



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

State of West Virginia
Contract

Order Date: 01-29-2026

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 0209 4307 FAR2400000002 3	Procurement Folder:	1424307
Document Name:	WV Comprehensive Annual Financial Report System	Reason for Modification:	Change Order 02 To Renew 2026-2027
Document Description:	Financial Report Preparation Software/System		
Procurement Type:	Central Sole Source		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-03-31

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	VS0000018765	Requestor Name:	Melody A Duke																				
VERTOSOFT LLC 1602 VILLAGE MARKET BLVD SE STE 320 LEESBURG VA 20175 US		Requestor Phone:	(304) 766-2646																				
Vendor Contact Phone:	703-568-4703	Requestor Email:	melody.a.duke@wv.gov																				
Extension:		<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="margin: 5px 0;">FILE LOCATION _____</div>																					
Discount Details:																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 20%;">Discount Allowed</th> <th style="width: 20%;">Discount Percentage</th> <th style="width: 15%;">Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td colspan="3">Not Entered</td> </tr> <tr> <td>#3</td> <td colspan="3">Not Entered</td> </tr> <tr> <td>#4</td> <td colspan="3">Not Entered</td> </tr> </tbody> </table>			#	Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
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#1	No			0.0000	0																		
#2	Not Entered																						
#3	Not Entered																						
#4	Not Entered																						

INVOICE TO	SHIP TO
ACCOUNTING SECTION DEPARTMENT OF ADMINISTRATION 2019 WASHINGTON ST E PO BOX 50121 CHARLESTON WV 25305-0121 US	FINANCIAL ACCOUNTING AND REPORTING SECTION DEPARTMENT OF ADMINISTRATION BLDG 17 2101 WASHINGTON ST E CHARLESTON WV 25305-1510 US

2-3-26 6c

Total Order Amount:	\$216,033.04
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Purchasing Division's File Copy

AL 2/12/2026

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H 2/3/26</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: <i>2/5/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Cody Roca</i> DATE: <i>2-5-26</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 02 is issued to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract annual fee is increased as defined in the attached documentation.

Effective date of renewal April 1, 2026, through March 31, 2027.

Renewal Years Remaining: 2

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	43231500	0.00000		0.000000	\$66,852.84
Service From	Service To	Manufacturer		Model No	
2024-06-01	2025-03-31				

Commodity Line Description: Maintenance/Support - WDESK-GFRP-01

Extended Description:

Maintenance Support Warranty/Hosting
Qty 2. Unit price \$33,426.42

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43231500	0.00000		0.000000	\$71,884.76
Service From	Service To	Manufacturer		Model No	
2025-04-01	2026-03-31				

Commodity Line Description: Maintenance/Support - WDESK-GFRP-01

Extended Description:

W desk Connected Financial Reporting for Government - Per Unit
Group2 POP 04/01/2025-03/31/2026

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	43231500	0.00000		0.000000	\$77,295.44
Service From	Service To	Manufacturer		Model No	
2026-04-01	2027-03-31				

Commodity Line Description: Maintenance/Support - WDESK-GFRP-01

Extended Description:

W desk Connected Financial Reporting for Government - Per Unit
Group3 POP 04/01/2026-03/31/2027



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FINANCE DIVISION

SARAH H. LONG, CPA
CHIEF FINANCIAL OFFICER
MELODY DUKE, FINANCE DIRECTOR

ERIC L. HOUSEHOLDER
CABINET SECRETARY

January 9, 2026

Mr. Jay Colavita, President
Vertosoft, LLC
1602 Village Market Boulevard, SE, Suite 215
Leesburg, Virginia 20175-4721

Re: Change Order No. 2- CCT FAR2400000002 - WV Financial Report Preparation Software/System

Dear Mr. Colavita:


Change Order Number 2 is issued to renew and increase the original contract, **CCT 0209 FAR2400000002**, for the West Virginia Finance Division, under the same terms, conditions, and specifications contained in the original contract and all authorized change orders: except that the contract annual fee per Group (3) is increased as defined in the attached documentation. **Change Order Number 2** is effective **April 1, 2026, to March 31, 2027**, with **(2)** renewals remaining and no other changes.

All provisions of the original contract and subsequent Change Orders not modified herein shall remain in full force and effect. If your company agrees to this change order, please sign below and return it to my attention as soon as possible. If you have any questions, I can be reached on 304-558-6181.

Sincerely,

Melody Duke
Finance Director

Vertosoft LLC agrees to Change Order Number 2 to increase/renew the subject contract for the period stated above.

David Ball 

Name/Signature

1/28/26

Date

Senior Director
Title



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

Eric L. Householder
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

TO: Sheila Gray, Procurement & Accounts Payable
Department of Administration, Finance Division

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

SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2026-0365

DATE: January 29, 2026

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 1 year renewal and change order increase to contract:CCT 0209 FAR2400000002 for Vertosoft Software, 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.

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Business Organization Detail

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VERTOSOFT, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	3/12/2020		3/12/2020	Foreign	Profit			

Organization Information			
Business Purpose	5112 - Information - Publishing Industries - Software Publishers		Capital Stock
Charter County	Control Number		
Charter State	VA	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		No

Addresses

Type	Address
Designated Office Address	1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175
Notice of Process Address	VERTOSOFT LLC 1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175
Principal Office Address	1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175 USA
Principal Office Mailing Address	1602 VILLAGE MARKET BLVD SE SUITE 320 LEESBURG, VA, 20175 USA
Type	Address

Officers

Type	Name/Address
Member	HOWARD COLAVITA 19592 GLASTONBURY LANE LEESBURG, VA, 20175
Type	Name/Address

Annual Reports

Filed For
2025
2024
2023
2022
2021
Date filed

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

Monday, February 2, 2026 — 2:17 PM



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>2/21/2026</u> Solicitation No. <u>CCT- FAR 24*02</u> <u>CCT#2</u> <u>renewal</u>	Agency: DOA Finance (FARS) Procurement Officer Submitting Requisition: Shelia Gray Requisition No. Centralized Standard Requisition(CRQS)Dept:0209ID:FAR240000003 PF No.: 1424307
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: _____