



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

John K. McHugh  
Interim Cabinet  
Secretary

Heather D. Abbott  
Chief Information Officer

**TO: Debra Morgan, Administrative Services Manager I  
Department of Commerce**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
IS&C NUMBER: 2025-2159**

**DATE: September 26, 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 Emergency contract with Smartronix to continue providing AWS and managed care services for the current call center effective 8-30-24 to 2-25-24, 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](mailto:Consulting.Services@wv.gov).

**DEPARTMENT OF COMMERCE  
PURCHASE REQUEST/ORDER AUTHORIZATION  
OVER \$50,000**

**AGENCY INFORMATION:**

REQUESTING AGENCY: WorkForce WV DIVISION: IT/Procurement  
 Name: Tina Lesavich Program: MACC  
 Date: 8-19-24 Date Needed (NOT ASAP): 8-19-24

**WVOASIS ACCOUNT INFORMATION:** General Revenue  Special Revenue  Federal Revenue   
 Fund: 3450 Sub Fund: \_\_\_\_\_ Department: 0323 Unit: 9114 Program: MACC  
 Sub Unit: \_\_\_\_\_ Appr. Unit: 09900 Object: 3214 Sub Object: 3558 Prog. Period: PY24

**ITEM INFORMATION:** One-time Purchase  On-going Purchase  Bid Process Required   
Direct Award

Quantity	Description	Suggested Vendor	Estimated Cost
1	Direct Award for Services/Support for MACC System	PERKINS	\$15,000.00

**Explanation of Purchase:** Perkins has unique qualifications and extensive experience with the system. The purpose of the Direct Award is to transfer the knowledge to state employees while maintaining the system.

**APPROVALS:**

Agency Head/Designee: Scott Cede  
 Agency Purchasing Agent/Procurement Officer: [Signature]  
 Commerce Chief/Financial Officer: Tina C. Shannon  
 Secretary of Commerce/Designee: [Signature]

Date Ordered: \_\_\_\_\_ Date Received: \_\_\_\_\_

August 30, 2024

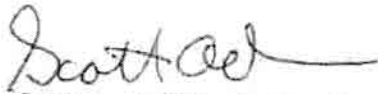
RE: Declaration of Emergency for Emergency Purchase of Cloud Assured Managed Services/AWS Hosting

WorkForce West Virginia submitted requisition CRQM WWV 2400000012 for the referenced services to Purchasing on 03/01/2024. Solicitation document CRFQ WWV2400000007 was published on 03/04/2024 and closed on 04/02/2024. On 04/23/24, a recommendation to award was completed and the contract was awarded on CMA WWV2400000005. Due to a misunderstanding of the terminology "authorized vendor", it was determined that the vendor did not meet mandatory requirements in 3.2 of the specifications. Therefore, on 06/12/24 a change order was issued to cancel the contract in its entirety.

Due to the cancellation of the previous award, WorkForce needs time to make changes to the specifications to prevent any misunderstanding and confusion for vendors when the solicitation is released again. These services are crucial for the agency and the need to declare an emergency by the agency is necessary.

WorkForce is declaring an emergency with Smartronix LLC for no more than 180 days with an effective date of 08/30/2024. Due to each emergency declaration standing on its own merits and not an aggregate total, this emergency will fall under the agency delegated authority threshold. The Agency will process all required documents within wvoasis in accordance with the guidelines published in Purchasing's Policy and Procedures Handbook for Agency delegated emergencies.

Sincerely,



Scott A. Adkins, Acting Commissioner

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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.*

### SMARTRONIX, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	5/17/2019		5/17/2019	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5415 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Computer Systems Design and Related Services (design, programming, facilities mgmt)		<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>	9AQRO
<b>Charter State</b>	MD	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MBR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
Type	Address
<b>Designated Office Address</b>	44150 SMARTRONIX WAY, STE 200 HOLLYWOOD, MD, 20636
<b>Mailing Address</b>	44150 SMARTRONIX WAY HOLLYWOOD, MD, 20636 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Principal Office Address</b>	44150 SMARTRONIX WAY HOLLYWOOD, MD, 20636 USA
Type	Address

<b>Officers</b>	
Type	Name/Address
<b>Member</b>	JEREMY KOCZAN 44150 SMARTRONIX WAY SUITE 200 HOLLYWOOD, MD, 20636
Type	Name/Address

<b>Name Changes</b>	
Date	Old Name
<b>5/11/2020</b>	SMARTRONIX, INC.
Date	Old Name

Date	Amendment
<b>5/11/2020</b>	NAME CHANGE: FROM SMARTRONIX, INC.
<b>5/11/2020</b>	NAME CHANGE: FROM SMARTRONIX, INC.
Date	Amendment

<b>Annual Reports</b>	
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Filed For
2024
2023
2022
2021
2020
Date filed

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

Thursday, October 3, 2024 — 11:28 AM

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JOHN MCHUGH  
ACTING CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

SAMANTHA WILLIS  
DIRECTOR

**RE:** Notice of Contract Document Availability; Solicitation Number: CSSD WWV2500000001; Awarded Contract No. CMA WWV2500000001; Procurement Folder No. 1486486

Vendor(s),

This email is intended to notify you that important documents have been posted to the West Virginia Purchasing Division's website relating to the above identified solicitation and/or contract. Your firm is receiving this email because it:

Pursuant to WV Code 5A-3-10C, a contract has been approved as a Direct Award and has been awarded to:

**PERATON STATE & LOCAL INC.**

Obtained a cooperative contract award.

Holds a contract and is receiving a central delivery order.

Holds a contract and is receiving confirmation of an approved change order.

The award document, delivery order, or change order in question can be accessed at <https://www.state.wv.us/admin/purchase/Awards/awarded.html>. Please utilize the weblink to obtain a copy of the document for your records as soon as possible. The documents will only remain available on the website for 90 days.

The Purchasing Division appreciates your interest in doing business with the State. If you wish to attain additional details regarding the award of this purchase order/contract, please note that all officially awarded purchase orders/contracts are public information and available for public inspection at the Purchasing Division, 2019 Washington Street East, Charleston, WV 25305.

Sincerely,

*Toby L Welch*

Toby L Welch,  
Senior Buyer  
Purchasing Division