



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: 03-20-2026

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:	CMA 0506 2949 HSC2400000001 3	Procurement Folder:	1367123
Document Name:	VITALCHEK MULTI- EVRS AND HOSTING	Reason for Modification:	Change Order 02 To Renew Contract
Document Description:	VITALCHEK MULTI- EVRS AND HOSTING		
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-02-28

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000220077	Requestor Name:	Courtney M Buskirk	
LEXISNEXIS VITALCHEK NETWORK INC 6 CADILLAC DR STE 400		Requestor Phone:	304-352-4853	
BRENTWOOD TN 37027 US		Requestor Email:	courtney.m.buskirk@wv.gov	
Vendor Contact Phone:	6155859919 Extension:	<h1>2026</h1> <p>FILE LOCATION _____</p>		
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 BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV 25301-3701 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV 25301-3701 US

3/23/26 bc

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

CH 3/23/26

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Tanya 3/23/26</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>3/24/2026</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>3-25-26</i>
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Changer Order No. 2 is issued to renew the original contract according to al terms, conditions, prices and specifications contained in the original contract including all authorized change orders. Effective date of renewal 03/01/2026 through 02/28/2027.

Renewal Years Remaining: 1

No Other Changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		250000.00	

Commodity Line Description: DAVE Connect - EDRS to STEVE Via FHIR

Extended Description:

- DAVE Connect - EDRS to STEVE Via FHIR
- Two System Preferences

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		175000.00	

Commodity Line Description: DAVE Connect - EBRS to STEVE Via FHIR

Extended Description:

- DAVE Connect - EBRS to STEVE Via FHIR
- Two System Preferences

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		175000.00	

Commodity Line Description: DAVE Connect - EFDRS to STEVE Via FHIR

Extended Description:

- DAVE Connect - EFDRS to STEVE Via FHIR
- Two System Preferences

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		25000.00	

Commodity Line Description: Maternal morbidity functionality

Extended Description:

Maternal morbidity functionality based on specifications from NCHS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		137917.00	

Commodity Line Description: DAVE Death - Year 1 Maintenance

Extended Description:
DAVE Death - Year 1 Maintenance

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		123600.00	

Commodity Line Description: DAVE Birth & Fetal Death - Year 1 Maintenance

Extended Description:
DAVE Birth & Fetal Death - Year 1 Maintenance

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		159135.00	

Commodity Line Description: DAVE Hosting - Year 1

Extended Description:
DAVE Hosting - Year 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	84141602				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		2400.00	

Commodity Line Description: POS Credit Card Gateway Fee

Extended Description:
POS Credit Card Gateway Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		246863.00	

Commodity Line Description: Induced Termination of Pregnancy Module

Extended Description:
Induced Termination of Pregnancy Module

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		245863.00	

Commodity Line Description: Marriage Module

Extended Description:
Marriage Module

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		245863.00	

Commodity Line Description: Divorce Module

Extended Description:
Divorce Module

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		0.00	

Commodity Line Description: Annual Maintenance

Extended Description:
Annual Maintenance - 20% of license costs. Subject to 3% annual increase Year 2 and beyond.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		0.00	

Commodity Line Description: End User Training

Extended Description:
End User Training -
\$1,000 per four-hour class

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2024-03-01	2025-02-28		0.00	

Commodity Line Description: Help Desk Support

Extended Description:
Help Desk Support - Bronze Level Support
\$29,200/mo
Inbound calls to toll-free number provided by VitalChek to Agency's end users. (Funderal Directors, Medical Certifiers, Birth Clerks, etc.)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2025-03-01	2026-02-28		142054.52	

Commodity Line Description: DAVE Death - Year 2 Maintenance

Extended Description:
DAVE Death - Year 2 Maintenance

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2025-03-01	2026-02-28		127308.00	

Commodity Line Description: DAVE Birth & Fetal Death - Year 2 Maintenance

Extended Description:
DAVE Birth & Fetal Death - Year 2 Maintenance

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2025-03-01	2026-02-28		163909.05	

Commodity Line Description: DAVE Hosting - Year 2

Extended Description:
DAVE Hosting - Year 2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	84141602				0.000000
	Service From	Service To		Service Contract Amount	
	2025-03-01	2026-02-28		60000.00	

Commodity Line Description: FHIR MAINTENANCE

Extended Description:
FHIR MAINTENANCE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	84141602				0.000000
	Service From	Service To		Service Contract Amount	
	2025-03-01	2026-02-28		2400.00	

Commodity Line Description: POS Credit Card Gateway Fee

Extended Description:
POS Credit Card Gateway Fee

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2026-03-01	2027-02-28		146316.15	

Commodity Line Description: DAVE Death - Year 3 Maintenance

Extended Description:
DAVE Death - Year 3 Maintenance

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2026-03-01	2027-02-28		131127.24	

Commodity Line Description: DAVE Birth & Fetal Death - Year 3 Maintenance

Extended Description:
DAVE Birth & Fetal Death - Year 3 Maintenance

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	80111713				0.000000
	Service From	Service To		Service Contract Amount	
	2026-03-01	2027-02-28		168826.32	

Commodity Line Description: DAVE Hosting - Year 3

Extended Description:
DAVE Hosting - Year 3

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	84141602				0.000000
	Service From	Service To		Service Contract Amount	
	2026-03-01	2027-02-28		61800.00	

Commodity Line Description: FHIR MAINTENANCE

Extended Description:
FHIR MAINTENANCE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	84141602				0.000000
	Service From	Service To		Service Contract Amount	
	2026-03-01	2027-02-28		2400.00	

Commodity Line Description: POS Credit Card Gateway Fee

Extended Description:
POS Credit Card Gateway Fee



LexisNexis VitalChek Network Inc.
840 Crescent Centre Drive
Suite 300
Franklin, TN 37067

02/06/2026
RE: CMA HSC2400000001

Matthew Wickert
State Registrar, WV Health Statistics Center
350 Capitol Street, Room 165
Charleston, WV 25301

Dear Mr. Wickert,

This letter is regarding the renewal of contract CMA HSC2400000001. LexisNexis VitalChek Network Inc. (LN VCN) agrees to renew contract CMA HSC2400000001 with the WV Department of Health, Bureau for Public Health, Health Statistics Center effective March 01, 2026, through February 28, 2027, according to the terms, conditions, and pricing contained in the original contract, including all change orders.

Serving and supporting your agency remains a fundamental commitment within LN VCN. During this contract gap, our organization has consistently provided hosting and maintenance services, along with perpetual licenses for the VitalIQ/DAVE system, ensuring uninterrupted service for the West Virginia Department of Health and its constituents.

Sincerely,

Haywood Talcove
CEO (LNSSI)
LexisNexis VitalChek Network Inc.

Agreed

P.O. Box 1703 • Brentwood, TN 37024-1703



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
Health Statistics Center

Arvin Singh, EdD, MBA, MPH, MS, FACHDM, FACHE
Secretary of Health

Justin J. Davis
Acting Commissioner

Memorandum

Date: February 12, 2026
To: Central Finance Unit
From: Matthew Wickert, State Registrar of Vital Statistics
Through: Phillipa Lewin, Office Director
RE: Request to renew contract CMAHSC24*1

A handwritten signature in black ink, appearing to be "M. Wickert".

The Health Statistics Center requests permission to renew CMA HSC24*1 held by Lexis Nexis VitalChek Network, Inc. This contract is instrumental in the in the ongoing maintenance, support, and hosting of the electronic death, birth and fetal death registration system for the state of West Virginia. The term of renewal requested is March 01, 2026, through February 28, 2027.

If you have any questions or concerns, please contact me directly at Matthew.R.Wickert@wv.gov or (304) 356-4175.





STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
CENTRAL FINANCE OFFICE

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

TO: OSA- Purchasing

FROM: Courtney Buskirk
WV Department of Health, Procurement Specialist Senior

DATE: March 20, 2026

RE: Late Justification CMA HSC2400000001 CO2

We are being asked to justify the late submission of the above-mentioned CMA renewal. All documents were sent to purchasing from the office on February 24, 2026. The MIS/OT approval was received on March 17, 2026.

We respectfully ask for consideration of this request. Thank you.

Thank you,

Courtney M Buskirk
DH CFU Purchasing

A handwritten signature in blue ink, appearing to read "Courtney Buskirk" with a stylized flourish below it.



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: Ashley Huffman, Information Services Consultant 1
Department of Health, Bureau for Public Health
Health Statistics Center

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

SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
WVOT Number 2026-0497

DATE: March 17, 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 for Contract: CMA HSC24*1 with LexisNexis, the Office of Technology has determined:

X 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.



Scheduled SAM Maintenance [Show Details](#)
Mar 17, 2026



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Revolutionary FAR Overhaul Impacts to SAM.gov [Show Details](#)
Aug 15, 2025



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All Words

e.g. 1606N020Q02

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Keyword Search

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Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"LEXISNEXIS VITALCHEK NETWORK INC" ×

Entity ▼

Location ▼

Status ▲

- Active
- Inactive

Reset

Entity Information ▲



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification



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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.

LEXISNEXIS VITALCHEK NETWORK INC.

** See Attached **

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	11/20/1995		11/20/1995	Foreign	Profit				

Organization Information			
Business Purpose	5111 - Information - Publishing Industries (except Internet) - Newspaper/Periodical/Book/Directory & Mailing List/Greeting Cards Publishers	Capital Stock	0.0000
Charter County		Control Number	0
Charter State	TN	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	1000 ALDERMAN DRIVE ALPHARETTA, GA, 30005 USA
Principal Office Mailing Address	1000 ALDERMAN DRIVE ALPHARETTA, GA, 30005 USA
Type	Address

Officers	
Type	Name/Address
Director	WILLIAM MIN 1105 NORTH MARKET STREET SUITE 501 WILMINGTON, DE, 19801

Director	MARK KELSEY 1000 ALDERMAN DRIVE ALPHARETTA, GA, 30005
President	MARK KELSEY 1000 ALDERMAN DR ALPHARETTA, GA, 30005
Secretary	RENEE SIMONTON 1105 NORTH MARKET ST SUITE 501 WILMINGTON, DE, 19801
Treasurer	SUZANNE PERRY 1105 NORTH MARKET ST SUITE 501 WILMINGTON, DE, 19801
Vice-President	SUZANNE PERRY 1105 NORTH MARKET STREET SUITE 501 WILMINGTON, DE, 19801
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
LEXISNEXIS PAYMENT SOLUTIONS	TRADENAME	12/30/2021	
DBA Name	Description	Effective Date	Termination Date

Name Changes	
Date	Old Name
1/6/2010	VITAL CHEK NETWORK, INC.
Date	Old Name

Date	Amendment
1/6/2010	NAME CHANGE: FROM VITAL CHEK NETWORK, INC.
Date	Amendment

Annual Reports
Filed For
2025
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, March 23, 2026 — 8:57 AM

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Connecticut

201 Merritt 7 Corporate
Park
Norwalk, CT 06851
[View in Google Maps](#)

4 Davis Road West
Old Lyme, CT 06371
[View in Google Maps](#)

District of Columbia

1150 18th St NW, Ste 600
Washington, DC 20036
[View in Google Maps](#)

1400 K Street NW Suite
1100
Washington, DC 20005
[View in Google Maps](#)

Delaware

1105 North Market Street
Wilmington, DE 19801
[View in Google Maps](#)

Florida

777 Yamato Rd
2nd and 6th Floors
Boca Raton, FL 33487
[View in Google Maps](#)

6601 Park of Commerce
Blvd
Boca Raton, FL 33487
[View in Google Maps](#)

643 SW 4th Avenue Suite
130
Gainesville, FL 32601
[View in Google Maps](#)

12802 Tampa Oaks
Boulevard Suite 120
Temple Terrace, FL 33637
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Georgia

1000 Alderman Dr
Alpharetta, GA 30005
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1100 Alderman Dr
Alpharetta, GA 30005
[View in Google Maps](#)

1855 Satellite Boulevard,
Sugarloaf Business Park
Duluth, GA 30097
[View in Google Maps](#)

Oregon

522 SW 5th Ave.
Portland, Oregon 97204

[View in Google Maps](#)

830 NE Holladay Street
Portland, OR 97232

[View in Google Maps](#)

Pennsylvania

7 Walnut Grove Drive
Horsham, PA 19044

[View in Google Maps](#)

2520 Renaissance Blvd,
Ste 100
King of Prussia, PA 19406

[View in Google Maps](#)

1600 John F. Kennedy
Boulevard, Four Penn
Center
Philadelphia, PA 19103

[View in Google Maps](#)

Nova Tower 2, 2
Allegheny Center
Pittsburgh, PA 15212

[View in Google Maps](#)

Puerto Rico

1095 Wilson Avenue,
Puerta Del Condado
Office Center
San Juan, PR 00907

[View in Google Maps](#)

Tennessee

One Creekside Crossing
Six Cadillac Dr, Ste 400
Brentwood, TN 37027

[View in Google Maps](#)

901 Woodland St
Nashville, TN 37206

[View in Google Maps](#)

Texas

4691 N Mesa St
El Paso, TX 79912

2727 Allen Parkway,
Wortham Tower,
Houston, TX 77019

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>3/23/26</u>	Agency: HSC
Solicitation No. <u>CMA HSCA4*01</u> <div style="text-align: center; font-size: 1.2em; color: blue;">COA 2 Renewal</div>	Procurement Officer Submitting Requisition: Courtney Buskirk
	Requisition No. CMA HSC2400000001 CO2
	PF No.: 1367123

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: _____

Cynthia Hustead