



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

State of West Virginia
Purchase Order

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: 07-23-2024

Order Number:	CPO 0511 3839 HHR2100000001 16	Procurement Folder:	811633
Document Name:	ELECTRONIC CONTENT MANAGEMENT - COMPASS & ONBASE	Reason for Modification:	Change Order No. 6 is to extend the service dates.
Document Description:	Change Order No. 6 to extend the service dates		
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:	2021-01-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-01-14

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000174277	Requestor Name:	Kimberly A Beckett
NORTHWOODS CONSULTING PARTNERS INC 5200 RINGS RD		Requestor Phone:	(304) 558-5906
DUBLIN OH 43017 US		Requestor Email:	kimberly.a.beckett@wv.gov
Vendor Contact Phone:	614-781-7800		
Extension:			
Discount Details:			
	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
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF THE SECRETARY ONE DAVIS SQUARE, FIRST FLOOR, EAST CHARLESTON WV 25301 US

7/29/24 6L

Total Order Amount:	\$757,040.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya 7/29/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>8/1/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>8-2-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 6 is issued to extend the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is a no cost extension to complete the project only.

Extension dates are to go from 1/15/2024 - 1/14/25

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	0.00000		0.000000	416372.00
Service From	Service To	Manufacturer	Model No		
2021-01-15	2022-01-14				

Commodity Line Description: Software maintenance and support

Extended Description:

Electronic Content Management software maintenance (OnBase and Compass) and dedicated technical support.
ECMS-PATH ETL Project

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	0.00000		0.000000	340668.00
Service From	Service To	Manufacturer	Model No		
2024-01-15	2025-01-14				

Commodity Line Description: Software maintenance and support

Extended Description:

CHANGE ORDER 6
To extend service to date to January 14, 2025. It is a no cost extension.

CHANGE ORDER 4

To move \$189,260 from commodity line 2 to commodity line 1 to cover invoice PA-02237 amount of \$227,112.00.

No other changes.

CO 2 - No cost time extension.

Electronic Content Management software maintenance (OnBase and Compass) and dedicated technical support.
ECMS-PATH ETL Project

VIA ELECTRONIC MAIL

July 23, 2024

WV DHHR Office of Management Information Services
One Davis Square, Suite 200
Charleston, WV 25301

Re: *Request for Contract Extension*

To Whom it May Concern:

We are requesting approval for an extension to the Northwoods PATH Contract, #CPO HHR2100000001 from January 15, 2024 through January 14, 2025. Northwoods is unable to move forward with our work until we have access to PATH, which has not occurred yet.

Northwoods has an open balance of \$340,668.00 and agrees to a no cost extension with the same terms, conditions, prices and specifications as the contract #CPO HHR2100000001.

Sincerely,



Erin Duffy
In-House Legal Counsel

Agreed





Acceptance and Compensation—ECMS-PATH ETL Project

Northwoods' firm fixed cost for designing, developing, testing, and implementing its ECMS-PATH ETL solution is presented in the following table:

ECMS-PATH ETL Component	Cost
Professional Services , as detailed throughout "Work Requirements" beginning on page 9	\$757,040
Amount Previously Invoiced and Paid	\$416,372
Total Firm Fixed Cost Remaining	\$340,668

Payment Terms and Conditions

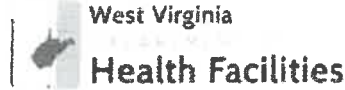
Northwoods' payment terms and conditions are as follows:

Project Milestone	Payment Terms
Phase 1: Startup	25% of Total Firm Fixed Cost due upon completion of Phase 1: Startup. <i>(Completed, Invoiced, and Paid)</i>
Phase 2: Design	30% of Total Firm Fixed Cost due upon completion of Phase 2: Design. <i>(Completed, Invoiced, and Paid)</i>
Phase 3: Test	25% of Total Firm Fixed Cost due upon completion of Phase 3: Test
Phase 4: Deploy	15% of Total Firm Fixed Cost due upon completion of Phase 4: Deploy
Phase 5: Closeout	5% of Total Firm Fixed Cost due upon completion of Phase 5: Closeout

Northwoods will invoice WV DHHR for amounts commensurate with this Project's design, development, testing, and implementation. Payments will be due within 30 days after receipt of the invoice.



**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

To: Department of Administration, West Virginia Purchasing Division

From: Kelly Vickers, ASM2/Procurement *KV*

Date: 07/19/2024

Subject: Justification for No-Cost Time Extension for Contract CPO 0511 HHR2100000001

This memorandum seeks approval for a no-cost time extension for contract number CPO 0511 HHR2100000001. The extension is requested to extend the contract period through January 14, 2025, with a retroactive renewal date of January 15, 2024.

Contract CPO 0511 HHR2100000001, established to deliver Electronic Content Management software maintenance (OnBase and Compass) and dedicated technical support, has encountered delays that have impacted the timely completion of the contract

As the deliverables specified in the contract have not yet been completed, an extension is necessary to ensure all contract requirements are met satisfactorily. Furthermore, the agency formerly known as the West Virginia Department of Health and Human Resources has recently undergone significant restructuring. These organizational changes have contributed to delays in processing the extension request and the overall execution of the contract. The reorganization has required time for adjustment and realignment of resources, which in turn affected the timely completion of the contract deliverables as well as the timely processing of a contract extension by the OSA-MIS staff.

Granting a no-cost time extension to January 14, 2025, will allow for the completion of the remaining deliverables as per the contract's statement of work. This extension is crucial to ensure that the project objectives are achieved without compromising the quality of work. Additionally, we request that the renewal be backdated to January 15, 2024, to align with the original contract timeline and address any administrative delays caused by the restructuring.

Your approval of this no-cost time extension is respectfully requested.

*Backdate
app
KV*



COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>7/29/24</u> Solicitation No. <u>CPO HHR21*01</u>	Agency: Management Information Services Procurement Officer Submitting Requisition: Kimberly Beckett Requisition No. CPO HHR21*01 PF No.: 811633
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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 type="checkbox"/>	<input type="checkbox"/>	<input 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

Keyword Search

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

"northwoods consulting partners inc" ×

Entity ▼

Location ▼

Status ▲

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Business and Licensing

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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.

NORTHWOODS CONSULTING PARTNERS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	11/16/2009		11/16/2009	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
Charter State	OH	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur Not Specified

Addresses	
Type	Address
Local Office Address	5200 RINGS ROAD DUBLIN, OH, 43017
Mailing Address	5200 RINGS ROAD DUBLIN, OH, 43017 USA
Notice of Process Address	COGENCY GLOBAL INC. 128 CAPITOL STREET CHARLESTON, WV, 25301
Principal Office Address	5200 RINGS ROAD DUBLIN, OH, 43017 USA
Type	Address

Officers	
Type	Name/Address
Director	DAVID MINNING 5200 RINGS ROAD DUBLIN, OH, 43017
President	DAVID MINNING 5200 RINGS ROAD DUBLIN, OH, 43017
Secretary	NICK PATEL 5200 RINGS ROAD DUBLIN, OH, 43017
Treasurer	NICK PATEL 5200 RINGS ROAD DUBLIN, OH, 43017
Vice-President	ALAN MINTON 5200 RINGS ROAD DUBLIN, OH, 43017
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	

2020
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2017x
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Date filed

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

Tuesday, July 9, 2024 — 3:11 PM

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