



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

State of West Virginia
Master Agreement

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

Order Date: 09-24-2024

Order Number:	CMA 0511 2754 CSE1900000001 7	Procurement Folder:	403907
Document Name:	Change Order 5	Reason for Modification:	Change order 5 To Renew contract
Document Description:	Banking Services- Child Support Enforcement		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2018-12-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-11-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000215937			Requestor Name:	Virginia G Hill
SYSTEMS & METHODS INC				Requestor Phone:	(304) 558-3780
106 WEDGEWOOD DR				Requestor Email:	virginia.g.hill@wv.gov
CARROLLTON	GA	30117			
US					
Vendor Contact Phone:	7708340831	Extension:	2908		
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

2025
 FILE LOCATION

INVOICE TO	SHIP TO
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US

9-25-24 61

Total Order Amount:	Open End
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Purchasing Division's File Copy

CA 9/24/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *T. Waffle* 9/24/24
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *[Signature]* 10-2-24
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order:

Change Order No.5 is issued to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.

Effective date of renewal December 1, 2024 through November 30, 2025

Renewal year remaining: 0

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84121500				0.000000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

Commodity Line Description: E-CATALOG

Extended Description:

Banking services- Child Support Collecting, Tracking, & Disbursement

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	84121500				0.000000
	Service From	Service To		Service Contract Amount	
				4000.00	

Commodity Line Description: check printing application

Extended Description:

Check printing application

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	84121500			MO	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Bank Fees

Extended Description:

Banking services- Child Support Collecting, Tracking, & Disbursement

Bank fees



STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
- BUREAU FOR CHILD SUPPORT ENFORCEMENT -

December 28, 2023

Date: August 29, 2024

To: Purchasing

From: Virginia Hill *Virginia Hill*

Reference: Renewal for CMA CSE19*1 Systems & Methods Inc

The West Virginia Bureau for Child Support Enforcement is respectfully requesting permission to renew the above CMA CSE19*1 for the period of December 1, 2024, through November 30, 2025, under the same terms, pricing and conditions as the original contract. This contract provides a centralized collection, distribution, and tracking of child support payments. There are no renewals remaining.

Thank you.

Ok
Althea Greenhowe



August 27, 2024

West Virginia Bureau of Child Support Enforcement
Attn: Ms. Nancy Light, BCSE Finance Manager
350 Capital St., Room 147
Charleston, WV 25301-3703

Re: CW437917 Contract Renewal 2024 - 2025

Dear Ms. Light,

Systems & Methods, Inc. (SMI) is pleased to receive your request to renew the contract for the upcoming one-year renewal term of 12/1/2024 through 11/30/2025.

Please accept this letter as SMI's agreement to a renewal with the same terms, pricing, and conditions as set forth in the original contract.

We are grateful for your partnership and humbled to serve the state and the families across West Virginia in this capacity. We greatly appreciate our long-term partnership with West Virginia and look forward to continuing to provide the highest level of service to the state and its families for the upcoming renewal term.

Sincerely,

Taylor Stone

Chief Operating Officer
Systems & Methods, Inc. (SMI)

Cc: WV Contract Folder
Angela Burgess, WV SDU Project Director
Bilinda McKay, VP of Operations

Agree to Renew

Althea Greenhowe

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husked</u> Date: <u>9/24/24</u>	Agency: BCSE
Solicitation No. <u>CMA CSE19*01</u>	Procurement Officer Submitting Requisition: Virginia Hill / Althea Greenhowe
	Requisition No. CMA CSE19*1
	PF No.: 403907

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				
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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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
State Capitol
Charleston, West Virginia 25305

John K. McHugh
Interim Cabinet
Secretary

Heather D. Abbott
Chief Information Officer

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

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR005732 IS&C NUMBER: 2025-2158**

DATE: September 23, 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 CSE19*1 effective 12/01/2024 - 11/30/2025, 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.

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

- Any Words ⁽ⁱ⁾
- All Words ⁽ⁱ⁾
- Exact Phrase ⁽ⁱ⁾

e.g. 123456789, Smith Corp

"systems"	×
"Inc."	×
"systems & methods,"	×

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

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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.

SYSTEMS & METHODS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	8/8/2011		8/8/2011	Foreign	Profit			

Organization Information			
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services		Capital Stock
Charter County	Kanawha	Control Number	99QHB
Charter State	GA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	

Authorized Shares 0	Young Entrepreneur	Not Specified
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Addresses	
Type	Address
Local Office Address	300 CAPITOL ST SUITE 511 CHARLESTON, WV, 25301
Mailing Address	106 WEDGEWOOD DRIVE CARROLLTON, GA, 30117 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	106 WEDGEWOOD DRIVE CARROLLTON, GA, 30117 USA
Type	Address

Officers	
Type	Name/Address
Director	BILL STONE 106 WEDGEWOOD DRIVE CARROLLTON, GA, 30117
President	BILL STONE 106 WEDGEWOOD DRIVE CARROLLTON, GA, 30117
Secretary	KAREN MIDDLEBROOKS 106 WEDGEWOOD DR CARROLLTON, GA, 30117
Type	Name/Address

Annual Reports
Filed For
2024

2023
2022
2021
2020
2019
2018
2017x
2017
2016
2015
2014
2013
Date filed

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

Tuesday, September 24, 2024 — 10:16 AM

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