



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

State of West Virginia  
**Contract**

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:	CCT 0506 2898 WIC2300000001 8	Procurement Folder:	1032016
Document Name:	ANNUAL SUBSCRIPTION FOR WICSMART AND WICSHOPPING	Reason for Modification:	Change Order 02 To Renew Contract
Document Description:	ANNUAL SUBSCRIPTION FOR WICSMART AND WICSHOPPING		
Procurement Type:	Central Sole Source		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-01-23
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-12-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000002400	Requestor Name:	Stephanie B Romano
JPMA INC		Requestor Phone:	304-352-4856
3827 LAFAYETTE ST SUITE 238		Requestor Email:	stephanie.b.romano@wv.gov
DENVER	CO		
US	802505		
Vendor Contact Phone:	3032323700		
Extension:			
<b>Discount Details:</b>			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

**2025**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US

*8/26/24 bc*

Purchasing Division's File Copy

Total Order Amount:	\$154,473.00
---------------------	--------------

PURCHASING DIVISION AUTHORIZATION <i>CH 8/27/24</i> DATE: <i>Tanya 8/28/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE <i>9/5/2024</i>	ENCUMBRANCE CERTIFICATION DATE: <i>9-11-24</i> ELECTRONIC SIGNATURE ON FILE
--	--	---

**Extended Description:**

Change Order 02

Change Order No. 02 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 Date: 01/01/2025 to 12/31/2025

Renewals Remaining: 1

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	93141612	0.00000		0.000000	\$49,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-01-23	2023-12-31				

**Commodity Line Description:** Base Year - Annual Subscription

**Extended Description:**

Base Year - Annual Subscription

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93141612	0.00000		0.000000	\$51,450.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2024-01-01	2024-12-31				

**Commodity Line Description:** Option Year 1 - Annual Subscription

**Extended Description:**

Option Year 1 - Annual Subscription

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	93141612	0.00000		0.000000	\$54,023.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2025-01-01	2025-12-31				

**Commodity Line Description:** Option Year 2 - Annual Subscription

**Extended Description:**

Option Year 2 - Annual Subscription



JPMA, Inc.  
 3827 Lafayette St.  
 Suite 238  
 Denver, CO, 80205

www.Ebtshopper.com  
 wicshopper@jpma.com  
 p+1 303.232.3700  
 f+1 303.232.4325

Carrie Brooks  
 Administrative Service Assistant  
 Office of Nutrition Services  
 WVDHHR Bureau for Public Health  
 350 Capitol Street, Room 515  
 Charleston, WV 25301

Re: Request from West Virginia DHHR for Vendor Renewal Letter from JPMA, Inc.

Dear Carrie Brooks,

This letter serves as a confirmation of intent of JPMA to renew services providing our mobile application platforms and related services for our products known as WICShopper and WICSmart to the West Virginia Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) program.

Below, please find the "Option year 2" costs covering January 1, 2025 – December 31, 2025 defined in original contract Order Number CCT 0506 2898 WIC2300000001 1 Document Name "ANNUAL SUBSCRIPTION FOR WICSMART AND WICSHOPPING".

In the second table, please find our quote agreeing to provide said services under the same costs and conditions defined in the contract document.

Option year 2 costs covering January 1, 2025 – December 31, 2025 defined in original contract Order Number CCT 0506 2898 WIC2300000001 1 Document Name "ANNUAL SUBSCRIPTION FOR WICSMART AND WICSHOPPING".	
Description	Cost
Annual Subscription West Virginia WIC for WICShopper and WICSmart platforms and related services.	\$54,023.00

JPMA Quotation for services covering January 1, 2025 – December 31, 2025



JPMA, Inc.  
3827 Lafayette St.  
Suite 238  
Denver, CO, 80205

[www.Ebtshopper.com](http://www.Ebtshopper.com)  
[wicshopper@jpma.com](mailto:wicshopper@jpma.com)

p+1 303.232.3700  
f+1 303.232.4325

Description	Cost
Annual Subscription West Virginia WIC for WICShopper and WICSmart platforms and related services.	\$54,023.00

This letter has been signed by an authorized representative of JPMA.

Sincerely,

*Ryan Magee*

Ryan Magee

.....  
PRESIDENT & COO  
jpma, inc.  
p: +1 303.232.3700  
[ryan.magee@jpma.com](mailto:ryan.magee@jpma.com)  
[jpma.com](http://jpma.com)

*Approved*  
*Heidi E. O'Neil*  
*ONS, Director*  
*6/28/24*

Agreed

*Heather White*



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH  
BUREAU FOR PUBLIC HEALTH  
Office of Nutrition Services


Sherri A. Young, DO, MBA, FAAFP  
Cabinet Secretary

Justin Davis  
Interim Commissioner

**MEMORANDUM**

**TO:** Bryan Rosen  
Director of Purchasing, DHHR

**THROUGH:** Billie Hancock  
BPH, Central Finance, Procurement Supervisor

**FROM:** Heidi Staats   
Director of the Office of Nutrition Services (ONS)

**DATE:** June 26, 2024

**RE:** CCT WIC23\*01 2nd Allowable Renewal - JPMA

The purpose of this memorandum is to request approval for the Office of Nutrition Services (ONS) to renew a direct award purchase established to cover the costs related to the WICShopper Application and the WICSmart Application. The WICShopper app assists WIC participants in buying WIC foods while the WICSmart app gives WIC participants an option to complete nutrition education requirements via mobile capabilities.

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) and the National WIC Association (NWA) issue Nutrition Services Standards to help state WIC agencies improve the delivery and quality of nutrition services as well as identify Federal requirements. Nutrition Services Standard 7 outlines WIC Program nutrition and breastfeeding education including “use of delivery methods/mediums that are appealing, creative, relevant and interactive to engage the participant as well as create opportunities for feedback.” The WICSmart mobile education application offers a technology medium which has no cost or barriers to the participants and has minimal administrative burden on the program. Furthermore, both applications have been paramount to implementation of virtual services during the Coronavirus pandemic.

The West Virginia WIC Program was one of three WIC State Agencies to begin piloting the WICShopper mobile application in April of 2014 – shortly after meeting the federal mandate to transition to Electronic Benefit Transfer (EBT). Since that time, over 114,000 families have registered their eWIC card in WICShopper with an average of 145,000 uses of the app in a month. Likewise, West Virginia currently has 59 active nutrition education lessons in both English and Spanish within WICSmart. Each month about 4,200 WIC participants complete federally required nutrition education via this online platform.



Overall, the WV WIC Program wishes to continue use of both apps since they are already in existence, and successfully run-on thousands of mobile devices. This quality improvement effort will focus on reversing declining participation by making WIC less complex, increasing redemption and retention rates, and hopefully creating an easier shopping experience. WICShopper and WICSmart provide shopping and education services which are customized to the West Virginia at an affordable price. No other apps are available on the market that work in tandem between the shopping experience for the participant and the nutrition education federally required for participants to complete.

The JPMA apps are bundled together (at one yearly cost) and have buttons within each app to toggle and gain access on both apps which is a real benefit to the participants utilizing both services. The apps developed by JPMA are separate from the WIC MIS. However, there is an interface that exists between the apps and the WIC MIS allowing the apps to display real-time data. Therefore, the JPMA apps are customized and configured not only directly with WV's WIC MIS, but also the external Food Benefit Processor (FIS/CDP) for WIC EBT. No other apps on the market currently have that ability to customize to a state's individual MIS except for JPMA. It would be an undue hardship to current WIC participants and authorized retailers, as well as a financial burden to ONS, to develop a new app specific to WV's WIC MIS, to eliminate these technology services, or transition to a shopping and/or online nutrition education platform with less functionality or no data interface.

The annual price for the second year renewal of both apps with unlimited participant/clinic licenses, et.al, is \$54,023.00.

All programs and projects under ONS are 100% federally funded by the United States Department of Agriculture Food and Nutrition Service.

Your consideration of our request is appreciated. If you have questions or need additional information, please contact Destiny White, Administrative Assistant, by phone at 304-352-0982 or by email at [Destiny.S.White@wv.gov](mailto:Destiny.S.White@wv.gov).

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>8/27/24</u>	Agency: ONS/WIC
Solicitation No. <u>CCT WIC23*01</u>	Procurement Officer Submitting Requisition: Heather White
	Requisition No. CCT WIC23*001 CO2
	PF No.: 1032016

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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

*Crystal Husted*





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

Mark D. Scott  
Cabinet Secretary

Heather D. Abbott  
Chief Information Officer

**TO: Ron Courtney, Procurement Associate  
Department of Health**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
HR005640 IS&C NUMBER: 2025-2077**

**DATE: August 2, 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 WIC 23\*01 for Annual subscription for WICSMART and WICSHOPPING, 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).

- Any Words <sup>(i)</sup>
- All Words <sup>(i)</sup>
- Exact Phrase <sup>(i)</sup>

e.g. 123456789, Smith Corp

"JPMA INC." ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∨
- Exclusion Program ∨
- Location ∨
- Dates ∨

Reset 



## No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

[Go Back](#)



Feedback

You are viewing this page over a secure connection. Click here for more information.

## 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.*

#### JPMA INC.

*\*See Attached\**

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
EC   Exempt Corporation	2/21/2017		2/21/2017	Foreign	Profit			

Organization Information		
<b>Business Purpose</b>	<b>Capital Stock</b>	
<b>Charter County</b>	<b>Control Number</b>	9AHG1
<b>Charter State</b>	CO	<b>Excess Acres</b>
<b>At Will Term</b>	<b>Member Managed</b>	
<b>At Will Term Years</b>	<b>Par Value</b>	
<b>Authorized Shares</b>	<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Notice of Process Address</b>	JAMES P. MAGEE 3970 YOUNGFIELD STREET WHEAT RIDGE, CO, 80033 USA
<b>Principal Office Address</b>	3970 YOUNGFIELD STREET WHEAT RIDGE, CO, 80033 USA
<b>Type</b>	<b>Address</b>

[File Your Current Year Annual Report Online Here](#)

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

Friday, August 16, 2024 — 2:30 PM

© 2024 State of West Virginia

Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	3858 WALNUT ST STE 160	DENVER	CO	80205	JPMA INC
Ordering	3858 WALNUT ST STE 160	DENVER	CO	80205	JPMA INC
Ordering	3827 LAFAYETTE ST SUITE 238	DENVER	CO	802505	rmagee@jpma.com
Payment	3827 LAFAYETTE ST 238	DENVER	CO	80205	RYAN MAGEE
Billing	3970 Youngfield St	Wheat Ridge	CO	80033-3865	rmagee@jpma.com
Payment	3970 Youngfield St	Wheat Ridge	CO	80033-3865	rmagee@jpma.com
Ordering	3970 Youngfield St	Wheat Ridge	CO	80033-3865	rmagee@jpma.com
Web Registrar	3970 Youngfield St	Wheat Ridge	CO	80033-3865	rmagee@jpma.com

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : VS0000002400  
 JPMA INC  
 Address Type : Payment  
 Division/Department :  
 Additional Address Info :  
 Prevent New Spending :  
 Default Currency : USD - US Dollar

Active From : 09/06/2019  
 Active To :  
 Default Record :  
 Mail Returned :  
 Active Address : Yes

Address Information

Address ID : AD000001  
 Street 1 : 3858 WALNUT ST STE 160  
 Street 2 :  
 City : DENVER  
 State/Province : CO  
 Zip/Postal Code : 80205  
 DUNS :  
 Extended DUNS :  
 Unique Entity Identifier :  
 CAGE Code :

Country Phone Code : 1  
 Phone : 303-232-3700  
 Phone Extension :  
 County : CO031  
 County Name : Denver  
 Country : US

- ▶ Prenote/EFT
- ▶ Remittance Advice
- ▶ Contact Information
- ▶ Contact Address Information
- ▶ Geographic Designation
- ▶ Change Management

Top  
[Modify Existing Record](#) [Add New Address](#)  
[Master Address](#) [Master Contacts](#) [Languages](#)  
[Vendor Transaction History](#)