



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: 10-25-2024

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 0511 3738 OIG2300000001 3	Procurement Folder:	1117844
Document Name:	WV CARES MAINTENANCE AND SUPPORT	Reason for Modification:	CHANGE ORDER 2 TO RENEW CONTRACT
Document Description:	WV CARES MAINTENANCE AND SUPPORT		
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-12-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-11-30

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	VS0000013793	Requestor Name:	Kari J Preslar	
INNOVATIVE ARCHITECTS LLC 11675 RAINWATER DR STE 100		Requestor Phone:	(304) 558-1675	
ALPHARETTA GA 30009-8686		Requestor Email:	kari.j.preslar@wv.gov	
US		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	770-623-5734			Extension:
Discount Details:				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF INSPECTOR GENERAL 1900 KANAWHA BLVD E, BLDG 6 RM 817-B CHARLESTON WV 25305 US	WVCARES HEALTH AND HUMAN RESOURCES 408 LEON SULLIVAN WAY, SUITE 110 ATTN: ANGELA PETRY CHARLESTON WV 26416 US

*CR 10-29-24*

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

*CA 10/28/24*

PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tara H [Signature]* 10/28/24  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *John L. Gray [Signature]*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *[Signature]* 10-29-24  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 2 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 12/1/2024 through 11/30/2025.

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81112200				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2022-12-01	2025-11-30		243000.00	

**Commodity Line Description:** Software maintenance and support

**Extended Description:**

Technical Support and Enhancements - 600 hours to be utilized throughout a 12 month period of time at the rate of 50 hours per month.

- Scheduled status meetings
  - Responding to questions issued via email or phone
  - Problem resolution
  - Review of release notes/new functionality each month
  - Development of fixes or new functionality as requested
  - Other technical tasks as directed by WV CARES
  - Monthly reports to be included with invoices.
- Monthly Rate: \$6,750.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81112200				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2022-12-01	2025-11-30		72000.00	

**Commodity Line Description:** Software maintenance and support

**Extended Description:**

Reciprocity Agreement portion includes the following activities for each monthly build cycle:

- Analysis of impact to WV CARES of any design changes to the core platform
- Regression Testing specifically for WV CARES
- Packaging of source code for delivery to WV CARES

Any software updates derived from other participating NBCP states shall be made available to the WV CARES team. Conversely, WV CARES agrees that any changes to the WV CARES platform, including application enhancement or software defect corrections for WV CARES, may result in potential software updates being provided to other participating NBCP States.

Monthly Rate: \$2,000.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81112200			HOUR	135.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Software maintenance and support

**Extended Description:**

Technical Support and Enhancements (600-hour allocation)

**2024 Professional Services Agreement**

<b>Project:</b> WV CARES Maintenance and Support 2024	<b>Date:</b> September 25, 2024
<b>Client:</b> West Virginia Department of Health/Office of Inspector General	
<b>Requester Name:</b> Mark Elswick	<b>Email:</b> mark.a.elswick@wv.gov

This Statement of Work outlines terms and conditions for the proposed WV CARES Support and Maintenance which will be delivered by Innovative Architects, LLC d/b/a Improving - Atlanta (IA) for West Virginia Department of Health/Office of Inspector General.

**Project Scope:** West Virginia Department of Health/Office of Inspector General (WV DOH/OIG) has engaged Innovative Architects to provide Support and Maintenance for the WV CARES background checking system. The Innovative Architects team has built the WV CARES system over the past number of years through the technical assistance component of the CMS National Background Check Program (NBCP). Now that the grant period has expired, IA is proposing to provide on-going support and maintenance to the WV CARES system directly to WV DOH/OIG.

This quote references a scope of work to cover the period of December 1, 2024 through November 30, 2025, with the option to renew for one additional year at the end of that time. The cost structure is summarized as follows:

**Technical Support and Enhancements (600-hour allocation)**

The Technical Support and Enhancements portion of this agreement consists of 600 hours to be utilized throughout a 12-month period of time at a rate of 50 hours per month and \$135 per hour, at WV DOH/OIG's direction. It includes the following activities for each monthly build cycle:

- Scheduled status meetings
- Responding to questions issued via email or phone
- Problem resolution
- Review of release notes / new functionality each month
- Development of fixes or new functionality as requested
- Other technical tasks as directed by WV CARES
- Monthly reports to be included with invoices

Project work will be coordinated through a series of regular status meetings, occurring at least monthly unless both parties agree to an exception.

**Reciprocity Agreement**

The Reciprocity portion of this agreement includes the following activities for each monthly build cycle:

- Analysis of impact to WV CARES of any design changes to the core platform
- Regression Testing specifically for WV CARES
- Packaging of source code for devlivery to WV CARES

The IA team shall make available to the WV CARES team any software updates derived from other participating NBCP states. Conversely, WV CARES agrees that any changes to the WV CARES platform, including application

**Project Costs and Payment Terms:**

Summary of WV CARES Proposed Costs			
X	Technical Support and Application Enhancements (600-hour allocation)	\$ 6,750.00	\$ 81,000.00
X	Reciprocity Agreement	\$ 2,000.00	\$ 24,000.00
<b>Total Estimated Solution Costs (selected options)</b>		<b>\$ 8,750.00</b>	<b>\$ 105,000.00</b>

- The start date for this project is December 1, 2024 with agreement from both parties.
- This project will last the duration of twelve (12) calendar months.
- One site visit per calendar year will be scheduled at WV DOH/OIG's request, at no extra cost.
- This project is planned for 600 collective hours and will not exceed 600 hours without written approval.
- The total cost will be \$105,000, billed in twelve (12) equal monthly payments of \$8,750 each.
- Invoices will be sent the first week of every month to cover the work done in the previous month.
- This contract can be cancelled with 30 days written notice.
- Payments are made payable to the following address on Net30 terms.

**INNOVATIVE ARCHITECTS, LLC d/b/a IMPROVING ATLANTA**  
 11675 Rainwater Drive, Alpharetta, GA 30009 | 770.623.5734: O | 770.623.5878: F  
[Allison.Dudziak@improving.com](mailto:Allison.Dudziak@improving.com)

	Date	Approval Signature
Innovative Architects, LLC d/b/a Improving Atlanta:	10/16/2024	<i>Allison Dudziak</i>
West Virginia Department of Health/Office of Inspector General	<i>10/16/24</i>	<i>[Signature]</i>

Agreed

*Heather White*

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Huskard</u> Date: <u>10/28/24</u>  Solicitation No. <u>CMA OIG 23*01</u>	Agency: WV Department of Health & Human Resources  Procurement Officer Submitting Requisition: Heather White  Requisition No. CMA OIG23*1 CO2  PF No.: 1117844
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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 ( <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 checked="" 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 \_\_\_\_\_

*Christine 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 Health**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
HR005846IS&C NUMBER: 2025-2242**

**DATE: October 24, 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 WV CARES Maintenance and Support renewal, 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 
- All Words 
- Exact Phrase 

e.g. 123456789, Smith Corp

"innovative architects" 

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

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## 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.*

### IINNOVATIVE ARCHITECTS, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	11/20/2017		11/20/2017	Foreign	Profit			

Organization Information	
<b>Business Purpose</b>	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services
<b>Charter County</b>	<b>Capital Stock</b>
<b>Charter State</b>	<b>Control Number</b>
WV	<b>Excess Acres</b>
<b>At Will Term</b>	<b>Member</b>
A	N
<b>At Will Term Years</b>	P
<b>Authorized Shares</b>	Hi, I'm SOLO! I can help you file your Annual Report.
	<b>Entrepreneur</b>

X Close

Addresses	
Type	Address
<b>Designated Office Address</b>	11675 RAINWATER DRIVE SUITE 100 ALPHARETTA, GA, 30009
<b>Mailing Address</b>	5445 LEGACY DRIVE SUITE 100 PLANO, TX, 75024 USA
<b>Notice of Process Address</b>	INNOVATIVE ARCHITECTS, LLC 11675 RAINWATER DRIVE SUITE 100 ALPHARETTA, GA, 30009
<b>Principal Office Address</b>	11675 RAINWATER DRIVE SUITE 100 ALPHARETTA, GA, 30009 USA
Type	Address

Officers	
Type	Name/Address
<b>Member</b>	INNOVATIVE ARCHITECTS, LLC 3122 HILL STREET DULUTH, GA, 30096
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
IA, LLC	FORCED DBA	11/20/2017	
DBA Name	Description	Effective Date	Termination Date

Annual Reports
Filed For
2024
2023
2022

Hi, I'm SOLO! I can help you file your Annual Report.


2021
2020
2019
2018
<b>Date filed</b>

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

Friday, October 25, 2024 — 9:04 AM

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