



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: 07-21-2023

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 0506 3021 WIC2200000001 2	Procurement Folder:	1002137
Document Name:	Change Order 1	Reason for Modification:	Change Order 01 To Renew Contract
Document Description:	DIGITAL TRANSACTION MANAGEMENT AND ESIGNATURE SUBSCRIPTION		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-06-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-06-14

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000195808	Requestor Name:	Billie S Hancock
CARASOFT TECHNOLOGY CORP		Requestor Phone:	304-356-4097
11493 SUNSET HILLS RD STE 100		Requestor Email:	billie.s.hancock@wv.gov
RESTON	VA 20190		
US			
Vendor Contact Phone:	703-673-3652 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

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 FILE LOCATION _____

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 519 CHARLESTON WV 25301-3717 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 519 CHARLESTON WV 25301-3717 US

7-24-23 BAJ

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

ENTERED

CA 7/24/23

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mindy A. [Signature]* 7/24/2023
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray [Signature]*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Beverly Toler [Signature]
 DATE: 7-27-2023
 ELECTRONIC SIGNATURE ON FILE

7/27/2023

Extended Description:

Changer Order No. 1 is issued to renew the original contract according to al terms, conditions, prices and specifications contained in the original contract including all authorized change orders. Effective date of renewal 6/15/2023 through 6/14/2024.

Renewal Years Remaining: 2

No Other Changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81112217			EA	70629.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Licenses Subscription (30,000 Annual Transactions) BASE YEAR

Extended Description:

30,000 Annual Transactions or below

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81112217			EA	1177.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: License Subscription (per ea.500 Transactions >30,000)

Extended Description:

License Subscription (per ea.500 Transactions >30,000)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81112217			EA	250.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Developing Templates, Workflow, Integration

Extended Description:

Developing Templates, Workflow, Integration

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81112217			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: General User Class - Online/instructor led (Unlimited)

Extended Description:

General User Class - Online/instructor led (Unlimited)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81112217			EA	900.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Administrator Class - Online/ instructor led (Unlimited)

Extended Description:

Administrator Class - Online/ instructor led (Unlimited)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81112217			EA	70629.000000
	Service From	Service To		Service Contract Amount	
	2023-06-15	2024-06-14		0.00	

Commodity Line Description: Licenses Subscription (30,000 Annual Transactions) YEAR 2

Extended Description:

30,000 Annual Transactions or below
YEAR 2
First Renewal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	81112217			EA	1175.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: License Subscription (per ea.500 Transactions >30,000)-YR2

Extended Description:

License Subscription (per ea.500 Transactions >30,000)YR-2

May 5, 2023

West Virginia
Department of Health and Human Resources
350 Capitol Street East
Charleston, WV 25301

To Whom It May Concern:

I, Kristina Smith, on behalf of Carahsoft Technology Corporation, hereby agree to the renewal of contract CMA WIC2200000001 with the effective dates of June 15, 2023 - June 14, 2024. This renewal will be under the same terms and conditions as the original contract put in place with West Virginia's Bureau for Public Health, Office of Nutrition Services. Please feel free to contact us at contracts@carahsoft.com with any questions you may have.

Thank you,
Kristina Smith

Kristina Smith



Director, Office of Nutrition Services

Agreed





STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Public Health
Office of Nutrition Services

Jeffrey H. Coben, MD
Interim Cabinet Secretary

Matthew Q. Christiansen, MD, MPH
Commissioner & State Health Officer

MEMORANDUM

TO: Bryan Rosen
Director of Purchasing, DHHR

THROUGH: Billie Hancock
BPH, Central Finance, Procurement Supervisor

FROM: Heidi Staats *HS*
Director of the Office of Nutrition Services (ONS)

DATE: May 4, 2023

SUBJECT: CMA WIC22*01- Request to Renew for Year 2 (1st Allowable Renewal)

Please accept this memorandum as the Office of Nutrition Services' request to renew the Master Contract under CMA WIC2200000001.

This Master Contract was originally completed as a one-year contract (June 15, 2022 – June 14, 2023) with 3 one-year renewals. The current contract expires on June 14, 2023. The ONS is now requesting a renewal from the vendor for the 2nd year of services – the first one-year renewal. The second year of services is for the timeframe of June 15, 2023, through June 14, 2024.

The Vendor has agreed to renew the current contract under the same terms, conditions, and prices for the current contract, as well as any other future renewals on this contract.

DocuSign has allowed WIC clinics to streamline services for securing remote service acknowledgement and authorization of release of health information documents. In addition, the WIC retailer authorization process has transitioned to electronic signature of applications and contracts. Renewal of the contract will support continued modernization of workflow processes which eliminate barriers for potential and current WIC participants and retailers.

All programs and projects under ONS are 100% federally funded by the United States Department of Agriculture Food and Nutrition Service. Funding is available for this open-ended purchase for the optional year 2 term for estimated cost of \$75,575.42.

Your consideration of our request is appreciated. If you have questions or need additional information, please contact Matthew Parker, WIC Help Desk Analyst, by phone at 304-558-0030 or by email at Matthew.E.Parker@wv.gov.



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bureau for Public Health
Commissioner's Office

Sherri A Young, DO, MBA, FFAFP
Interim Cabinet Secretary

Matthew Q. Christiansen, MD, MPH
Commissioner & State Health Officer

To: DHHR – Purchasing

From: Courtney M. Buskirk
BPH Purchasing, Procurement Specialist

Date: July 20, 2023

Re: Late Justification for CMA WIC220000001 CO1 Carahsoft Technology Corp

To Whom It May Concern:

We are being asked to justify the late submission of the above referenced Central Master Agreement. The renewal CMA was pending MIS/OT approval and was received after the document submission cutoff for the fiscal year. I apologize for the inconvenience, and I understand that we must ensure that these documents, and all other documents, are provided for approval in a timely manner as to alleviate this issue occurring in the future.

We respectfully ask for your consideration of this request.

Sincerely,

Courtney M. Buskirk
BPH Purchasing
Bureau for Public Health



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

Mark D. Scott
Cabinet Secretary

Joshua D. Spence
Chief Information Officer

**TO: Ron Courtney, Procurement Associate
Department of Health and Human Resources**

FROM: Joshua D. Spence, Chief Information Officer
Office of Technology

A handwritten signature in black ink, appearing to read "J. Spence", written over the printed name of the sender.

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR004269 CMA WIC2200000001 IS&C NUMBER: 2023-7263**

DATE: May 12, 2023

West Virginia Code §5A-6-4(a)(3) permits the Chief Technology Officer to “evaluate the economic justification, system design and suitability of information equipment and related services, and review and make recommendations on the purchase, lease or acquisition of information equipment and contracts for related services by the state spending units.”

West Virginia Code §5A-6-4c requires that the Chief Technology Officer review and approve “a major information technology project.”

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 ‘major 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 Technology 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 renewal of Carahsoft esignature CMA, the Office of Technology has determined:

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.