



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

# State of West Virginia Purchase Order

Order Date: 09-20-2024

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

<b>Order Number:</b>	CPO 0511 0511 MIS2300000003 4	<b>Procurement Folder:</b>	1221094
<b>Document Name:</b>	COMPASS CLOUD SOLUTION MAINTENANCE	<b>Reason for Modification:</b>	Change Order No. 2 is used to reduce the unused balance per the attached documentation.
<b>Document Description:</b>	Cancellation of remaining balance.		
<b>Procurement Type:</b>	Central Sole Source		
<b>Buyer Name:</b>	Crystal G Hustead		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.hustead@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-07-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-12-31

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000174277	<b>Requestor Name:</b>	Kimberly A Beckett
NORTHWOODS CONSULTING PARTNERS INC 5200 RINGS RD		<b>Requestor Phone:</b>	(304) 558-5906
DUBLIN OH 43017 US		<b>Requestor Email:</b>	kimberly.a.beckett@wv.gov
<b>Vendor Contact Phone:</b>	614-781-7800	<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
<b>Extension:</b>			
<b>Discount Details:</b>			
<b>#1</b>	No 0.0000 0		
<b>#2</b>	Not Entered		
<b>#3</b>	Not Entered		
<b>#4</b>	Not Entered		

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

*CR 10-8-24*

**Total Order Amount:** \$252,706.25

Purchasing Division's File Copy

*CA 9/30/24*

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tawana 10/5/24</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>10-9-24</i> ELECTRONIC SIGNATURE ON FILE
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*10/9/2024*

**Extended Description:**

Change Order No. 2 is issued to reduce the unused balance on delivery order from \$370,437.50 to \$252,706.25 per attached document:

Original Contract Total: \$370,437.50  
Change Order No. 2 Decrease: \$117,731.25

New Contract Total: \$252,706.25

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	0.00000		0.000000	126200.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-07-01	2023-12-31				

**Commodity Line Description:** Compass Cloud solution to host the ECMS.

**Extended Description:**

To cancel the remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	0.00000		0.000000	126506.25
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-07-01	2023-12-31				

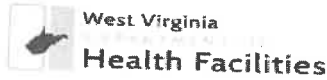
**Commodity Line Description:** Compass Cloud solution to host the ECMS.

**Extended Description:**

To cancel the remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.



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: September 10, 2024  
From: Kimberly Beckett, Procurement Specialist  
OSA Management Information Services *KB*  
To: Northwoods Consulting Partners  
RE: CPO MIS23\*03-Liquidation

Please be advised there is an unused balance on CPO MIS23\*03. This delivery order expired on December 31, 2023. The original encumbrance was \$370,437.50. The amount that is closed is \$252,706.25, leaving a balance of \$117,731.25.00.

If you agree that all work has been invoiced and that there is indeed a remaining unused balance of \$117,731.25 please sign and date below, then return to [osamis purchasing@wv.gov](mailto:osamis purchasing@wv.gov) and we will proceed with the balance close out. If you dispute the amount, please email us to discuss. If no response is received from Northwoods Consulting Partners by 10/10/2024, The Office of Management Information Services will proceed and close out the remaining balance of \$117,731.25.

Thank you for your time and consideration!

*Nick Patel*  
Signature Nick Patel (Sep 17, 2024 11:24 EDT)

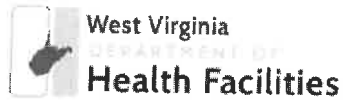
Agreed  
*Heather White*

Date 09/17/2024





Sherrí 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: September 10, 2024  
To: Office of Shared Administration  
Purchasing Department  
From: Kimberly Beckett, Procurement Associate *KB*  
Management Information Services  
Re: CPO MIS23\*03-Liquidation

The Office of Management Information Services and Northwoods Consulting Partners are requesting approval to liquidate the remaining balance of \$117,731.25 to CPO MIS23\*03. Your approval is greatly appreciated.



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Huskad</u> Date: <u>9/30/24</u>  Solicitation No. <u>CPO MIS23*03</u>	Agency: Management Information Services  Procurement Officer Submitting Requisition: Kimberly Beckett  Requisition No. CPO MIS23*03  PF No.: 1221094
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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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: \_\_\_\_\_

*Cristel 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 ∧

Active

Inactive

Reset ↻



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

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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.*

### 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		
<b>Business Purpose</b>	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services	<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>
<b>Charter State</b>	OH	<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



**Addresses**

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

**Officers**

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

**Annual Reports****Filed For**

2024

2023

2022

2021

9/10/24, 12:05 PM

2020
2019
2018
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2012
2011
<b>Date filed</b>

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

Tuesday, September 10, 2024 — 12:04 PM

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