



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: 08-01-2024

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 0506 2820 MIS2300000003 3	Procurement Folder:	1124314
Document Name:	SURVEY MANAGEMENT PLATFORM	Reason for Modification:	Change Order 02 To Renew Contract
Document Description:	SURVEY MANAGEMENT PLATFORM		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-11-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-10-31

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000189175			Requestor Name:	Stephanie F Pettry
QUALTRICS LLC 2250 N UNIV PKWY #48C				Requestor Phone:	(304) 356-4011
PROVO UT 84604				Requestor Email:	stephanie.f.pettry@wv.gov
US				<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	801-709-2160	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF HUMAN RESOURCES MGMT ONE DAVIS SQUARE, STE 400 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF HUMAN RESOURCES MGMT ONE DAVIS SQUARE, STE 400 CHARLESTON WV 25301 US

8/7/24 GC

Purchasing Division's File Copy

Total Order Amount:	Open End
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CH 8/1/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tuesday 8/6/24*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray*
 ELECTRONIC SIGNATURE ON FILE

8/12/2024

ENCUMBRANCE CERTIFICATION
 DATE: *8/13/24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order
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 of renewal 11/1/2024 through 10/31/2025.
Renewals Years Remaining: 2
No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43232314			EA	167000.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Survey Management Platform

Extended Description:

3.1.1 Survey Management Platform- up to a minimum of ten users

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	43230000			EA	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Additional Users/Licenses

Extended Description:

3.1.1.9 Additional Users/Licenses - each add on user/license
(10 used for bidding scenario only, quantity could increase or decrease during life of contract)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81112200			EA	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Service and Support- monthly fee

Extended Description:

3.1.2.1 Service and Support - monthly fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	86132201			EA	40750.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Training

Extended Description:



3.1.2.2 Training



333 W. River Park Drive | Provo UT 84604

GTC Amendment No. 1

Parties:	Qualtrics, LLC ("Qualtrics")
	State of West Virginia, Department of Health and Human Resources ("Customer")
Amendment Effective Date:	The date signed by the last party to sign.
Amended Document:	This Amendment is an amendment to the State of West Virginia General Terms and Conditions (CMA MIS2300000003) between the parties dated as of December 1, 2023 (the "GTC").
Amendments:	The parties hereby agree to the following amendment: The term of the GTC shall be renewed for a successive one (1) year period, beginning November 1, 2024 to October 31, 2025, in accordance with the terms and conditions of the original GTC.
Additional Terms:	

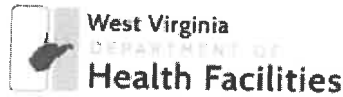
Qualtrics	Customer
By (signature): 	By (signature): 
Name: Mark Creer	Name: Stephanie Pettry
Title: Deputy General Counsel	Title: Procurement Specialist
Date: 24 July 2024	Date: 24 July 2024

Agreed





Sherri A. Young, D.O., MBA, FAAFP
DH Cabinet Secretary



Michael J. Caruso
DHF Cabinet Secretary



Cynthia A. Persily, Ph.D.
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES

Office of Management Information Services | Shaun Charles, Chief Information Officer

Date: July 24, 2024
To: Heather White, OSA Purchasing
From: Stephanie Pettry, OSA/OMIS
Subject: Renewal of CMA MIS2300000003- Qualtrics

The Office of Management Information Services (OMIS), on behalf of the Office of Human Resources Management, request approval to renew contract CMA MIS2300000003 with the vendor Qualtrics for the period of, November 1, 2024, through October 31, 2025 with the same terms and conditions and prices as the original contract.

Sincerely,

Stephanie Pettry



COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>8/1/24</u>	Agency: OSA OMIS
Solicitation No. <u>CMA MIS23*03</u>	Procurement Officer Submitting Requisition: Stephanie Pettry
	Requisition No. CMA MIS230000003
	PF No.: 1124314

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 [CROM → 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 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: Crystal Husted



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

Mark D. Scott
Cabinet Secretary

State Capitol
Charleston, West Virginia 25305

Heather D. Abbott
Chief Information Officer

**TO: Ron Courtney, Procurement Associate
Department of Health, Department of Health Facilities, and
Department of Human Services**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR005612 IS&C NUMBER: 2025-2057**

DATE: July 31, 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 CMA MIS2300000003 effective 11/1/2024 - 10/31/2025, 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.

Simple Search

Search Editor

- Any Words *i*
- All Words *i*
- Exact Phrase *i*

e.g. 123456789, Smith Corp

"QUALTRICS LLC" ×

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

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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.

QUALTRICS, LLC

See Attached

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	10/2/2018		10/2/2018	Foreign	Profit			

Organization Information			
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services		Capital Stock
Charter County		Control Number	0
Charter State	DE	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	333 W RIVER PARK DR PROVO, UT, 84604
Mailing Address	333 W RIVER PARK DR PROVO, UT, 84604 USA
Notice of Process Address	QUALTRICS LLC 333 W RIVER PARK DR PROVO, UT, 84604
Principal Office Address	333 W RIVER PARK DR PROVO, UT, 84604 USA
Type	Address

Officers	
Type	Name/Address
Member	QUALTRICS INTERNATIONAL INC 333 W RIVER PARK DR PROVO, UT, 84604
Type	Name/Address

Annual Reports	
Filed For	Date filed
2024	
2023	
2022	
2021	
2020	
2019	

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

Thursday, August 1, 2024 — 8:34 AM

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Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	DEPT 880102	PHOENIX	AZ	850389650	
Payment	333 W RIVER PARK DRIVE	PROVO	UT	84604	
Payment	2250 N UNIV PKWY #48C	PROVO	UT	84604	Tracie Christensen
Ordering	2250 N UNIV PKWY #48C	PROVO	UT	84604	Tracie Christensen

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 00000189175
 QUALTRICS LLC
 Address Type : Payment
 Division/Department :
 Additional Address Info :
 Prevent New Spending :
 Default Currency : USD - US Dollar

Active From : 06/16/2016
 Active To :
 Default Record :
 Mail Returned :
 Active Address : Yes

Address Information

Address ID : AD000001
 Street 1 : DEPT 880102
 Street 2 : PO BOX 29650
 City : PHOENIX
 State/Province : AZ
 Zip/Postal Code : 850389650
 DUNS :
 Extended DUNS :
 Unique Entity Identifier :
 CAGE Code :
 Country Phone Code : 1
 Phone : 000-000-0000
 Phone Extension :
 County :
 County Name :
 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