



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: 07-02-2024

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 0803 0081 DOT81220053G 3	Procurement Folder:	1049623
Document Name:	WVDOT IT Temporary Staffing Services -81220053G	Reason for Modification:	CHANGE ORDER 2 TO RENEW CONTRACT
Document Description:	WVDOT IT Temporary Staffing Services -81220053G CO2		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-07-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-07-14

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	VS0000004169	Requestor Name:	Sidney Oliver																				
LANCESOFT INC 13454 SUNRISE VALLEY DR STE 120 HERNDON VA 20171 US		Requestor Phone:	304-414-7119																				
Vendor Contact Phone:	703.674.4565	Requestor Email:	jr.oliver@wv.gov																				
Discount Details:		<div style="font-size: 2em; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
	<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		
	Discount Allowed			Discount Percentage	Discount Days																		
#1	No			0.0000	0																		
#2	No																						
#3	No																						
#4	No																						

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

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

JE 7/11/24
PURCHASING DIVISION AUTHORIZATION
 DATE: *7.19.24*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *8-5-24*
 ELECTRONIC SIGNATURE ON FILE

8/5/2024

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: 7/15/24 - 7/14/25

Renewal Years Remaining: (1)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst ON SITE

Extended Description:

Senior Mainframe Application Analyst ON SITE
\$60.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Mainframe Application Analyst ON SITE

Extended Description:

Mainframe Application Analyst ON SITE
\$50.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Application Oracle Database Administrator ON SITE

Extended Description:

Application Oracle Database Administrator ON SITE
\$56.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Application DB2 Database Administrator REMOTE

Extended Description:

Application DB2 Database Administrator REMOTE
\$64.34 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: PC Programmer Analyst ON SITE

Extended Description:

PC Programmer Analyst ON SITE
\$48.40 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst REMOTE

Extended Description:

Senior Mainframe Application Analyst REMOTE
\$60.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Mainframe Application Analyst REMOTE

Extended Description:

Mainframe Application Analyst REMOTE
\$50.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Application Oracle Database Administrator REMOTE

Extended Description:

Application Oracle Database Administrator REMOTE
\$56.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: PC Programmer Analyst REMOTE

Extended Description:

PC Programmer Analyst REMOTE
\$50.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst ON SITE Y2

Extended Description:

Senior Mainframe Application Analyst ON SITE Y2
\$60.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Mainframe Application Analyst ON SITE Y2

Extended Description:

Mainframe Application Analyst ON SITE Y2
\$50.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Application Oracle Database Administrator ON SITE Y2

Extended Description:

Application Oracle Database Administrator ON SITE Y2
\$56.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Application DB2 Database Administrator REMOTE Y2

Extended Description:

Application DB2 Database Administrator REMOTE Y2
\$64.34 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	80111609				0.000000
	Service From	Service To			Service Contract Amount
				0.00	

Commodity Line Description: PC Programmer Analyst ON SITE Y2

Extended Description:
PC Programmer Analyst ON SITE Y2
\$48.40 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	80111609				0.000000
	Service From	Service To			Service Contract Amount
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst REMOTE Y2

Extended Description:
Senior Mainframe Application Analyst REMOTE Y2
\$60.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	80111609				0.000000
	Service From	Service To			Service Contract Amount
				0.00	

Commodity Line Description: Mainframe Application Analyst REMOTE Y2

Extended Description:
Mainframe Application Analyst REMOTE Y2
\$50.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	80111609				0.000000
	Service From	Service To			Service Contract Amount
				0.00	

Commodity Line Description: Application Oracle Database Administrator REMOTE Y2

Extended Description:
Application Oracle Database Administrator REMOTE Y2
\$56.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	80111609				0.000000
	Service From	Service To			Service Contract Amount
				0.00	

Commodity Line Description: PC Programmer Analyst REMOTE Y2

Extended Description:
PC Programmer Analyst REMOTE Y2
\$50.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst ON SITE Y3

Extended Description:

Senior Mainframe Application Analyst ON SITE Y3
\$62.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Mainframe Application Analyst ON SITE Y3

Extended Description:

Mainframe Application Analyst ON SITE Y3
\$52.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Application Oracle Database Administrator ON SITE Y3

Extended Description:

Application Oracle Database Administrator ON SITE Y3
\$58.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Application DB2 Database Administrator REMOTE Y3

Extended Description:

Application DB2 Database Administrator REMOTE Y3
\$66.27 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: PC Programmer Analyst ON SITE Y3

Extended Description:

PC Programmer Analyst ON SITE Y3
\$49.85 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Senior Mainframe Application Analyst REMOTE Y3

Extended Description:

Senior Mainframe Application Analyst REMOTE Y3
\$62.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Mainframe Application Analyst REMOTE Y3

Extended Description:

Mainframe Application Analyst REMOTE Y3
\$52.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Application Oracle Database Administrator REMOTE Y3

Extended Description:

Application Oracle Database Administrator REMOTE Y3
\$58.00 per hour

See attached Synopsis and pricing page.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	80111609				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: PC Programmer Analyst REMOTE Y3

Extended Description:

PC Programmer Analyst REMOTE Y3
\$52.00 per hour

See attached Synopsis and pricing page.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

04/29/2024

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

LANCESOFT INC
13454 SUNRISE VALLEY DR STE 120
HERNDON VA 20171

Subject Contract Renewal: CMA DOT81220053G
Procurement folder: 1049623

The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

The renewal dates are 7/15/24 through 7/14/25 . If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to

dottechpurchasing@wv.gov

Please contact the email listed above if you have any questions.
Thank you,

JR Oliver

Information Technology Division, Procurement

We agree to renew the contract for the period as state above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.

Chino Hoang

Name/Signature

Program Manager

Title

April 30, 2024

Date

PROCUREMENT USE ONLY		
	TD1M6R1	7/2/24
Signature/Title/Date		



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

**TO: Lisa DiNallo, Procurement
Department of Transportation**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
IS&C NUMBER: 2024-2262**

DATE: May 09, 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 Blanket approval for remaining contract renewals for WVDOT CMAs for IT Temporary Staffing Services, 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.

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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.

LANCESOFT, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/25/2020		6/25/2020	Foreign	Profit			

Organization Information	
Business Purpose	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)
Capital Stock	
Charter County	Control Number
Charter State	VA Excess Acres
At Will Term	Member Managed
At Will Term Years	Par Value
Authorized Shares	Young Entrepreneur No 

Addresses	
Type	Address
Local Office Address	2121 COOPERATIVE WAY STE 130 HERNDON, VA, 20171
Mailing Address	2121 COOPERATIVE WAY STE 130 HERNDON, VA, 20171
Notice of Process Address	NATIONAL REGISTERED AGENTS, INC 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	2121 COOPERATIVE WAY STE 130 HERNDON, VA, 20171
Type	Address

Officers	
Type	Name/Address
Director	DIVYA GANDHI 2121 COOPERATIVE WAY SUITE 130 HERNDON, VA, 20171
President	DIVYA GANDHI 2121 COOPERATIVE WAY SUITE 130 HERNDON, VA, 20171
Secretary	RUCHI JAIN 2121 COOPERATIVE WAY SUITE 130 HERNDON, VA, 20171
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	

Date filed

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

Thursday, July 11, 2024 — 9:42 AM

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Search All Words e.g. 1606N020Q02



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

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Select Domain
Entity Information

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide [🔗](#)

Simple Search

Search Editor

- Any Words
- All Words
- Exact Phrase

e.g. 123456789, Smith Corp

"Lancesoft Inc."

Entity

Entity Name

Unique Entity ID

e.g. HTYR9VJHK65L

CAGE / NCAGE

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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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>7/11/24</u>	Agency: WVDOT
Solicitation No. <u>CMA DOT 81220053G</u> <u>CO#2</u>	Procurement Officer Submitting Requisition: JAMES MOFFATT
	Requisition No. CMA DOT81220053g
	PF No.: 1049623

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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
9	Fleet Management Division 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
10	Insurance requirements				
	Commercial General Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<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:

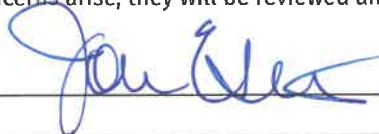
1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____



REFERENCE:

FOR ALL SOLICITATION TYPES:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**
11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**
12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**

FOR CHANGE ORDERS/RENEWALS:

1. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
2. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in wvOASIS. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
3. **Office of Technology CIO pre-approval.** See #11.
4. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
5. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.
6. **Secretary of State verification.** Unless a waiver is obtained from the Secretary of State's Office, every vendor organized as a business entity must have a certificate of authority and be in good standing with the Secretary of State's Office. To search for a business with the Secretary of State's Office, visit <http://apps.sos.wv.gov/business/corporations>. Any vendor that cannot be found or shows a status of "revoked" or "dissolved" is not eligible for award until the issue is resolved. Agencies must verify this compliance manually prior to award and include a copy of the relevant record in the agency file. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. E. Secretary of State.**
7. **State debarment verification.** Pursuant to *West Virginia Code* §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period. A list of vendors debarred by the West Virginia Purchasing Division can be seen online at www.state.wv.us/admin/purchase/debar.html. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. D. State Debarment.**
8. **Federal debarment verification.** Vendors must verify that a vendor is not debarred by the federal government prior to awarding a contract by visiting Sam.gov. Instructions for manually checking a vendor's federal debarment status can be found online at https://www.fsd.gov/qsafsd_sp?id=kb_article_view&sysparm_article=KB0036199&sys_kb_id=b372dadb1b4ac5d40ca4a97ae54bcbb2&spa=1. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. C. Federal Debarment.**

Questions regarding this *Compliance Verification Checklist for Requisition Submission* may be directed to your assigned Purchasing Division buyer. If you're unsure who your buyer is, see the Agency-Buyer assignments published online at www.state.wv.us/admin/purchase/byrassign.pdf.