



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

State of West Virginia
Delivery Order

Order Date: 08-27-2024

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

Order Number:	CDO 0221 0221 PDS2500000001 1	Procurement Folder:	1484684
Document Name:	World wide web WWW site design services	Reason for Modification:	
Document Description:	Maintenance & Support FY 2025		
Procurement Type:	Central Delivery Order		
Buyer Name:	Mark A Doyle		
Telephone:	(304) 558-3905		
Email:	mark.doyle@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 EPORTAL16E 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000162433 WEST VIRGINIA INTERACTIVE LLC 10 HALE ST 3RD FLOOR CHARLESTON WV 25301 US Vendor Contact Phone: 304-206-9720 Extension: Discount Details: <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			Requestor Name: Mark A Doyle Requestor Phone: (304) 558-3905 Requestor Email: mark.doyle@wv.gov <div style="text-align: center; font-size: 2em; font-weight: bold;">2025</div> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DIRECTOR OF OPERATIONS PUBLIC DEFENDER SERVICES STE 301 ONE PLAYERS CLUB DR CHARLESTON WV 25311 US	DIRECTOR OF OPERATIONS PUBLIC DEFENDER SERVICES STE 301 ONE PLAYERS CLUB DR CHARLESTON WV 25311 US

Total Order Amount:	\$36,096.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mark Doyle - 8/27/2024</i> ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION DATE: <i>8-27-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112103	384.00000	EA	\$94.0000	\$36,096.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-07-01	2025-06-30				

Commodity Line Description: World wide web WWW site design services

Extended Description:

Creation and Management of Web-Based Portal - see attached pricing.

Application Development
STATEMENT OF WORK
West Virginia Public Defender Services
Voucher Submission System Enhancements
Maintenance and Support

wwinteractive

in partnership with WV.gov
10 Hale Street, Third Floor
Charleston, WV 25304
Phone (304) 414-0265
Fax (304) 414-0266



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Overview

This Statement of Work ("SOW") document identifies the responsibilities between the West Virginia Public Defender Services ("Agency") and West Virginia Interactive (WVI) as the selected vendor/contractor providing Enterprise E-Government Services for the State of West Virginia. This document is subordinate to the terms and conditions of the contract between the State of West Virginia Office of Technology and WVI for Enterprise E-Government Services (Purchase Order EPORTAL16E "Master Contract"). The issuance of a Contract Award by the State shall create a valid Contract between the Parties consisting of the following:

1. The AGREEMENT ADDENDUM FORM WV-96
2. The "Master Contract" Purchase Order EPORTAL16E
3. The Service Level Agreement ("SLA") between Agency and WVI
4. Any Best and Final Offer
5. Any clarifications concerning the Contractor's proposal response to the Solicitation
6. The Contractor's proposal response to the Solicitation

In the event of any conflict between or among the provisions contained in the Contract, the order of precedence shall be as enumerated above.

This SOW describes the transactions to be facilitated and the services to be provided through WVI for the Voucher Submission System ("Application") and the responsibilities of the parties for the successful completion of this project. This SOW should not be developed until the project is approved for implementation by the Portal Board.



Project Participants

Project Agency:

West Virginia Public Defender Services
One Players Club Dr Suite 301
Charleston, WV 25311

Project Sponsor:

Name: Dana F. Eddy
Title: Executive Director

E-Mail: Dana.F.eddy@wv.gov
Phone: 304-558-3905

Project Manager:

Name: LeeAnn M. Doyle
Title: Director of Appointed Counsel Services

E-Mail: Leeann.M.Doyle@wv.gov
Phone: 304-558-3905

Technical Lead:

Name: LeeAnn M. Doyle
Title: Director of Appointed Counsel Services

E-Mail: Leeann.M.Doyle@wv.gov
Phone: 304-558-3905

WV Portal Manager:

West Virginia Interactive
10 Hale Street, Third Floor
Charleston, WV 25304

Project Manager:

Name: Steve Boyer
Title: Project Manager

E-Mail: steve@wvinteractive.com
Phone: (304) 414-0265 x 1101



Purpose Statement

This purpose of this project is to update the Voucher Submission System with enhancements to both the attorney and PDS dashboards. Updates include adding the ability to create supplemental and direct expense vouchers, vendor file management, voucher linking, payment management, identifying duplicate vouchers, and additional reporting. This Statement of Work establishes maintenance and support for the time period defined herein.

Deliverables, Estimates and Projections

This section will describe the principal deliverables required of WVI for completion of the project along with estimates for each task.

Key Project Milestones	Estimated Date
Maintenance Start	07 / 1 / 2024
Maintenance End	06 / 30 / 2025

The key project milestones dates are dependent upon receipt of the signed Statement of Work by **June 30, 2024**. Failure to receive documents by defined date may result in delay of project commencement.

Deliverable dates are dependent on development to be performed by the West Virginia State Treasurer’s Office. Delays in the estimated dates for deliverables may occur, as they are subject to the West Virginia State Treasurer’s Office development schedules and outside the control of WVI.

Fees and WVI Compensation

Time and Materials Fee Detail

Portal Service	Task/Phase	Hours	WVI Hourly Rate	Total Fee
NAME	DESCRIPTION	AMOUNT	AMOUNT	TOTAL
Web Development	Maintenance and Support FY 2025 (12 months @ \$3,008 per month)	384	\$94.00	\$36,096.00
Total Project Cost				\$36,096.00

Each invoice is payable to WVI 30 days from the receipt date of the invoice.

Other charges as defined in the Master Contract will apply as outlined herein.

Maintenance and Support

Maintenance and support of the application will be billed at a rate of \$36,096.00 annually. The West Virginia Public Defender Services may choose to be invoiced monthly in the amount of \$3,008.



Signoff

I, the undersigned, have the authority to make binding decisions on behalf of my respective Division regarding projects in collaboration with WVI.

I also have the authority to allocate Division resources towards the above-described project.

I have read the above document and understand all the implications thereof. Any future changes to this SOW will be made through a formal written request to WVI.

By signing, I acknowledge that the project described herein has received any required legal reviews and complies with current State of West Virginia statutes and administrative rules.

Agency

Dana F. Eddy

Dana F. Eddy, Executive Director

08/13/2024

Date

West Virginia Interactive

Ian McQuinn

Ian McQuinn, General Manager

08/27/2024

Date

Portal Board

Jamison S Mitchell

Signature

Jamison S Mitchell

Printed Name

08/27/2024

Date

Chief Technology Officer, or
designee

Title



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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.

WEST VIRGINIA INTERACTIVE, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	2/13/2007		2/13/2007	Domestic	Profit			

Organization Information			
Business Purpose	5415 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Computer Systems Design and Related Services (design, programming, facilities mgmt)		Capital Stock
Charter County	Kanawha	Control Number	51471
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	10 HALE STREET, 3RD FLOOR CHARLESTON, WV, 25301
Mailing Address	10 HALE STREET 3RD FLOOR CHARLESTON, WV, 25301 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	10 HALE STREET 3RD FLOOR CHARLESTON, WV, 25301 USA
Type	Address

Officers	
Type	Name/Address
Manager	H. LYNN MOORE JR. 5101 TENNYSON PKWY. PLANO, TX, 75024
Manager	BRIAN K. MILLER 5101 TENNYSON PARKWAY PLANO, TX, 75024
Organizer	WILLIAM F BRADLEY, JR 10540 S RIDGEVIEW ROAD OLATHE, KS, 66061 USA
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
NIC WEST VIRGINIA	TRADENAME	6/6/2020	
TYLER TECHNOLOGIES WEST VIRGINIA	TRADENAME	3/29/2023	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
12/3/2012	FILED CHANGES TO ARTICLES 11 AND 12 OF THE ARTICLES OF ORGANIZATION, SEE IMAGE.
Date	Amendment

Annual Reports	
Filed For	Date filed
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
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Date filed	

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

Tuesday, August 27, 2024 — 1:34 PM

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