



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

State of West Virginia  
**Delivery Order**

Order Date: 09-06-2024

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>         | CDO 0803 0081 DOT2400000030 7                        | <b>Procurement Folder:</b>      | 1357424   |
| <b>Document Name:</b>        | Deighton Professional Service - TAMP                 | <b>Reason for Modification:</b> | Change Order 2<br>To Update Commodity Lines per Revised SOW |
| <b>Document Description:</b> | Deighton Professional Service - TAMP (81240083) CO 2 |                                 |   |
| <b>Procurement Type:</b>     | Central Delivery Order                               |                                 |   |
| <b>Buyer Name:</b>           | John W Estep   |                                 |   |
| <b>Telephone:</b>            | 304-558-2566   |                                 |   |
| <b>Email:</b>                | john.w.estep@wv.gov                                  |                                 |   |
| <b>Shipping Method:</b>      | Best Way   | <b>Master Agreement Number:</b> | CMA 0803 DOT2400000009 7                                    |
| <b>Free on Board:</b>        | FOB Dest, Freight Prepaid                            |                                 |   |

| VENDOR  | DEPARTMENT CONTACT |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |  |
|---|--------------------|---------------------|---------------------|---------------|----|----|--------|---|----|----|--|--|----|----|--|--|----|----|--|--|--|
| <b>Vendor Customer Code:</b> 000000233045<br>DEIGHTON ASSOCIATES LTD<br>1555 WENTWORTH ST UNIT 200<br><br>WHITBY ON L1N 9T6<br>CA<br><b>Vendor Contact Phone:</b> 9056656605 <b>Extension:</b> 132<br><br><b>Discount Details:</b><br><table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table> |                    | Discount Allowed    | Discount Percentage | Discount Days | #1 | No | 0.0000 | 0 | #2 | No |  |  | #3 | No |  |  | #4 | No |  |  | <b>Requestor Name:</b> Sidney Oliver<br><b>Requestor Phone:</b> 304-414-7119<br><b>Requestor Email:</b> jr.oliver@wv.gov<br><br><div style="text-align: center; font-size: 2em; font-weight: bold;">2025</div> FILE LOCATION _____ |
|   | Discount Allowed   | Discount Percentage | Discount Days       |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |  |
| #1  | No                 | 0.0000              | 0                   |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |  |
| #2  | No                 |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |  |
| #3  | No                 |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |  |
| #4  | No                 |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |  |

| INVOICE TO  | SHIP TO   |
|---|---|
| INFORMATION TECHNOLOGY DIVISION<br>DEPT. OF TRANSPORTATION<br><br>1900 KANAWHA BLVD E, BLD. 5 RM-720<br><br>CHARLESTON WV 25305<br><br>US | INFORMATION TECHNOLOGY DIVISION<br>DEPT. OF TRANSPORTATION<br><br>1900 KANAWHA BLVD E, BLD. 5 RM-720<br><br>CHARLESTON WV 25305<br><br>US |

|                            |              |
|----------------------------|--------------|
| <b>Total Order Amount:</b> | \$365,200.00 |
|----------------------------|--------------|

Purchasing Division's File Copy

JE 9/18/24  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: 9-19-24  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: 9-20-24  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 2

To update CDO for the revised SOW - Dated 4/22/24 (attached):

- Decrease amounts of Lines 1, 3 and 5
- Increase Line 4
- Add Line 6

Total CDO amount does not change and remains \$365,200.00.

No other changes.

| Line         | Commodity Code | Quantity     | Unit     | Unit Price    | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 1            | 81112200       | 188.00000    | HOUR     | \$285.0000    | \$53,580.00 |
| Service From | Service To     | Manufacturer | Model No | Delivery Date |             |
|              |                |              |          |               |             |

**Commodity Line Description:** Deighton Professional Services - Project Mgt Rate - Sr. Rate

**Extended Description:**

Deighton Professional Services - Project Mgt Rate - Sr. Rate  
Decrease 12 hours, new total 188 hours

| Line         | Commodity Code | Quantity     | Unit     | Unit Price    | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 2            | 81112200       | 300.00000    | HOUR     | \$285.0000    | \$85,500.00 |
| Service From | Service To     | Manufacturer | Model No | Delivery Date |             |
|              |                |              |          |               |             |

**Commodity Line Description:** Deighton Prof Svcs -dTIMS Software Dev. Personnel - Sr. Rate

**Extended Description:**

Deighton Prof Svcs -dTIMS Software Dev. Personnel - Sr. Rate

| Line         | Commodity Code | Quantity     | Unit     | Unit Price    | Total Price  |
|--------------|----------------|--------------|----------|---------------|--------------|
| 3            | 81112200       | 460.00000    | HOUR     | \$285.0000    | \$131,100.00 |
| Service From | Service To     | Manufacturer | Model No | Delivery Date |              |
|              |                |              |          |               |              |

**Commodity Line Description:** Deighton Prof Svcs - Project Delivery Personnel - Sr. Rate

**Extended Description:**

Deighton Prof Svcs - Project Delivery Personnel - Sr. Rate  
Decrease 40 hours, new total 460 hours

| Line         | Commodity Code | Quantity     | Unit     | Unit Price    | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 4            | 81112200       | 0.00000      |          | \$0.0000      | \$28,400.00 |
| Service From | Service To     | Manufacturer | Model No | Delivery Date |             |
| 2024-01-15   | 2025-01-14     |              |          |               |             |

**Commodity Line Description:** Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip)-Sr. Rate

**Extended Description:**

Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip)-Sr. Rate  
Add 1 additional @ rate \$11,200, new total \$28,400

| Line         | Commodity Code | Quantity     | Unit     | Unit Price    | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 5            | 81112200       | 250.09090    | HOUR     | \$220.0000    | \$55,020.00 |
| Service From | Service To     | Manufacturer | Model No | Delivery Date |             |
|              |                |              |          |               |             |

**Commodity Line Description:** Deighton Prof Svcs - Project Delivery Personnel - Jr. Rate

**Extended Description:**

Deighton Prof Svcs - Project Delivery Personnel - Jr. Rate  
Decrease 49.9091 hours, new total 250.0909 hours

| Line         | Commodity Code | Quantity     | Unit     | Unit Price    | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 6            | 81112200       | 0.00000      |          | \$0.0000      | \$11,600.00 |
| Service From | Service To     | Manufacturer | Model No | Delivery Date |             |
| 2024-01-15   | 2025-01-14     |              |          |               |             |

**Commodity Line Description:** Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip)-Jr. Rate

**Extended Description:**

Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip)-Jr. Rate

**CHANGE ORDER 2**  
**CDO 24\*30**

| CL                         | CL Description   |         | Unit     | Unit Cost   | Amount       | Comment                  |               |
|----------------------------|--|---------|----------|-------------|--------------|--------------------------|---------------|
| 1                          | Deighton Professional Services - Project Mgt Rate - Sr. Rate   | Orig    | 200      | \$285.00    | \$57,000.00  | Decrease (12) Hours      | -\$3,420.00   |
|                            |  | Revised | 188      | \$285.00    | \$53,580.00  |                          |               |
| 3                          | Deighton Prof Svcs - Project Delivery Personnel - Sr. Rate     | Orig    | 500      | \$285.00    | \$142,500.00 | Decrease (40) Hours      | -\$11,400.00  |
|                            |  | Revised | 460      | \$285.00    | \$131,100.00 |                          |               |
| 5                          | Deighton Prof Svcs - Project Delivery Personnel - Jr. Rate     | Orig    | 300      | \$220.00    | \$66,000.00  | Decrease (49.9091) Hours | -\$10,980.00  |
|                            |  | Revised | 250.0909 | \$220.00    | \$55,020.00  |                          |               |
| 4                          | Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip) - Sr. Rate | Orig    | 1        | \$14,200.00 | \$14,200.00  | Increase Qty             | \$14,200.00   |
|                            |  | Revised | 2        | \$14,200.00 | \$28,400.00  |                          |               |
| 6                          | Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip) - Jr. Rate |         | 1        | \$11,600.00 | \$11,600.00  | Add new CL               | \$11,600.00   |
| <b>TOTAL AMOUNT CHANGE</b> |  |         |          |             |              |                          | <b>\$0.00</b> |

State of West Virginia  
Purchasing Division



# PURCHASE REQUISITION

|   |                 |  |
|---|-----------------|--|
| Requisition No.<br><b>81240083</b>  | Buyer           | Requisition Date<br><b>9/6/24</b>  |
| Agency/Invoice To:<br><br>WVDOT Information Technology Division<br>Procurement Section<br>1900 Kanawha Blvd. East Building 5, Room 720<br>Charleston, WV 25305  | TEAM Code _____ | WVFIMS Document #<br><br>Suggested Vendors:<br><br>1.<br><br>2.<br><br>3.<br><br><i>Additional Vendors on Reverse Side</i> |
| Agency/Ship To:<br><br>WVDOT Information Technology Division<br>Procurement Section<br>1900 Kanawha Blvd. East Building 5, Room 720<br>Charleston, WV 25305   | TEAM Code _____ | <b>PURCHASING DIVISION'S USE ONLY</b>  |
| <p><b>This Section Only For: Releases, Direct Purchases, Emergency Purchases &amp; Agreements</b></p> <p>Vendor Name &amp; Address:<br/><b>DEIGHTON ASSOCIATES LTD</b><br/><b>223 BROCK ST N UNIT 7</b><br/><b>WHITBY ON L1N 4H6 CANADA</b></p> |                 |  |
| WVFIMS Vendor #<br><b>000000233045</b>  | TEAM Vendor #   |  |
| Terms   | F.O.B.          |  |

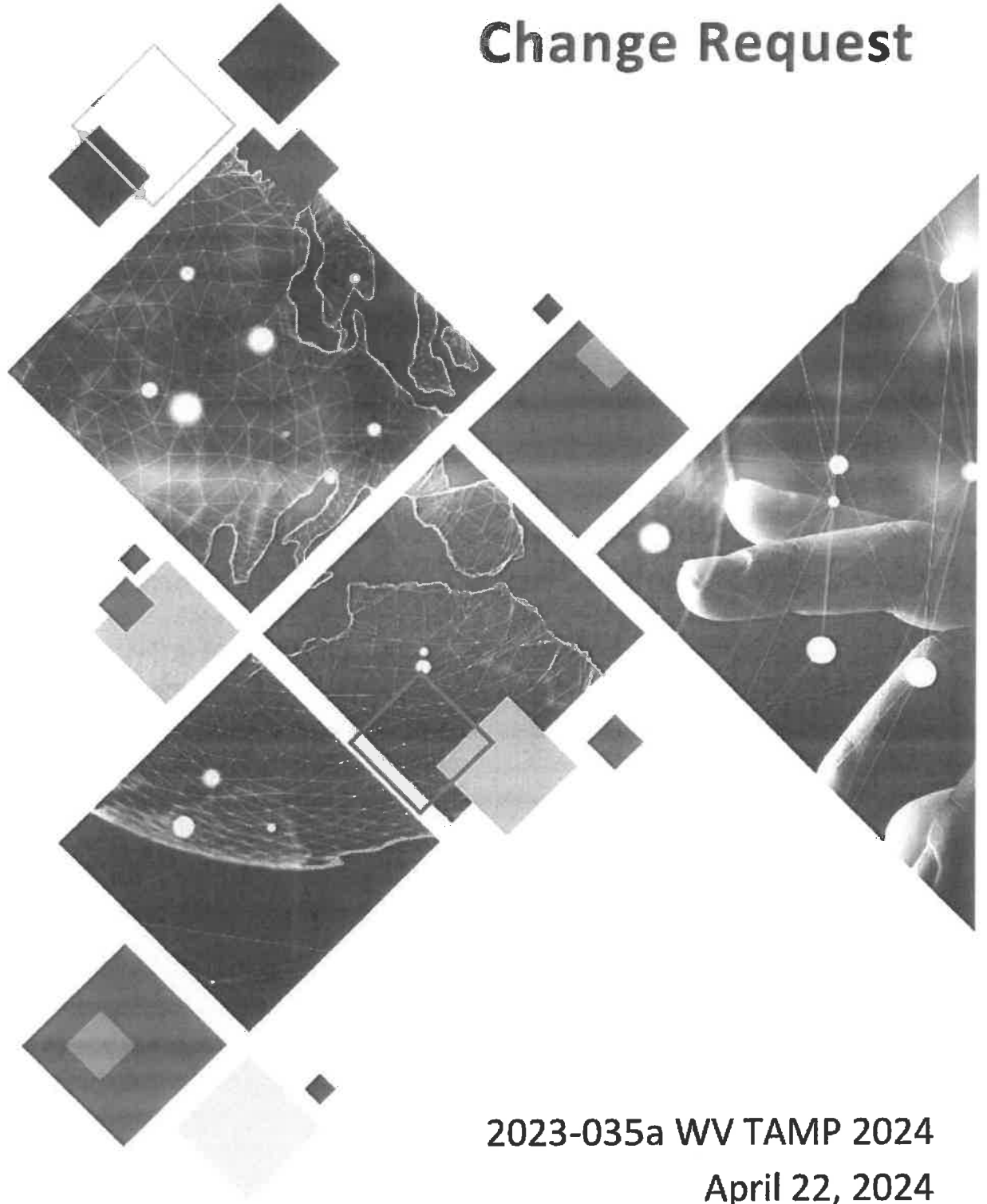
| Item No. | Quantity | Description   | Unit Price | Amount |
|----------|----------|---|------------|--------|
|          |          | <u>Change Order 2 - CDO DOT24*30</u><br><i>Type of Purchase</i>               |            |        |
|          |          | <p>See attached for CL details -</p> <p>No change to the Total CDO Amount</p> |            |        |

Authorized Signature *Humein S Elk Ramah*  
 Title Chief Technology Officer  
 Telephone 304-414-6911

Total Estimated Value of this Requisition: \$365,200.00  
 Maximum Budgeted Amount: \$365,200.00



# Change Request



2023-035a WV TAMP 2024

April 22, 2024



**Deighton Change Request:**

|   |                              |   |                    |                    |               |               |           |                    |          |                    |
|---|------------------------------|---|--------------------|--------------------|---------------|---------------|-----------|--------------------|----------|--------------------|
| <b>Change Request Title: Additional On-site Request</b>   |                              |   |                    |                    |               |               |           |                    |          |                    |
| <b>Project: 2023-035a WV TAMP 2024 (CDO 0803 0081 DOT2400000030)</b>  | <b>Date: April 22, 2024</b>  |   |                    |                    |               |               |           |                    |          |                    |
| <b>Project Manager: Nilotpal Chatterjee</b>   | <b>Change Request #: 001</b> |   |                    |                    |               |               |           |                    |          |                    |
| <b>Change Requestor: Nilotpal Chatterjee</b>  |                              |   |                    |                    |               |               |           |                    |          |                    |
| <b>Requestor Email: <a href="mailto:nilotpal.chatterjee@deighton.com">nilotpal.chatterjee@deighton.com</a></b>  |                              |   |                    |                    |               |               |           |                    |          |                    |
| <b>Change Category (Check all that apply):</b>  |                              |   |                    |                    |               |               |           |                    |          |                    |
| <input type="checkbox"/> Duration/Schedule <input checked="" type="checkbox"/> Cost <input type="checkbox"/> Scope <input type="checkbox"/> Requirements/Deliverables<br><input type="checkbox"/> Testing/Quality <input type="checkbox"/> Resources <input type="checkbox"/> Product <input type="checkbox"/> Processes  |                              |   |                    |                    |               |               |           |                    |          |                    |
| <b>Does this Change Affect (Check all that apply):</b>  |                              |   |                    |                    |               |               |           |                    |          |                    |
| <input type="checkbox"/> Corrective Action <input type="checkbox"/> Preventative Action <input type="checkbox"/> Defect Repair <input type="checkbox"/> Updates<br><input checked="" type="checkbox"/> Other  |                              |   |                    |                    |               |               |           |                    |          |                    |
| <b>Describe the Change Being Requested:</b>   |                              |   |                    |                    |               |               |           |                    |          |                    |
| <p>Request to add an additional on-site trip to 2023-035a West Virginia TAMP 4 contract. Currently the contract has only 1 on-site which took place in February 2024. In the CDO, there are funds available for BMS support at \$107,100 but these are hourly off-site funds. Requesting \$25,800 of those funds be used towards an additional on-site to take place in June 2024 for BMS training. 2 implementation resources will be going for this on-site trip, one junior and one senior resource.</p>   |                              |   |                    |                    |               |               |           |                    |          |                    |
| <b>Describe the Reason for the Change:</b>  |                              |   |                    |                    |               |               |           |                    |          |                    |
| <p>When the contract was drawn up the plan had only 1 on-site. Initially we were planning to cover both PMS and BMS training during that one on-site. But as 3 days was not enough to cover both systems, it was decided to cover only PMS training during the February on-site to West Virginia. So BMS training is remaining, which we would like to do on-site as we believe there is enough budget in the contract to do another on-site trip.</p>  |                              |   |                    |                    |               |               |           |                    |          |                    |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 45%;"><b>On-Site Support Costs (3-day) trip</b></td> <td style="width: 10%; text-align: center;"><b>Jr</b></td> <td style="width: 20%; text-align: right;"><b>\$11,600.00</b></td> <td style="width: 10%; text-align: center;"><b>0</b></td> <td style="width: 15%; text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td style="text-align: center;"><b>Sr</b></td> <td style="text-align: right;"><b>\$14,200.00</b></td> <td style="text-align: center;"><b>1</b></td> <td style="text-align: right;"><b>\$14,200.00</b></td> </tr> </table> |                              | <b>On-Site Support Costs (3-day) trip</b> | <b>Jr</b>          | <b>\$11,600.00</b> | <b>0</b>      | <b>\$0.00</b> | <b>Sr</b> | <b>\$14,200.00</b> | <b>1</b> | <b>\$14,200.00</b> |
| <b>On-Site Support Costs (3-day) trip</b>   | <b>Jr</b>                    |   | <b>\$11,600.00</b> | <b>0</b>           | <b>\$0.00</b> |               |           |                    |          |                    |
|   | <b>Sr</b>                    | <b>\$14,200.00</b>                        | <b>1</b>           | <b>\$14,200.00</b> |               |               |           |                    |          |                    |
| <b>Describe impact and/or benefits of the Change:</b>   |                              |   |                    |                    |               |               |           |                    |          |                    |
| <p>Based on the work plan created for the PMS/BMS work required on this project, we do have enough budget for another on-site. So, an additional on-site would not have any impact on the overall budget of the project.</p> <p>When discussed with the clients, they preferred on-site meetings over virtual sessions. The West Virginia team suggested making a supplement to the existing contract for this purpose.</p>   |                              |   |                    |                    |               |               |           |                    |          |                    |

**Describe all Alternatives Considered:**  
 We considered doing the BMS training virtually. But it is much more efficient and effective to do the training on-site. On-site training is the preference of the West Virginia team as well.

**Describe any Technical Changes Required to Implement this Change:**  
 N/A

**Describe Risks to be Considered for this Change:**  
 N/A

**Describe any Assumptions:**  
 Assuming that we can transfer funds available within BMS support into another on-site trip

**Estimate Resources and Costs Needed to Implement this Change:**  
 Amount - \$25,800  
 In the CDO \$107,100 is available for BMS support. As per the work plan created by the implementation team, only \$78,200 is required to complete BMS work for 2024. So would like to utilize \$25,800 of the remaining budget towards the on-site for BMS training.

| Billable Role                      | Category | Rate        | Qty | Total              |
|------------------------------------|----------|-------------|-----|--------------------|
| On-Site Support Costs (3-day) trip | Jr       | \$11,600.00 | 1   | \$11,600.00        |
|                                    | Sr       | \$14,200.00 | 1   | \$14,200.00        |
| <b>Total</b>                       |          |             |     | <b>\$25,800.00</b> |

**Describe the Implications to Quality:**  
 No implications to quality.

**Decision:**  
 Approve (Deighton)     Reject     Defer  
 Approve     Reject     Defer

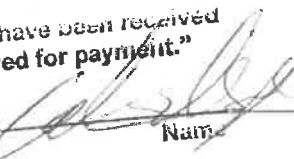
**Justification of Approval, Rejection, or Deferral:**

**Change Board Approval:**

| Name | Role | Date |
|------|------|------|
|      |      |      |
|      |      |      |



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listed hereon have been received  
and approved for payment.  
05/01/2024   
Name

**CHANGE ORDER 2**  
**CDO 24\*30**

| CL                         | CL Description   |         | Unit     | Unit Cost   | Amount       | Comment                  |               |
|----------------------------|--|---------|----------|-------------|--------------|--------------------------|---------------|
| 1                          | Deighton Professional Services - Project Mgt Rate - Sr. Rate   | Orig    | 200      | \$285.00    | \$57,000.00  | Decrease (12) Hours      | -\$3,420.00   |
|                            |  | Revised | 188      | \$285.00    | \$53,580.00  |                          |               |
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|                            |  | Revised | 460      | \$285.00    | \$131,100.00 |                          |               |
| 5                          | Deighton Prof Svcs - Project Delivery Personnel - Jr. Rate     | Orig    | 300      | \$220.00    | \$66,000.00  | Decrease (49.9091) Hours | -\$10,980.00  |
|                            |  | Revised | 250.0909 | \$220.00    | \$55,020.00  |                          |               |
| 4                          | Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip) - Sr. Rate | Orig    | 1        | \$14,200.00 | \$14,200.00  | Increase Qty             | \$14,200.00   |
|                            |  | Revised | 2        | \$14,200.00 | \$28,400.00  |                          |               |
| 6                          | Deighton Prof Svcs-On-Site Supp1 Costs (3-day trip) - Jr. Rate |         | 1        | \$11,600.00 | \$11,600.00  | Add new CL               | \$11,600.00   |
| <b>TOTAL AMOUNT CHANGE</b> |  |         |          |             |              |                          | <b>\$0.00</b> |

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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.*

#### DEIGHTON ASSOCIATES LTD.

| Organization Information |                |                  |             |         |        |          |                  |                    |
|--------------------------|----------------|------------------|-------------|---------|--------|----------|------------------|--------------------|
| Org Type                 | Effective Date | Established Date | Filing Date | Charter | Class  | Sec Type | Termination Date | Termination Reason |
| C   Corporation          | 5/13/1992      |                  | 5/13/1992   | 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> 0.0000             |
| <b>Charter County</b>     | Foreign Country   |  | <b>Control Number</b> 0                 |
| <b>Charter State</b>      | ONT   |  | <b>Excess Acres</b> 0                   |
| <b>At Will Term</b>       | <b>Member Managed</b>   |  |   |
| <b>At Will Term Years</b> |   |  | <b>Par Value</b> 0.000000               |
| <b>Authorized Shares</b>  | 0   |  | <b>Young Entrepreneur</b> Not Specified |

| <b>Addresses</b>                 |  |
|----------------------------------|--|
| <b>Type</b>                      | <b>Address</b>   |
| <b>Local Office Address</b>      | 1555 WENTWORTH ST<br>UNIT 200<br>WHITBY, ON, L1N 9T6                               |
| <b>Mailing Address</b>           | 1555 WENTWORTH ST<br>UNIT 200<br>WHITBY, ON, L1N 9T6<br>CAN                        |
| <b>Notice of Process Address</b> | CORPORATION SERVICE COMPANY<br>209 WEST WASHINGTON STREET<br>CHARLESTON, WV, 25302 |
| <b>Principal Office Address</b>  | 1555 WENTWORTH ST<br>UNIT 200<br>WHITBY, ON, L1N 9T6<br>CAN                        |
| <b>Type</b>                      | <b>Address</b>   |

| <b>Officers</b>  |  |
|------------------|--|
| <b>Type</b>      | <b>Name/Address</b>  |
| <b>Director</b>  | ROB PIANE<br>1555 WENTWORTH ST<br>UNIT 200<br>WHITBY, ON, L1N 9T6      |
| <b>President</b> | VICKI DEIGHTON<br>1555 WENTWORTH ST<br>UNIT 200<br>WHITBY, ON, L1N 9T6 |
| <b>Type</b>      | <b>Name/Address</b>  |

| <b>Annual Reports</b> |  |
|-----------------------|--|
| <b>Filed For</b>      |  |
| 2024                  |  |
| 2023                  |  |
| 2022                  |  |
| 2021                  |  |
| 2020                  |  |
| 2019                  |  |

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| 2018              |
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| 2003              |
| 2002              |
| 2001              |
| 2000              |
| 1999              |
| <b>Date filed</b> |

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

Wednesday, September 18, 2024 — 12:50 PM

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Search All Words e.g. 1606N020Q02



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Entity information



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[Entities](#)[Disaster Response Registry](#)[Responsibility / Qualification](#)[Exclusions](#)

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e.g. 123456789, Smith Corp.

"Deighton Associates LTD" ×

Entity ▾

Location ▾

Status ▾

 Active Inactive[Reset](#)

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

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|--|--|
| <i>Purchasing Division Use:</i><br>Buyer: <u>J. ESTEP</u> Date: <u>9/18/24</u>               | Agency:<br>WVDOH   |
| Solicitation No. <u>CDO DOT24*30</u><br><span style="margin-left: 150px;"><u>CO#2</u></span> | Procurement Officer Submitting Requisition:<br>Dusty Smith |
|  | Requisition No.<br>CDO DOT24*30 CO#2                       |
|  | PF No.:<br>1357424   |

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 checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 2 | Use of correct specification template  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 3 | Use of correct requisition type<br>[CRQS → CCT or CPO] or [CRQM → CMA]   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 4 | Use of most current terms and conditions<br><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 checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 5 | Maximum budgeted amount in wvOASIS   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 6 | Suggested vendors in wvOASIS   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 7 | Capitol Building Commission pre-approval   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8 | Financing (Governor's Office) pre-approval   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

|    | Compliance Check Type                             | Required                 | Provided, if Required    | Not Required                        | Purch. Div. Confirmation |
|----|---|--------------------------|--------------------------|-------------------------------------|--------------------------|
| 9  | Fleet Management Division pre-approval            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10 | Insurance requirements                            |                          |                          |                                     |                          |
|    | <i>Commercial General Liability</i>               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
|    | <i>Automobile Liability</i>                       | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|    | <i>Workers' Compensation/Employer's Liability</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|    | <i>Cyber Liability</i>                            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|    | <i>Builder's Risk/Installation Floater</i>        | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|    | <i>Professional Liability</i>                     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|    | <i>Other (specify)</i>                            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11 | Office of Technology CIO pre-approval             | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12 | Treasurer's Office (banking) pre-approval         | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**FOR CHANGE ORDERS/RENEWALS:**

|    |  |                                     |                                     |                                     |                                     |
|----|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 13 | Two-party agreement                                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 14 | Standard change order language                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15 | Office of Technology CIO approval                  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 16 | Justification for price increases/backdating/other | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17 | Bond Rider (Construction)                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input 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: \_\_\_\_\_

