



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

State of West Virginia  
**Contract**

Order Date: 09-03-2024

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>	CCT 0209 4307 FAR2200000001 6	<b>Procurement Folder:</b>	874129
<b>Document Name:</b>	Lease Management Software - FAR	<b>Reason for Modification:</b>	C.O. 4
<b>Document Description:</b>	Cloud-Based Track/Manage Software		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Melissa Pettrey		
<b>Telephone:</b>	(304) 558-0094		
<b>Email:</b>	melissa.k.pettrey@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-09-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-09-14

VENDOR		DEPARTMENT CONTACT																					
<b>Vendor Customer Code:</b>	VS0000018765	<b>Requestor Name:</b>	Stephanie R Bailes																				
VERTOSOFT LLC 1602 VILLAGE MARKET BLVD SE STE 320  LEESBURG VA 20175 US		<b>Requestor Phone:</b>	(304) 558-4083																				
<b>Vendor Contact Phone:</b>	703-568-4703 Extension:	<b>Requestor Email:</b>	stephanie.r.bailes@wv.gov																				
<b>Discount Details:</b>		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
	<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>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
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#1	No			0.0000	0																		
#2	Not Entered																						
#3	Not Entered																						
#4	Not Entered																						

INVOICE TO	SHIP TO
ACCOUNTING SECTION DEPARTMENT OF ADMINISTRATION 2019 WASHINGTON ST E  PO BOX 50121  CHARLESTON WV 25305-0121  US	FINANCIAL ACCOUNTING AND REPORTING SECTION DEPARTMENT OF ADMINISTRATION BLDG 17 2101 WASHINGTON ST E CHARLESTON WV 25305-1510  US

9/6/24 6L

<b>Total Order Amount:</b>	\$90,400.00
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Purchasing Division's File Copy

MRP 09/05/2024

<b>PURCHASING DIVISION AUTHORIZATION</b>  DATE: <i>Tara G 9/5/2024</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>  DATE: <i>John S. Gray 9/6/2024</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b>  DATE: <i>[Signature] 9-6-24</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order No. 4

Change Order No. 04 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective: September 15, 2024 to September 14, 2025.

Renewals: (0)

Original contract amount:	\$21,000.00
Change Order No. 1:	15,000.00
Change Order No. 2:	15,000.00
Change Order No. 3:	12,200.00
Change Order No. 4:	27,200.00
New Contract Total:	\$ 90,400.00

No other changes.

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

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43231500	0.00000		0.000000	\$21,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-09-15	2022-09-14	VISUAL LEASE			

**Commodity Line Description:** Implementation/Installation & First Year Maintenance/Support

**Extended Description:**

Implementation and Installation to Acceptance and First Year Maintenance Support Warranty/Hosting

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43231500	0.00000		0.000000	\$15,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-09-15	2023-09-14	VISUAL LEASE			

**Commodity Line Description:** Implementation/Installation & Second Year Maintenance/Support

**Extended Description:**

Implementation and Installation to Acceptance and Second Year Maintenance Support Warranty/Hosting

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	43231500	0.00000		0.000000	\$15,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-09-15	2024-09-14	VISUAL LEASE			

**Commodity Line Description:** Implementation/Installation & Third Year Maintenance/Support

**Extended Description:**

Implementation and Installation to Acceptance and Second Year Maintenance Support Warranty/Hosting

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	43231500	0.00000		0.000000	\$12,200.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-09-15	2024-09-14	VISUAL LEASE			

**Commodity Line Description:** Annual Software fee for an additional 200 leases

**Extended Description:**

Add On Annual Software fee for an additional 200 leases

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	43231500	0.00000		0.000000	\$27,200.00
Service From	Service To	Manufacturer	Model No		
2024-09-15	2025-09-14	VISUAL LEASE			

**Commodity Line Description:** Implementation/Installation & Fourth Year Maintenance/Suppor

**Extended Description:**

Implementation and Installation to Acceptance and Fourth Year Maintenance Support Warranty/Hosting



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION

August 20, 2024

Mr. Chet Hayes, CFO  
Vertosoft LLC  
1602 Village Market Blvd. STE 215  
Leesburg, VA 20175-4721

RE: CCT FAR2200000001-Vertosoft Cloud-Based Track/Manage Lease Management Software

Dear Mr. Hayes:

The Finance Division is offering to renew Centralized Contract (CCT) FAR2200000001 under the same terms and conditions, pricing, and specifications as the current contract and all subsequent change orders. The renewal dates are September 15, 2024 through September 14, 2025. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please let me know if you have any questions.

Very truly yours,

*Stephanie Bailes*

Stephanie Bailes  
Director, Financial Accounting and Reporting

We agree to renew the contract for the period as stated above, under the same terms and conditions, and pricing as the original contract and any change orders thereto.

*David Ball*

Name/Signature

Senior Director

Title

8/21/24

Date



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

John K. McHugh  
Interim Cabinet  
Secretary

Heather D. Abbott  
Chief Information Officer

**TO: LeAnne Neccuzi, Administrative Services Specialist  
Department of Administration**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
IS&C NUMBER: 2025-2146**

**DATE: September 03, 2024**

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

After conducting a review of your request for renew contract CCT 0209 FAR2200000001 for Vertosoft -Cloud-Based Track/Manage Lease Management Software, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request. If you have questions, or need additional information, please contact Consulting Services at [Consulting.Services@wv.gov](mailto:Consulting.Services@wv.gov).

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### VERTOSOFT, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	3/12/2020		3/12/2020	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5112 - Information - Publishing Industries - Software Publishers		<b>Capital Stock</b>
<b>Charter County</b>	<b>Control Number</b>		
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MBR
<b>At Will Term Years</b>	<b>Par Value</b>		
<b>Authorized Shares</b>	<b>Young Entrepreneur</b>		No



<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175
<b>Mailing Address</b>	1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175 USA
<b>Notice of Process Address</b>	VERTOSOFT LLC 1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175
<b>Principal Office Address</b>	1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Member</b>	HOWARD COLAVITA 19592 GLASTONBURY LANE LEESBURG, VA, 20175
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2024	
2023	
2022	
2021	
<b>Date filed</b>	

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

Thursday, September 5, 2024 — 11:27 AM






Search All Words e.g. 1606N020Q02 




Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.


Select Domain **Entity Information** 


**All Entity Information**


- Entities
- Disaster Response Registry
- Responsibility / Qualification
- Exclusions


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All Words 

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Entity 

Location 

Status 

Active

Inactive

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### No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MICK</u> Date: <u>09/05/2024</u>  Solicitation No. _____  C/O 4	Agency: Administration - Finance Division - FARS Section  Procurement Officer Submitting Requisition: LeAnne Neccuzi  Requisition No. FAR2200000001 - C.O. 4  PF No.: 874129
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

#	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

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

*Tara*