



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: 12-26-2024

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>	CMA 0705 0705 LOT2400000003 3	<b>Procurement Folder:</b>	1334393
<b>Document Name:</b>	Microsoft Business Central Implementation Services	<b>Reason for Modification:</b>	Change Order No. 2 - To Renew Contract
<b>Document Description:</b>	Microsoft Business Central Implementation Services		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>		<b>Effective Start Date:</b>	2024-01-31
<b>Shipping Method:</b>	Best Way	<b>Effective End Date:</b>	2026-01-30
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR			
<b>Vendor Customer Code:</b>	VS0000043431		
ONACTUATE CONSULTING US INC			
10900 NE 4TH ST UNIT 2300			
BELLEVUE	WA	98004	
US			
<b>Vendor Contact Phone:</b>	7018707690	<b>Extension:</b>	
<b>Discount Details:</b>			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

DEPARTMENT CONTACT	
<b>Requestor Name:</b>	Thomas P Hymes
<b>Requestor Phone:</b>	304-558-2350
<b>Requestor Email:</b>	thymes@wvlottery.com
<h1>2025</h1> <p>FILE LOCATION _____</p>	

INVOICE TO	
ACCOUNTS PAYABLE LOTTERY	
PO BOX 2067	
CHARLESTON	WV 25327-2067
US	

SHIP TO	
PURCHASING LOTTERY	
900 PENNSYLVANIA AVE	
CHARLESTON	WV 25302
US	

*CR 1-13-25*

Purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
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*[Signature]* 1/13/2025  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *[Signature]* 1/13/2025  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *[Signature]*  
 ELECTRONIC SIGNATURE ON FILE  
 1/15/2025

ENCUMBRANCE CERTIFICATION  
*[Signature]*  
 DATE: 1-15-25  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 2 - is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective dates of renewal: 01/31/2025 - 01/30/2026

Renewals remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43231500				0.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
				0.00	

**Commodity Line Description:** Microsoft Business Central Implementation Services

**Extended Description:**

See Attached Specifications and Exhibit - A Pricing Page

Cost To Include Planning & Design, Configuration, Data Migration and Implementation of Interfaces, Training and Testing.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	43231500				0.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
				0.00	

**Commodity Line Description:** Support and Maintenance

**Extended Description:**

CO1 - Ongoing Maintenance Support and Client Support Program Service Agreement.

See Attached Specifications and Exhibit - A Pricing Page



P.O. BOX 2067  
CHARLESTON, WV 25327

JOHN A. MYERS  
DIRECTOR

PHONE: 304.558.0500  
wvlottery.com

December 6, 2024

Sharan Oberio, Managing Partner & CEO  
OnActuate Consulting US Inc.  
10900 NE 4<sup>th</sup> Street, Unit 2300  
Bellevue, WA 98004

Subject: Change Order #2 – Renewal – CMA LOT2400000003 – Microsoft Business Central  
Implementation Services

Subject to the approval of the West Virginia Purchasing Division and the Attorney General’s Office, the West Virginia Lottery is offering the first optional renewal of the subject contract under the same terms, conditions and pricing as the original contract. This renewal will be for a twelve (12) month period. The renewal dates are from January 31, 2025 through January 30, 2026.

If your company agrees to this renewal, please sign and date below and return to my attention as soon as possible.

Thank You,

Thomas Hymes  
Procurement Specialist, Senior  
West Virginia Lottery

Attachment

*We agree to renew the subject contract for the period as stated above under the same terms and conditions in the original contract.*

2024-12-09

Name/Signature

Naeem Shafi

Date

905-334-8279

Title

Vice President Service Delivery

Phone Number

Email

naeem.shafi@onactuate.com

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10-Brandon Bar</u> Date: <u>1/13/2025</u> Solicitation No. <u>CMA LOT24*03</u>	Agency: Lottery Procurement Officer Submitting Requisition: Thomas Hymes Requisition No. CMA LOT2400000003 (CRFQ LOT24*04) PF No.: 1334393
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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				
	<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 type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_

*[Handwritten Signature]* 1/13/2025

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**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.*

**ONACTUATE CONSULTING US INC.**

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/24/2023		7/24/2023	Foreign	Profit			

Organization Information	
<b>Business Purpose</b>	5415 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Computer Systems Design and Related Services (design, programming, facilities mgmt)
<b>Charter County</b>	
<b>Charter State</b>	WA
<b>At Will Term</b>	
<b>At Will Term Years</b>	
<b>Authorized Shares</b>	
<b>Capital Stock</b>	
<b>Control Number</b>	
<b>Excess Acres</b>	
<b>Member Managed</b>	
<b>Par Value</b>	
<b>Young Entrepreneur</b>	No

Addresses	
Type	Address
<b>Local Office Address</b>	10900 NE, 4TH ST UNIT 2300 BELLEVUE, WA, 98004
<b>Mailing Address</b>	10900 NE, 4TH ST UNIT 2300 BELLEVUE, WA, 98004 USA
<b>Notice of Process Address</b>	DUSTIN KNUDSON 10900 NE, 4TH ST UNIT 2300 BELLEVUE, WA, 98004
<b>Principal Office Address</b>	10900 NE, 4TH ST UNIT 2300 BELLEVUE, WA, 98004 USA
Type	Address

Officers	
Type	Name/Address
<b>Vice-President</b>	DUSTIN KNUDSON 2306 VICTORIA ROSE DRIVE SOUTH FARGO, ND, 58104
Type	Name/Address

Annual Reports	
<b>Filed For</b>	2024
<b>Date filed</b>	



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e.g. 1606N020Q02



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Exact Phrase

e.g. 123456789, Smith Corp

"ONACTUATE CONSULTING US INC."

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