



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

State of West Virginia  
**Contract**

Order Date: 10-12-2023

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>	CCT 0313 0313 DEP2300000002 4	<b>Procurement Folder:</b>	1030855
<b>Document Name:</b>	AB Manager Lab Accreditation System, or Equal	<b>Reason for Modification:</b>	Change Order No 2 To Extend Contract
<b>Document Description:</b>	AB Manager Lab Accreditation System, or Equal		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Joseph E Hager III		
<b>Telephone:</b>	(304) 558-2306		
<b>Email:</b>	joseph.e.hageriii@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-10-17
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-10-16

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	VS0000041211	<b>Requestor Name:</b>	Jessica S Chambers		
AQS INC		<b>Requestor Phone:</b>	304-926-0499		
2112 DEER RUN DR		<b>Requestor Email:</b>	jessica.s.chambers@wv.gov		
SOUTH WEBER	UT	<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
US	84405				
<b>Vendor Contact Phone:</b>	8014761365			<b>Extension:</b>	
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION DIV OF WASTE AND WATER MGT 601 57TH ST SE CHARLESTON WV 25304 US	ENVIRONMENTAL PROTECTION DIVISION OF WATER AND WASTE MGT 601 57TH ST SE CHARLESTON WV 25304 US

10-16-23 BOT

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$52,375.00
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ENTERED

*JH* 10-13-2023

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Mark Cuff</i> 10/16/2023 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> <i>Beverly Tolson</i> DATE: 10-16-2023 ELECTRONIC SIGNATURE ON FILE
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10/16/2023

**Extended Description:**

**Change Order**

Change Order No 2 is issued to extend the original contract to 10/16/2024 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The no cost time extension of this contract is provided to complete the project only.

Effective date of change October 16, 2023

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81162000	0.00000		0.000000	\$37,375.00
Service From	Service To	Manufacturer	Model No		
2022-10-17	2024-10-16				

**Commodity Line Description:** Auto Lab Accreditation System, AQS AB Manager or Equal

**Extended Description:**

Vendor's bid for this item will include total cost for initial set-up, technical support, training, updates, enhancements and bug fixes for the initial year. Will also include maintenance and support for First Year.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112201	120.00000	HOUR	125.000000	\$15,000.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** Custom Programming and Support

**Extended Description:**

Reference Specification 4.1.15.3 Vendor's bid will include total cost for any custom programming and support that may be requested over the course of the entire 5 year contract. Hours are estimated at 120 hours (for bidding purposes only). Vendor will only bill for actual hours pre-approved and used. Custom programming and support must be pre-approved in writing by a representative of the WV DEP.



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west virginia department of environmental protection

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Laboratory Quality Assurance  
601 57<sup>th</sup> St SE  
Charleston, WV 25304  
304-926-0475

Harold Ward, Cabinet Secretary  
dep.wv.gov

**MEMORANDUM**

**To:** Larry Workman  
Procurement Specialist Senior, Purchasing

**From:** Justin Carpenter  
Program Manager, LQAP

**Date:** September 22, 2023

**Subject:** CCT DEP2300000002: AB Manager Time Extension

*OK*  
*M. Ward*  
*10/13/2023*

**Justification**

DEP is requesting an extension of the current contract for a period of **one year** as DEP wishes to continue deploying additional components of AQS's AB manager into year two. Key components (automation of proficiency testing and assessment workflows) have been successfully deployed since the contract award in October 2022 and have resulted in significant efficiency gains for LQAP. Contract fulfillment is at ~85%. The remaining components are anticipated to finish development, testing, and deployment by spring 2024 and should require minimal customization.

After conducting extensive market research and requesting quotations, AB Manager by AQS, Inc. (Quality Solutions) of South Weber, Utah, was the sole candidate and, in October 2022, was awarded a contract to assist automation of WV DEP's laboratory accreditation and monitoring program. AB Manager is a server-based application developed specifically for laboratory accrediting bodies (AB). It follows national and international standards, including:

1. The NELAC Institute (TNI) accreditation methods from TNI Laboratory Accreditation Management System (LAMS)
2. TNI Proficiency Testing Standard, Chapter 2 (2003)
3. International Organization for Standardization (ISO) accreditation methods and standards

When fully implemented, AB Manager will greatly simplify and coordinate accreditation processes for multiple laboratories that are assigned to DEP assessors. For each laboratory, AB Manager tracks certification status for multiple analytical methods, matrices, and analytes. AB Manager simplifies the on-site assessment process by using exportable/importable applications, customizable pre-populated audit forms, reporting tools, and automated accreditation certificate generation. AB Manager also tracks, evaluates, and summarizes proficiency testing (PT) results for each laboratory. PT results for each

Promoting a healthy environment.

parameter are uploaded from the PT provider files, compared with historical results, and flagged for further action, when needed.

To summarize, since October 2022 AQS's AB Manager has significantly reduced LQAP time spent performing manual processes (PT review, preparation for inspections, auditing, and report generation) and has greatly reduced duplication of effort, manual transmission errors, and has streamlined and modernized program functions. Work that used to take hours of manual data entry is now performed in minutes. A handful of remaining year one contract requirements are in final stages of development and once deployed in Fall 2023/Spring 2024 will satisfy year one contract specifications and leave only customization and optimization remaining into year two.

LQAP has invested a significant amount of time and effort thus far to identify, acquire, test, and implement this system. A continued relationship with AQS will allow LQAP to meet legislative requirements and modernize workflows.



Agency Representative Signature:

Digitally signed by: Justin D. Carpenter  
DN: CN = Justin D. Carpenter email = justin.d.carpenter@wv.gov C = US O = WV DEP OU = DWWM - LQAP  
Date: 2023.09.22 11:21:41 -0400  
Reason: I am the author of this document

Date:

Vendor Signature:



Date:

9/22/2023



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: Larry Workman, Procurement Specialist, Senior  
Department of Environmental Protection**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
CCT DEP230000002 IS&C NUMBER: 2024-2039**

**DATE: September 26, 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 CO No 2 Time Extension for AB Manager Contract CCT DEP230000002, 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).