



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

State of West Virginia
Contract

Order Date: 11-06-2023

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:	CCT 0511 2520 HHR2100000002 13	Procurement Folder:	831103
Document Name:	CHANGE ORDER 5	Reason for Modification:	Change Order No. 5 Administrative Change Order to add commodity lines inadvertently omitted during processing of Change Order No. 4.
Document Description:	BLACKBOARD LEARNING MANAGEMENT SYSTEMS (LMS)		
Procurement Type:	Central Sole Source		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-03-30
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-06-30

VENDOR			DEPARTMENT CONTACT		
Vendor Customer Code:	000000195577		Requestor Name:	Linda L Leighton-Clark	
BLACKBOARD INC 11720 PLAZA AMERICA DR 11TH FL			Requestor Phone:	304-558-6820	
RESTON VA 20190 US			Requestor Email:	linda.l.leighton-clark@wv.gov	
Vendor Contact Phone:	2023039333	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0	<div style="font-size: 48px; font-weight: bold;">24</div> FILE LOCATION _____	
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF HUMAN RESOURCES MGMT ONE DAVIS SQUARE, STE 400 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF HUMAN RESOURCES MGMT ONE DAVIS SQUARE, STE 400 CHARLESTON WV 25301 US

11-9-23 Box

Purchasing Division's File Copy

Total Order Amount:	\$336,804.13
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ENTERED

CH 11/9/23

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara</i> 11/9/2023 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> 11/13/2023 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Beverly</i> 11-13-2023 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 5 Administrative Change Order to add commodity lines inadvertently omitted during processing of Change Order No. 4.

No other changes.

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43232500	0.00000		0.000000	\$27,605.48
Service From	Service To	Manufacturer		Model No	
2021-03-30	2022-06-30				

Commodity Line Description: Collaborate Enterprise License

Extended Description:

Collaborate Enterprise License - 5M Minutes Cap, 1024 GB Storage

Product code: CL-WC-ENT-5M

Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	43232500	0.00000		0.000000	\$7,500.00
Service From	Service To	Manufacturer		Model No	
2021-03-30	2022-06-30				

Commodity Line Description: Consulting Time - FFP

Extended Description:

Consulting Time - FFP

AS-ICS-HRS-FFP

PERIOD YEAR 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	43232500	0.00000		0.000000	\$7,034.25
Service From	Service To	Manufacturer		Model No	
2021-03-30	2022-06-30				

Commodity Line Description: Online Training Subscription

Extended Description:

Online Training Subscription

AS-TRN-OLN-S

Period 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
26	43232500	0.00000		0.000000	\$81,164.40
Service From	Service To	Manufacturer		Model No	
2021-03-30	2022-06-30				

Commodity Line Description: LEARNING PRO SAAS + 5001 - 10000 Users

Extended Description:

LEARNING PRO SAAS 5001 - 10000 Users SAAS2-LP-PRO-P

Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
27	43232500	0.00000		0.000000	\$2,500.00
Service From	Service To	Manufacturer		Model No	
2021-03-30	2022-06-30				

Commodity Line Description: Exceeds Storage Capacity of 2TB

Extended Description:

Storage capacity is limited to 2 TB. Storage in excess of the Storage Capacity is subject to additional fees and purchase.
Additional Storage: 1 TB = \$2,500.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
28	43232500	0.00000		0.000000	\$4,000.00
Service From	Service To	Manufacturer		Model No	
2021-03-30	2022-06-30				

Commodity Line Description: Exceeds Contracted Minutes of 5 million

Extended Description:

Minutes used in excess of contracted Minutes of 5 million is subject to additional fees and purchase.
Additional Minutes: 1M = \$4,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
29	43232500	0.00000		0.000000	\$22,000.00
Service From	Service To	Manufacturer		Model No	
2022-07-01	2023-06-30				

Commodity Line Description: Collaborate Enterprise License

Extended Description:

Collaborate Enterprise License - 5M Minutes Cap, 1024 GB Storage
Product code: CL-WC-ENT-5M
Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
30	43232500	0.00000		0.000000	\$75,000.00
Service From	Service To	Manufacturer		Model No	
2022-07-01	2023-06-30				

Commodity Line Description: LEARNING PRO SAAS + 5001 - 10000 Users

Extended Description:

LEARNING PRO SAAS 5001 - 10000 Users SAAS2-LP-PRO-P

Optional Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
31	43232500	0.00000		0.000000	\$2,500.00
Service From	Service To	Manufacturer		Model No	
2022-07-01	2023-06-30				

Commodity Line Description: Exceeds Storage Capacity of 2TB

Extended Description:

Storage capacity is limited to 2 TB. Storage in excess of the Storage Capacity is subject to additional fees and purchase.
Additional Storage: 1 TB = \$2,500.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
32	43232500	0.00000		0.000000	\$4,000.00
Service From	Service To	Manufacturer		Model No	
2022-07-01	2023-06-30				

Commodity Line Description: Exceeds Contracted Minutes of 5 million

Extended Description:

Minutes used in excess of contracted Minutes of 5 million is subject to additional fees and purchase.
Additional Minutes: 1M = \$4,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
33	43232500	0.00000		0.000000	\$2,500.00
Service From	Service To	Manufacturer		Model No	
2023-07-01	2024-06-30				

Commodity Line Description: Exceeds Storage Capacity of 2TB

Extended Description:

Storage capacity is limited to 2 TB. Storage in excess of the Storage Capacity is subject to additional fees and purchase.
Additional Storage: 1 TB = \$2,500.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
34	43232500	0.00000		0.000000	\$4,000.00
Service From	Service To	Manufacturer		Model No	
2023-07-01	2024-06-30				

Commodity Line Description: Exceeds Contracted Minutes of 5 million

Extended Description:

Minutes used in excess of contracted Minutes of 5 million is subject to additional fees and purchase.
Additional Minutes: 1M = \$4,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
35	43232500	0.00000		0.000000	\$22,000.00
Service From	Service To	Manufacturer		Model No	
2023-07-01	2024-06-30				

Commodity Line Description: Collaborate Enterprise License

Extended Description:

Collaborate Enterprise License - 5M Minutes Cap, 1024 GB Storage
Optional Renewal Period 3

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
36	43232500	0.00000		0.000000	\$75,000.00
Service From	Service To	Manufacturer		Model No	
2023-07-01	2024-06-30				

Commodity Line Description: LEARNING PRO SAAS + 5001 - 10000 Users

Extended Description:

LEARNING PRO SAAS 5001 - 10000 Users SAAS2-LP-PRO-P
Optional Year 3



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Office of Purchasing

Sherri A. Young, DO, MBA, FAAFP
Interim Cabinet Secretary

Bryan Rosen
Director

TO: Crystal Husted, CPPB
Senior Buyer

FROM: Robert Price, CPPO, CPPB, NIGP-CPP
Administrative Services Manager II *Robert Price*

SUBJECT: CCT 0511 2520 HHR2100000002

DATE: November 6, 2023

DHHR Purchasing respectfully processing of Change Order No. 5 for the above referenced document.

During the processing of Change Order No. 4 to renew the contract, commodity lines for Collaborative Enterprise License in the amount of \$22,000 and Learning Professional SAAS Plus were not entered. These commodities and services were included in the original solicitation.

We have experienced some fluctuation with our staffing. As such the contract renewal was processed by a newer member of our staff who wasn't cognizant of the full scope of this contract. Going forward we will work on training our staff on reviewing the entire contract file when processing contract documents.

If you have any questions regarding this request, please do not hesitate to contact me on extension 70218 or Bryan Rosen on extension 80953.

Thank you.