



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

State of West Virginia  
**Contract**

Order Date: 03-18-2026

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 0506 3128 HHR2300000001 11	<b>Procurement Folder:</b>	1201612
<b>Document Name:</b>	GRANTS MANAGEMENT MAINTENANCE AND DEVELOPMENT	<b>Reason for Modification:</b>	Change Order 1 To Renew Contract
<b>Document Description:</b>	GRANTS MANAGEMENT MAINTENANCE AND DEVELOPMENT		
<b>Procurement Type:</b>	Central Sole Source		
<b>Buyer Name:</b>	Crystal G Hustead		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.hustead@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-05-10
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2027-05-09

VENDOR		DEPARTMENT CONTACT																					
<b>Vendor Customer Code:</b>	000000195028	<b>Requestor Name:</b>	Heather M White																				
PLANET TECHNOLOGIES INC 9801 Washingtonian Center		<b>Requestor Phone:</b>	304-352-3923																				
Gaithersburg MD 20878 US		<b>Requestor Email:</b>	heather.m.white@wv.gov																				
<b>Vendor Contact Phone:</b>	999-999-9999 Extension:	<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
<b>Discount Details:</b>																							
	<table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>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>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></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
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES FINANCE ONE DAVIS SQUARE, STE 300 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES ADMINISTRATION AND FINANCE ONE DAVIS SQUARE, RM 300 CHARLESTON WV 25301 US

*CR 3-20-26*

<b>Total Order Amount:</b>	\$786,200.00
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Purchasing Division's File Copy

*CA 3/19/26*

<b>PURCHASING DIVISION AUTHORIZATION</b>  DATE: <i>Tarah 3/19/26</i> 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>  DATE: <i>3-23-26</i> ELECTRONIC SIGNATURE ON FILE
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*3/23/2026*

**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 May 10, 2026 through May 9, 2027.

Renewal Years Remaining: 1 year

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81111505	2950.00000	HOUR	170.000000	\$501,500.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** MS Power Apps Engineer(s)

**Extended Description:**

Engineer(s) will provide ongoing maintenance and support at around 250 hours per year for the next three (3) years, for a total estimated 750 hours. Engineer(s) will also work on development tasks, including updates regarding the restructure, invoice management and tracking, sub-recipient tracking, public grantee status, grants monitoring application enhancement, reporting, grants system integration, as well as other developmental tasks to be determined as need arises for an additional hour total of 2,200. Final estimated hourly total for all work for the first three (3) years is 2,950.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81111505	590.00000	HOUR	130.000000	\$76,700.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Project Manager

**Extended Description:**

Project Management estimated to be at 20% of CL1

2950 \* .2 = 590

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81111505	1000.00000	HOUR	180.000000	\$180,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2026-05-10	2027-05-09				

**Commodity Line Description:** MS Power Apps Engineer(s) -Optional Year 1

**Extended Description:**

Engineer(s) will provide ongoing maintenance and support for approximately 1000 hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81111505	200.00000	HOUR	140.000000	\$28,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2026-05-10	2027-05-09				

**Commodity Line Description:** Project Manager - Optional Year 1

**Extended Description:**

Project Management estimated to be at 20% of CL3



November 21, 2025

Starlah Wilcox  
Chief Budget Officer  
West Virginia Departments of Health, Health Facilities, and Human Services  
1 Davis Square, Suite 303  
Charleston, WV 25301

Dear Starlah:

Planet Technologies requests to execute Option Year 1 to renew our contract, CCT 0506 3128 HHR2300000001 1, with West Virginia Departments of Health, Health Facilities, and Human Services for the period of May 10, 2026 through May 09, 2027 under the same terms and conditions as the initial contract.

Please let us know if any additional paperwork or steps are required.

Thank you,

A handwritten signature in black ink, appearing to read 'Steve Winter', with a horizontal line extending to the right.

Steve Winter  
Vice President

Agreed

A handwritten signature in black ink, appearing to read 'Heather White', with a horizontal line extending to the right.



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



Michael Caruso  
Cabinet Secretary



Alex J. Mayer, PhD, MS, PAIP  
Cabinet Secretary

**STATE OF WEST VIRGINIA  
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES**

**Office of Shared Administration  
Tara L. Buckner Chief Financial Officer**

**To: Robert Price, CPPO, CPPB  
OSA Office of Purchasing**

**From: Tara L. Buckner** *Tara L. Buckner*  
Chief Financial Officer

**Date: March 6, 2026**

**Subject: CCT HHR2300000001 Renewal**

The Grants Management CRM Application (Grants Management Solution) is a solution utilized to automate the creation, review, execution, and closing of subrecipient grant agreements for the Departments of Health, Health Facilities, and Human Services. The system facilitates automation in regard to preparation, monitoring and reporting.

Office of Shared Administration for the Departments of Health, Health Facilities, and Human Services is requesting Option Year 1 renewal for the period of May 10, 2026 through May 9, 2027 under the same terms and conditions as the original award.





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: Christopher Itson, Procurement Associate  
Department of Health and Human Resources**

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

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
HR004100 IS&C NUMBER: 2023-2185**

**DATE: April 18, 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 direct award for maintenance and development for Grants Management D365 Power Application for Finance, 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).



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Mar 16, 2026



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"planet technologies inc" ×

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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#### PLANET TECHNOLOGIES, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	3/21/2012		3/21/2012	Foreign	Profit				

Organization Information		
<b>Business Purpose</b>	5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Technical Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)	
<b>Capital Stock</b>		
<b>Charter County</b>	<b>Control Number</b>	
<b>Charter State</b>	DE	<b>Excess Acres</b>
<b>At Will Term</b>	<b>Member Managed</b>	
<b>At Will Term Years</b>	<b>Par Value</b>	
<b>Authorized Shares</b>	<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 808 GREENBRIER STREET CHARLESTON, WV, 25311
<b>Principal Office Address</b>	9801 WASHINGTONIAN BLVD SUITE 360 GAITHERSBURG, MD, 20878
<b>Principal Office Mailing Address</b>	9801 WASHINGTONIAN BLVD, SUITE 360 GAITHERSBURG, MD, 20878
Type	Address

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Officers	
Type	Name/Address
<b>Director</b>	STEVEN P. WINTER 9801 WASHINGTONIAN BLVD, SUITE 360

GAITHERSBURG, MD, 20878

<b>Director</b>	SCOTT TUCKER 9801 WASHINGTONIAN BLVD, SUITE 360 GAITHERSBURG, MD, 20878
<b>President</b>	SCOTT TUCKER 9801 WASHINGTONIAN BLVD, SUITE 360 GAITHERSBURG, MD, 20878
<b>Secretary</b>	SCOTT TUCKER 9801 WASHINGTONIAN BLVD, SUITE 360 GAITHERSBURG, MD, 20878
<b>Treasurer</b>	SCOTT TUCKER 9801 WASHINGTONIAN BLVD, SUITE 360 GAITHERSBURG, MD, 20878
<b>Vice-President</b>	STEVEN P. WINTER 9801 WASHINGTONIAN BLVD, SUITE 360 SUITE 107 GAITHERSBURG, MD, 20878
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, March 19, 2026 — 1:06 PM

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Report.

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>3/19/26</u>  Solicitation No. <u>CCT HHR23*01</u>  <u>Cath, Renewal</u>	Agency: WV Office of Shared Administration  Procurement Officer Submitting Requisition: Heather White  Requisition No. CCT HHR23*1 CO1  PF No.: 1201612
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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 ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<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 checked="" 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: \_\_\_\_\_

*Christine Husted*