



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: 12-04-2025

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 2937 CME2500000001 2	Procurement Folder:	1458431
Document Name:	CORONER CASE MANAGEMENT SYSTEM	Reason for Modification:	Change Order No. 1 - to renew the contract
Document Description:	CORONER CASE MANAGEMENT SYSTEM		
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-10-25
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-10-24

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	VS0000041965	Requestor Name:	Courtney M Buskirk	
Cohero 3070 SANDBURG CT		Requestor Phone:	304-352-4853	
SAN DIEGO CA 92122		Requestor Email:	courtney.m.buskirk@wv.gov	
US		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	8587771983			Extension:
Discount Details:				
	Discount Allowed	Discount Percentage	Discount Days	
#1	No	0.0000	0	
#2	No			
#3	No			
#4	No			

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH OFFICE CHIEF MEDICAL EXAMINER 619 VIRGINIA ST WEST CHARLESTON WV 25302 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH OFFICE CHIEF MEDICAL EXAMINER 619 VIRGINIA ST W CHARLESTON WV 25302 US

CR 12-5-25

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

CH 12/14/25
PURCHASING DIVISION AUTHORIZATION
 DATE: *Tanya 12/14/25*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *12/13/2025*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *12-15-25*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 01 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 date of renewal: 10/25/2025 through 10/24/2026

Renewals Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81112200				0.000000
	Service From	Service To		Service Contract Amount	
				240342.00	

Commodity Line Description: Coroner Case Management System Annual

Extended Description:

Coroner Case Management System Annual
Enterprise Edition, 1 year subscription
includes 12 TB Attachment Storage
Subscription, Hosting, Storage, Data Conversion and additional storage

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81112200				0.000000
	Service From	Service To		Service Contract Amount	
				35025.00	

Commodity Line Description: Data and Document Conversion

Extended Description:

Data and Document Conversion
(One-Time Charge)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81112200				0.000000
	Service From	Service To		Service Contract Amount	
				20888.00	

Commodity Line Description: data conversion and additional storage

Extended Description:

data conversion and additional storage
less preliminary efforts completed under current agreement

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81112200				0.000000
	Service From	Service To		Service Contract Amount	
				89102.00	

Commodity Line Description: New Development and Program Management

Extended Description:

New Development and Program Management

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81112200				0.000000
	Service From	Service To		Service Contract Amount	
				50000.00	

Commodity Line Description: Development Reserve

Extended Description:
Development Reserve

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81112200			EA	70.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Additional Annual Records

Extended Description:
Additional Annual Records
100 Additional records
Monthly fee \$70.00

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	81112200			EA	130.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Additional Active Users

Extended Description:
Additional Active Users
1 Additional active users
130.00 (annual)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	81112200			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Additional Attachment File Storage

Extended Description:
Additional Attachment File Storage
per GB in 1 GB increments .63
per GB in 20 GB increments .47
per GB in 100 GB increment .31
per GB in 1 TB increments .16

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	81112200			EA	75.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Additional Bandwidth

Extended Description:
Additional Bandwidth
500 GB addl. data transfer in or out
75.00



3070 Sandburg Ct., San Diego, CA 92122 | (858) 777-1983 | info@cohero.com | https://cohero.com

October 17, 2025

To: Andrew Johnson, Contracting & Purchasing Coordinator
State of West Virginia
Office of the Chief Medical Examiner

Subject: Renewal of Master Agreement CMA 0506 2937 CME2500000001 1

I am writing to formally request a renewal of the existing Master Agreement between Cohero and the State of West Virginia dated October 15, 2024, which is set to expire on October 24, 2025. Given there are deliverables yet to be completed and accepted by OCME, I propose to renew this Master Agreement for an additional year under the same terms and conditions, with the period of performance being October 25, 2025 to October 24, 2026.

Enclosed is the original quote, unchanged, which identifies items invoiced and paid to date.

Thank you for your continued business with Cohero.

Respectfully,

Rick Polehonka
Vice President, Cohero



Agreed



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
Office of the Chief Medical Examiner

Arvin Singh, EdD, MBA, MPH, MS, FACHE
Cabinet Secretary

Matt Izzo, BA, MS
Chief Administrator

October 29, 2025

WV Department of Health
Attention: Purchasing
One Davis Square
Charleston, West Virginia 25301

REF: Late Renewal of CME250000001 Cohero Coroner Case Management

Dear Sir or Madame:

This memorandum will serve as the justification for the renewal of the Coroner Case Management System beginning October 25, 2025, through October 24, 2026.

The Office of the Chief Medical Examiner (OCME) requires a professional, commercially available, and dedicated case management system to accurately, and thoroughly manage medicolegal death investigations from report of death, through the completion of the individual investigation or case. The case management system is designed to efficiently handle the multitude of variables to comprise a medicolegal death investigation, with components designed to effectively manage case elements based upon the medical examiner and coroner standards of practice in place across the profession. These elements and standards are unique to medical examiner and coroner system and differ from any other types of cases for which more basic case management systems or electronic record systems are developed. These systems must include both medical and legal aspects of case management that require specific tracking of the elements of forensic pathology combined with the elements of legal evidence preservation and court testimony.

This was late being submitted due to pricing and contract specs for items that have not yet been completed according to the original contract. Both parties have agreed to the terms discussed.

Some specifics - the workflow was not fully functional in the case management system, the role-based account management was not properly addressed, the histology module and body chain of custody were in development, the final data dump had not been complete, all deliverables had not been signed off on by both MIS / OCME, user testing has not been performed, user training has not been performed, the product is not fully functional to the OCME needs. It was originally utilized as an emergency backup solution for a single area - it is now the full system that will take over a number of different applications within the OCME.

*Backlog
appot
type*



The product itself is genuinely great. It will also eliminate a lot of work from MIS and reduce confusion within OCME for various workflows and support needs. A tremendous amount of project management, technical SME, consulting, and development hours have already been invested into this product. With the products go live date of Q1 2026, it would not make sense to go with a vendor and restart this entire process. This project has been going for several years now with Cohero.

If you have any questions or need additional information, please call me at 304-558-6920 ext. 24349 or by email at andrew.t.johnson@wv.gov.

Respectfully,



Andrew Johnson, Procurement Specialist

WV Office of the Chief Medical Examiner





STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

Eric L. Householder
Cabinet Secretary

State Capitol
Charleston, West Virginia 25305

Heather D. Abbott
Chief Information Officer

**TO: Department of Health, Office of Chief Medical Examiners
Christopher Itson, Information Systems Consultant**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2026-0258**

DATE: November 12, 2025

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.

A review has been conducted of your request for approval to purchase a renewal of OCME's case management system through Cohero, the Office of Technology has determined:

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.

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

- Any Words ⁱ
- All Words ⁱ
- Exact Phrase ⁱ

e.g. 123456789, Smith Corp

cohero x

- Classification v
- Excluded Individual v
- Excluded Entity v
- Federal Organizations v
- Exclusion Type v
- Exclusion Program v
- Location v
- Dates v

Reset

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qu



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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.

COHERO

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/14/2022		12/14/2022	Foreign	Profit			

Organization Information		
Business Purpose	5112 - Information - Publishing Industries - Software Publishers	Capital Stock
Charter County		Control Number
Charter State	CA	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value × Close
Authorized Shares	Entr	Hi, I'm SOLO! I can help you file your Annual Report.

Addresses

Type	Address
Local Office Address	3070 SANDBURG CT SAN DIEGO, CA, 92122
Mailing Address	3070 SANDBURG CT SAN DIEGO, CA, 92122 USA
Notice of Process Address	REGISTERED AGENTS INC 110 MAIN STREET BECKLEY, WV, 25801
Principal Office Address	3070 SANDBURG CT SAN DIEGO, CA, 92122 USA
Type	Address

Officers	
Type	Name/Address
Director	BARD LAABS 3070 SANDBURG CT SAN DIEGO, CA, 92122
Director	DAVID GREENBERG 3070 SANDBURG CT SAN DIEGO, CA, 92122
Director	RICHARD POLEHONKA 3070 SANDBURG CT SAN DIEGO, CA, 92122
President	BARD LAABS 3070 SANDBURG CT SAN DIEGO, CA, 92122
Secretary	DAVID GREENBERG 3070 SANDBURG CT SAN DIEGO, CA, 92122
Vice-President	RICHARD POLEHONKA 3070 SANDBURG CT SAN DIEGO, CA, 92122
Type	Name/Address

DBA	
DBA Name	Description
COHERO CORP.	FORCED DBA
DBA Name	Description

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Annual Reports

Filed For
2025
2024
2023
Date filed

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

Thursday, November 13, 2025 — 7:56 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>12/3/25</u> Solicitation No. <u>CMA CME25*01</u>	Agency: OCME Procurement Officer Submitting Requisition: Heather White Requisition No. CMA CME2500000001 CO1 PF No.: 1458431
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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 www.state.wv.us/admin/purchase/TCP.pdf	<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
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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: _____

Crystal Husband