



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: 10-31-2024

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:	CMA 0231 0231 OOT2300000001 3	Procurement Folder:	1089655
Document Name:	CO2: OT Assessment and Consulting Services (OT25064)	Reason for Modification:	Change Order 2 is issued to renew contract for one (1) year
Document Description:	CO2: OT Assessment and Consulting Services (OT25064)		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-11-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-10-31

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000022094			Requestor Name:	Andrew C Lore
SOURCING ADVISORY SERVICES LLC 18 SHAWNEE RIDGE COURT				Requestor Phone:	304-352-4944
SPRING TX 77382				Requestor Email:	andrew.c.lore@wv.gov
US				<h1>2025</h1> <p>FILE LOCATION _____</p>	
Vendor Contact Phone:	248-321-9959	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV 25305 US	WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

CR 11-12-24

Purchasing Division's File Copy

Total Order Amount:	Open End
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JW 11/12/24

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Mark Ott 11/13/2024</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>John S. Gray 11/13/2024</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>11-13-24</i>
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 2

Change Order 2 issued to renew contract for one (1) year according to all terms and conditions, pricing, and specifications contained in the Original Contract and subsequent Change Orders not modified herein.

Effective Dates: 11/01/2024 - 10/31/2025

Renewals Remaining: 1

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

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80101507				0.000000
	Service From	Service To		Service Contract Amount	
	2022-11-01	2023-10-31		1098464.00	

Commodity Line Description: Phase 1

Extended Description:

Phase 1

Total Price for Phase 1: \$1,098,464.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80101507				0.000000
	Service From	Service To		Service Contract Amount	
				1247896.00	

Commodity Line Description: Phase 2

Extended Description:

Phase 2

Total Price for Phase 2: \$1,247,896.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80101507			HOUR	350.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Principal/Executive Consultant

Extended Description:

Principal/Executive Consultant

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80101507			HOUR	275.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Consultant

Extended Description:

Senior Consultant

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80101507			HOUR	195.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Consultant

Extended Description:
Consultant

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80101507			HOUR	250.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: IT Financial Subject Matter Expert

Extended Description:
IT Financial Subject Matter Expert

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80101507			HOUR	275.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Enterprise Architecture Subject Matter Expert

Extended Description:
Enterprise Architecture Subject Matter Expert



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

John McHugh
Cabinet Secretary

Heather Abbott
Chief Information Officer

October 29, 2024

Tim Ryckman, Managing Director
Integris Applied
Tim.Ryckman@integrisapplied.com

Subject: Renewal of agreement CMA OOT23*01, OT Consulting Renewal

Dear Mr./Ms. Ryckman:

Provisions were included, in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are November 1, 2024, through October 31, 2025. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please contact me if you have any questions.

Sincerely,

Andrew Lore
IT Procurement & Business Services Manager/ISMIII
1900 Kanawha Blvd. E., Bldg. 5, 10th Floor
Charleston, WV 25305

Attachment

Our company agrees to renew the contract for the period as stated above under the same terms, conditions and pricing as in the original purchase order and any change orders thereto.



Name/Signature

October 29, 2024

Date

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Business Organization Detail

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SOURCING ADVISORY SERVICES, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	10/20/2022		10/20/2022	Foreign	Profit			

Organization Information			
Business Purpose	5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)		Capital Stock
Charter County	Kanawha		Control Number
Charter State	TX		Excess Acres
At Will Term	A		Member Managed MGR
At Will Term Years			Par Value

Authorized Shares	Young Entrepreneur	No
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Addresses	
Type	Address
Designated Office Address	18 SHAWNEE RIDGE COURT THE WOODLANDS, TX, 77382
Mailing Address	18 SHAWNEE RIDGE COURT THE WOODLANDS, TX, 77382 USA
Notice of Process Address	DIANE DRUITT 18 SHAWNEE RIDGE COURT THE WOODLANDS, TX, 77382
Principal Office Address	18 SHAWNEE RIDGE COURT THE WOODLANDS, TX, 77382 USA
Type	Address

Officers	
Type	Name/Address
Manager	DIANE DRUITT 18 SHAWNEE RIDGE COURT THE WOODLANDS, TX, 77382
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
INTEGRIS APPLIED	TRADENAME	10/20/2022	
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	
2024	
2023	

Date filed

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

Wednesday, October 30, 2024 — 2:30 PM

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Entities

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>TW-09</u> Date: <u>11/12/24</u> Solicitation No. <u>CMA OOT 23 001</u>	Agency: WVOT Procurement Officer Submitting Requisition: Andrew Lore Requisition No. CMA OOT23*01 Change Order 2 PF No.: 1089655
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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 www.state.wv.us/admin/purchase/TCP.pdf	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: _____

