0212 0212 LAR20 8	<b>Procurement Folder:</b>	824933
<b>Document Name:</b>	CO#7 LAR20: SWC for Microsoft Licensing & Services	<b>Reason for Modification:</b>	Change Order 7 is issued to extend contract to July 31, 2023 to align with NASPO contract.
<b>Document Description:</b>	NASPO Master Agreement No. ADSPO16-130651		
<b>Procurement Type:</b>	Statewide MA (Open End)		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-01-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-07-31

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000117794 SHI INTERNATIONAL CORP 290 DAVIDSON AVE  SOMERSET NJ 08873 US <b>Vendor Contact Phone:</b> 304-541-4288 <b>Extension:</b>  <b>Discount Details:</b> <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			<b>Requestor Name:</b> Andrew C Lore <b>Requestor Phone:</b> (304) 957-8267 <b>Requestor Email:</b> andrew.c.lore@wv.gov  <div style="text-align: center; font-size: 2em; font-weight: bold;">23</div> <b>FILE LOCATION</b> _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US

**Total Order Amount:** Open End

*3/30/2023*  
 Purchasing Division's File Copy

**ENTERED**

*TEW 3/28/23*  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *3/30/23*  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *John L. Gray*  
 ELECTRONIC SIGNATURE ON FILE  
*4/6/2023*

ENCUMBRANCE CERTIFICATION  
 DATE: *4/07/2023*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

CMA COOPERATIVE AWARD (NASPO)  
LAR20 - STATEWIDE CONTRACT COOPERATIVE AWARD FOR MICROSOFT LICENSING AND SERVICES

Change Order #07

Change Order No. 07 Is issued to incorporate Amendment #11 extending the Contract end date from March 31, 2023 to July 31, 2023 to align with the NASPO Master Agreement No. ADSPO-130651, per the attached documents..

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

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43230000			EA	0.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Microsoft Licensing and Services

**Extended Description:**

See attached documentation



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

Mark D. Scott  
Cabinet Secretary

Joshua D. Spence  
Chief Information Officer

**TO:** Toby Welch  
Senior Buyer, Purchasing Division

**FROM:** Andrew Lore *AL*  
IT Procurement & Business Services Manager/ISMIII, West Virginia Office of  
Technology

**SUBJECT:** CMA LAR20 Change Order 7 – Extension of LAR20 Statewide Contract

**DATE:** March 28, 2023

The WVOT is requesting Change Order 7 to CMA LAR20 in order to extend the contract to 07/31/2023 to align with the NASPO SVAR's expiration. NASPO and SHI recently agreed to the extension and that documentation is included with this request.

Attached are the Vendor's Memo and other relevant materials.

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



**SHI International Corp.**

290 Davidson Avenue  
Somerset, NJ 08873  
888-764-8888  
SHI.com

March 22, 2023

West Virginia Governor's Office of Technology  
1900 Kanawha Blvd, East  
Building 5, 10th Floor  
Charleston, WV 25305

RE: Microsoft – LAR20 Contract Extension

Dear WVOT,

The following documents pertain to your current contract for LAR20 which is based on NASPO SVAR Master Agreement #**ADSP016-130651**. The NASPO SVAR contract has been extended until 07/31/2023 and supporting documentation is attached and can be found at the following url:

<https://www.naspovaluepoint.org/portfolio/software-var-2016-2022/shi-international-corp/>

SHI is requesting the State of West Virginia process a Change Order to the LAR20 contract in order to reflect the new expiration date.

Very Respectfully,

Kristina Mann Sr. Manager - Contracts

DocuSigned by:  
*Kristina Mann*  
EA418E789F09404...

